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# Cash community for the Red Cross and Red Crescent Movement

How to get involved and find resources 2019



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## Acronyms

**CPWG:** Cash Peer Working Group

**IFRC:** International Federation of Red Cross and Red Crescent Societies

**ICRC:** International Committee of the Red Cross

**CVA:** Cash and Voucher Assistance

**TWG:** Technical Working Group

**RGA:** Regional Working Group

**NS:** National Society

**AG:** Advisory Group

# Message from the Cash Peer Working Group

Dear Red Cross Red Crescent Cash Practitioners,

Welcome to the global cash community and more specifically to the Cash Peer Working Group!

We are a vibrant and active group responsible for leading the International Red Cross and Red Crescent Movement (RCRCM) in the development of the cash agenda and welcome everyone with an interest in cash to be part of our community in some way.

This pack will outline all the different ways that you can be involved and play your role in supporting Movement members in the delivery of cash and voucher assistance across all aspects of our work from preparedness to emergency response to long- term recovery and development.

The cash community connects virtually through the Cash Hub ([www.cash-hub.org](http://www.cash-hub.org)) where you can find resources, guidance, tools and advice and helps link to other cash practitioners from across the Movement. We also have a series of working groups made up of people with all levels of interest who are responsible for furthering the thinking around specific issues related to our work.

The Cash Peer Working Group provides a senior level technical thinktank for the Movement's cash work and is complemented and supported by regional Cash Working Groups and thematic working groups who deal with a range of issues from cash preparedness to training and cover all levels of experience.

Information on how to be part of this vibrant community is in the pack and we look forward to welcoming you to join us on the Movement's cash journey!

Best wishes,  
from your Cash Peer Working Group



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# Find out here how to get involved in the Movements' Cash Community

The cash community is leaders, staff, volunteers, members, and partners of the Movement who are interested in cash and voucher assistance (CVA). Through participating in the cash community, all personnel from National Societies, the International Federation of Red Cross and Red Crescent Societies (IFRC) and International Committee of the Red Cross (ICRC) can gain additional support and resources needed to use cash as a tool in their programming, helping to transform the way that the Movement delivers aid. Through sharing experiences and knowledge of CVA, members collaborate with others around the Movements global network in the area of CVA.

The cash community uses the Cash Hub platform ([www.cash-hub.org](http://www.cash-hub.org)) as a central point for resources on CVA, where both cash practitioners and those with an interest in cash can connect, start discussions and collaborate. The Movement has a vast wealth of experience in institutionalising cash, using it as a tool to deliver humanitarian aid. Joining the cash community is an opportunity to share relevant experiences while reaching out to the wider network of the Movement. It also strengthens our ability to profile our progress as individual Movement members, and as the Movement to external humanitarian networks and to engage with relevant policy debates.

The cash community is currently hosted by the British Red Cross in partnership with the IFRC and the ICRC through the use of the Cash Hub platform. Thematic sections are provided by National Societies including American Red Cross, British Red Cross, Turkish Red Crescent and the ICRC. If you would like to explore how you can contribute to a section or start a new thematic section please get in touch with the Cash Hub Knowledge Manager, Stefania Imperia at [contact@cash-hub.org](mailto:contact@cash-hub.org). The Collaborative Forum and Helpdesk are supported by the Cash Peer Working Group (CPWG) and the British Red Cross Technical Team.

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## Membership and how to get involved

Movement members, staff, volunteers, and leaders can join the Cash Community. Membership includes a registration on the Cash Hub to join the conversations and access resources.

- Members contribute learning and know-how from their cash programme to other National Societies, the Movement, and other cash practitioners.
- Members provide content about their cash programme to support others and profile their National Society and the Movement.
- Members provide peer support by sharing their knowledge, asking a question or presenting an issue they face in their programmes via the Cash Hub online forum. Members can learn with peers and read existing discussions.
- Members also share and find out about relevant news, jobs, events and training opportunities in cash within the Movement. Here is a video that explains more about the Cash Hub platform.
- Members will learn about the Movement's cash experience in a range of thematic or geographic areas, search by theme or region or using key words, year of publication or type of document i.e. article, case study, evaluation, learning, research, tool and video.
- Members can access to the Cash in Emergencies (CiE) Toolkit and the latest programme guidance on cash in the Movement.

If you have any questions regarding the Movement Cash Community please do not hesitate to get in touch with the Cash Hub Knowledge Manager, Stefania Imperia at [contact@cash-hub.org](mailto:contact@cash-hub.org) and the CPWG Coordinator Nathalie Lindegaard Juul [najuu@rodekors.dk](mailto:najuu@rodekors.dk).



## Regional coordination – Regional Working Groups (RWG)

A Regional Working Group (RWG) is established to provide regional-level expertise towards the outcomes of the Cash Strategic Framework for the International Red Cross and Red Crescent Movement and build a network of National Societies (NS) and practitioners to share learning and advocate to support cash uptake. The RWG is expected to achieve specific regional-level outputs that move the Movement towards the outcomes. The RWG may task the CPWG, or vice versa, with specific outputs, and/or the group may recommend outputs from their perspective to prioritise. It is expected that each of the five (5) IFRC regions will have a working group. This includes the Africa, Americas, Asia Pacific, Europe, and Middle East/North Africa. ICRC representation will also fall into these regions. Where possible, IFRC Cash Focal Point in the region will be responsible to establish the Regional Working Group. The Group will then set its Terms of Reference and will appoint the Chair and confirm group member criteria and membership.

The IFRC Regional Cash Delegate/Coordinator assumes the role of chair for the Regional Working Group. Where that is not possible the capacity should be found in other Movement partners. The chair of the working group is endorsed by the CPWG. The chair serves for 1 year with possible renewal. The chair must show knowledge and experience within the technical area which is being discussed, the ability to facilitate and manage a multi-cultural group, ability to write a workplan which matches or links into the Cash Strategic Framework for the Movement and be able to provide time and leadership for the group.

A co-chair or vice-chair is suggested for each regional group to ensure better consistency in the group, provide continuity, and enhance knowledge management transfer among the group members. The IFRC Regional Cash Delegate/Coordinator or other member appointed (co-chair or vice-chair) will support in keeping group documents, setting up meetings, updating members via the Cash Hub, etc. The RWG and CPWG function through two-way communication streams; the chair reports directly to the CPWG and IFRC Global Cash Lead. The Chair of each working group will provide a progress report on activities every other month (6 reports a year) to coincide with CPWG meetings. This will be submitted to the CPWG chair(s) or the CPWG coordinator for inclusion in the CPWG minutes as progress updates/reports. The CPWG is tasked to report back to the RWG on updates relevant to the wider workplan and other items for dissemination.



## Membership

Due to the purpose of the RWG, membership should be open and inclusive to encourage active participation across National Societies, IFRC and ICRC.

- Members must regularly participate in regional working group meetings (“regular attendance” is defined by the RWG),
- Members must be engaged with the work of the group and actively contributing (engagement and contributions to be defined by the RWG),
- Members must be able to provide a resource (time/expertise/money) to the outputs of the group

The Chair submits the list of members to CPWG for information



## Terms of Reference

For each RWG are to be written by the Chair in consultation with the RWG members and endorsed by the CPWG. The CPWG will review the identified outputs each year for progress on the overall outcome/objective.

**Goal:** Regional Working Group to define

**Responsibilities** (below are recommendations from CPWG):

- Encourage country level coordinate with internal and external humanitarian networks and facilitate this discussion where necessary with CPWG-endorsed guidance and procedures
- Engage in regional level policy debates on cash to profile the Movement and disseminate best practices in cash
- Act as focal point in reaching out to NS to collect and verify regional cash data to update the Cash Hub
- Support increasing engagement of NS in the RWG – advocacy, membership etc.

- RWG to further define

- Tasks (below are recommendations from CPWG):
- RWG to further define and approve a yearly action plan
- Share regional learning materials, research and innovations for wider cash community learning on the Cash Hub
- Flag news, jobs, events and training opportunities on the Cash Hub

**Decision-making process:** RWG to define

**Attendance:** 1 yearly face-to-face with 4 remote calls per calendar year

**Transition process (Phase in/phase out):** RWG to define

## Contact the Regional Working Group

If you have any questions regarding the Regional Working Group in your region, please do not hesitate to get in touch with:

**Asia Pacific:**

Michael Belaro michael.belaro@ifrc.org

**Africa Sub-Regional Cash Working Groups:**

Daniela Vergara daniela.vergara@ifrc.org

Gianluca Rigolio gianluca.rigolio@ifrc.org

**Europe:**

Vanesa Colsa (cover) vanesa.colsa@ifrc.org

**Américas:**

Felipe Delcid felipe.delcid@ifrc.org

**MENA:**

Bilal Shah (cover) bilal.SHAH@ifrc.org



# Global technical coordination for a specific area or task – Technical Working Groups (TWG)

A Technical Working Group (TWG) is established by the Cash Peer Working Group (CPWG) to provide specific technical expertise towards a specific outcome of the Cash Strategic Framework for the International Red Cross and Red Crescent Movement. A technical working group is expected to achieve specific outputs that move the Movement towards the outcomes. The CPWG may task the technical working group with specific outputs, and/or the group may recommend outputs from their perspective to prioritise. The technical working group is established for as long as determined necessary by the CPWG. The TWG is established or disbanded by the CPWG. The CPWG will review and endorse the identified outputs developed by the Technical Working Group. The existing Technical Working Groups are cash preparedness, data management / information management and training.

## Formation of the Technical Working Group

The CPWG will identify the need and appoint an interim Chair who will lead the formation of the group. The group will then set its ToR and will appoint the Chair and confirm group member criteria and members.

The role of the Chair is to lead and drive the group towards implementation of the groups' workplan. The chair of the working group is endorsed by the CPWG. The chair can come from an existing CPWG member or from the National Societies' in the cash community. The chair must show knowledge and experience within the technical area which is being discussed, the ability to facilitate and manage a multi-cultural group, ability

to write a workplan which matches or links into the Cash Strategic

Framework for the Movement and be able to provide time and leadership for the group. If the technical working group exists for more than a year, it is suggested that the group discuss and agree if there should be a chair change with the appropriate handover period.

A co-chair or vice-chair is suggested for each technical group to ensure better consistency in the group, provide continuity, and enhance knowledge management transfer among the group members. The chair/co-chair or vice- chair is tasked with keeping group documents, updating the members via the Cash Hub, setting up meetings, etc.

The Technical Working Group reports directly to the CPWG. The Chair of each working group will provide a progress report on activities every other month (6 reports a year) to coincide with CPWG meetings. This will be submitted to the CPWG chair(s) and the CPWG coordinator for inclusion in the CPWG minutes as progress updates/reports.



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## Membership

- Technical working group members must show experience and/or knowledge of the areas which they are to be working.
- Membership in the technical working groups is not limited to CPWG membership National Societies. A technical working group member can be from any established National Society, pending the member meets the criteria established by the technical working group.

Specific criteria for membership is to be determined by the Technical Working group, with consultation of the Chair and CPWG if needed, as part of developing the groups ToR.

Foundational requirements exist for example:

- Members must regularly participate in technical working group meetings ("regular attendance" is defined by the TWG),
- Members must be engaged with the work of the group and actively contributing (engagement and contributions to be defined by the TWG)
- Members must be able to provide a resource (time/expertise/money) to the outputs of the group

These specific competencies are to be created with the Technical working group defining the technical or programmatic expertise. Foundational requirements exist for example:

- Members must be able to demonstrate their knowledge or expertise (i.e. endorsement letter of their NS/IFRC, a resume/CV, or another NGO, etc.)
- Members must be actively engaged around expertise within their own National Society (NS), supporting other NS, or the Movement (demonstrable)

Membership selection for Technical Working groups is conducted by the Chair(s) of the committee in consultation with the CPWG as needed. Membership review and turn over should be discussed and agreed with the group. If the group continues for more than a year, the membership should be reviewed. If there are questions or discrepancies in the process, the CPWG will mediate this process.



## Terms of Reference

For each Technical working group are to be written by the Chair and/or CPWG sponsor member and endorsed by the CPWG. Terms of Reference should include: goal, responsibilities, tasks, decision-making process, membership criteria, attendance requirements and plans for any transition/exit.

## Contact the Technical Working Groups

If you have any questions regarding the existing or potentially new Technical Working Groups please do not hesitate to get in touch with:

### Cash Preparedness:

Ines Dalmau Gutsens [IDalmau@redcross.org.uk](mailto:IDalmau@redcross.org.uk)  
and Bilal Hussain SHAH [Bilal.SHAH@ifrc.org](mailto:Bilal.SHAH@ifrc.org)

### Data Management / Information Management:

Joseph Oliveros [joseph.oliveros@ifrc.org](mailto:joseph.oliveros@ifrc.org)  
and Lisa Williams [lisa.williams8@redcross.org](mailto:lisa.williams8@redcross.org)

### Training:

Marianna Kuttothara [marianna.kuttothara@redcross.org](mailto:marianna.kuttothara@redcross.org)  
and Jenny Harper [JennyHarper@redcross.org.uk](mailto:JennyHarper@redcross.org.uk)

### Cash and Health:

Ansa Masaud Baloch Jorgensen  
[Ansa.Jorgensen@redcross.no](mailto:Ansa.Jorgensen@redcross.no)

### Cash and Social Protection:

Marga Ledo [marga.ledo@ifrc.org](mailto:marga.ledo@ifrc.org)



# Global Strategic Technical Coordination – the Cash Peer Working Group (CPWG)

The Cash Peer Working Group (CPWG) is a core group of the International Red Cross and Red Crescent Movement stakeholders, with cash and voucher assistance (CVA) expertise. The group meets on a regular basis as peers to collaborate on strategy, guidance and tools, providing technical leadership, to encourage and equip the Movement to embrace and increase its institutional capacities in CVA and guiding and contributing to the Cash Strategic Framework for the Movement. The CPWG is informed by the technical and regional working groups and provides overall guidance and direction to these groups. Individual members of the CPWG ensure linkage to and from the Cash Learning Partnerships Technical Advisory Group to ensure application of sector wide standards and good practice and to share Movement experience.

## Formation of the Cash Peer Working Group

The CPWG is a group of peers with experience and knowledge of cash programming with a rotating chair. The CPWG is chaired by two members of the group, for a term of eighteen months. The new chairs will be elected from within the existing CPWG members within 6 months prior to the end of the term. The CPWG is self-governed, yet a dedicated position within the IFRC provides coordination support to the CPWG. This position is supported by CPWG members as part of their commitment to the cash initiative. The role provides support such as meeting scheduling, documentation of activities, record-keeping, acts as a central point of communication with technical and regional working groups, and relationship management with and between members as well as external inquiries.

The CPWG communicates regularly with the Cash Advisory Group, Movement senior leadership, and the Movement cash community.



## Terms of Reference

The CPWG is responsible for:

- Definition of thematic, technical priorities
- Set strategic direction and priorities for contextualization in regional working groups
- Assigning/Defining Technical Working Groups according to Movement priorities
- Endorsing Regional and Technical Working Group ToRs and dissolving Technical Working Groups when the outputs are achieved.
- Endorsing all Regional and Technical Guidance and Tools
- Ensuring two-way communication with and between the Regional and Technical working groups
- Coordinating with relevant Movement Sectors
- Assuring relevance and new content provision to the Cash Hub Platform.



## Membership

The membership of the CPWG includes, the 2 Standing Members (ICRC and IFRC) and National Society representatives. Guests can be invited as per the subject of the specific meeting and at each meeting one of the IFRC regional cash coordinators will be invited.

Members who wish to join the CPWG will be required to demonstrate how they meet the following organizational and individual criteria:

### Organisational Criteria

- Volume of cash programming has reached at one given stage over the past 2 years CHF 1mil OR financial contributions have been made to the IFRC cash agenda (global or regional) OR implementing cash preparedness on your own or supporting a partner National Society
- Members are expected to contribute to the CPWG Cash Coordinator position

### Individual Criteria:

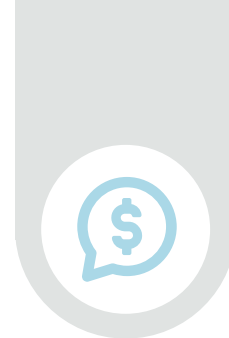
- Cash expert or Disaster Management (DM) expert with cash experience; mission experience
- Good English skills verbal and written
- Able to take decisions of a technical and Movement-wide strategic level
- Attendance at minimum 2 out of 3 CPWG meetings held annually (value CHF 10'000 peryear for travel and expenses)
- Contribute to one or more technical groups
- Contribution of 15% (3-4 days per month) by the CPWG member available for tasks, face to face meetings and three conference calls.

Members will be selected when membership is open and interested parties can submit applications of interest. These will be reviewed by a panel consisting of the standing members and 2 other CPWG members appointed on a rotational basis. Applicants will be informed of the outcome and new members invited to the next CPWG meeting.

## Contact the Cash Peer Working Groups

If you have any questions regarding the CPWG please do not hesitate to get in touch with:

CPWG Coordinator: Nathalie Lindegaard Juul at [najuu@rodekors.dk](mailto:najuu@rodekors.dk)



# Global Strategy - Cash Advisory Group (AG)

The Cash Advisory Group (AG) is a high-level group of International Red Cross and Red Crescent Movement leaders, established to provide strategic direction to the British Red Cross hosted Cash Hub as well as to support the Movement's delivery of the global commitments and ambitions to scale up cash and voucher assistance (CVA). The members champion CVA in the Movement, influencing the commitment and support of Red Cross and Red Crescent leaders and strengthening the position of the Movement as global cash actor and partner of choice. It should be noted that the Advisory Group is not a formal statutory body of the Movement and, therefore, does not have official decision-making responsibilities.

The Cash AG is composed of 7-9 representatives from IFRC and ICRC leadership and National Societies active in CVA., chaired by the British Red Cross, Chief Executive Officer (CEO), Mike Adamson.



## Membership

Other Red Cross and Red Crescent leaders with a strong interest to join the group, and a commitment to provide strategic leadership in CVA, are encouraged to contact the Chair. Membership is by invitation of the Chair in agreement and as recommended by the other Cash Advisory members.

Members are influential in their National Societies, regions, or global level, endorsing the use of CVA when appropriate through all programmes and operations. Members are interested and committed to promoting the CVA agenda and strategy as put forth by the Cash Strategic Framework for

the Movement and endorsed by the IFRC Governing Board in 2018.

The Cash AG is convened by teleconference on a quarterly basis and meets once per year. Additional ad hoc meetings can be called by the Chair to discuss specific issues.

Each AG meeting requires a quorum of at least 50% of the members present either in person or by telephone/videoconference.

## Contact the Cash Peer Working Groups

If you have any questions regarding the Advisory Group or if you would like more information on the Cash Hub please do not hesitate to get in touch with David Peppiatt.

Director Humanitarian Cash Assistance at the BRC: [DPeppiatt@redcross.org.uk](mailto:DPeppiatt@redcross.org.uk).



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