

Terms of Reference

Information Sharing Centres

1. Background:

Information sharing or a lack thereof was initially identified as a major concern for refugees during repatriation workshops held by refugee communities in 2012. Refugees have no easy access to formal channels through which relevant information can be requested, accessed, disseminated or made credible. Since these initial meetings, information sharing is continually expressed as a key concern by all actors and has further been defined and specified as to what information people need – for refugees and camp leadership, as well as the humanitarian community - in supporting refugee preparedness for durable solutions.

UNHCR and CCSDPT formed the Information Sharing Task Force (ISTF) in response to the concerns raised. The ISTF now includes representatives from refugee committees and CBO and acts as an advisory support function. The ISTF came together in order to address the concerns voiced by the refugee community, by collating the feedback and commencing the process of the development of a strategy and tools for information sharing. Throughout the consultation process in all camps a model has been further developing about information sharing. These terms of reference cover the information sharing centres and sharing mechanisms in camp.

2. Purpose:

- 2.1 To empower refugees with information that will help them feel stable, secure and decrease stress and anxiety
- 2.2 To provide refugees with timely, credible and relevant information in order for them to make an informed decision about their future.
- 2.3 To provide a platform for all stakeholders to not only access but also contribute to the collation and dissemination of timely, credible and relevant information.
- 2.4 To provide refugees with an opportunity to enquire about the credibility of information they may have heard in their community.
- 2.5 To provide the above services to all refugees regardless of age, gender, ability, religion and / or ethnicity.
- 2.6 To provide an opportunity for the refugee community and CBOs to engage through development, implementation and management of the information sharing centres and mechanisms. Community engagement provides an opportunity to empower the refugee community and aids accountability and transparency.
- 2.7 Through information sharing and improved communication there will be an improvement in coordination and the use of human and financial resources.
- 2.8 To provide an example of a model of preparedness in a protracted environment for future accessibility.
- 2.9 The purpose is not about promoting return but rather providing information about potential return and information related to other durable solutions.

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3. Beneficiaries and stakeholders:

- 3.1 The beneficiaries of the project are:
- 3.1.1 The refugee communities in the nine camps on the Thailand / Burma / Myanmar border.
 - 3.1.2 This project may also indirectly benefit the migrant community by information being made available to them.
 - 3.13 This project may also indirectly benefit the internally displaced persons inside Burma by information being made available to them.
- 3.2 The stakeholders of this project are as follows; Refugees, Camp Committees, CBOS, CCSDPT, Information Sharing Centre Committees and Staff, Information Sharing Task Force, NGOS, Refugee Committees and UNHCR.

4. Roles and Responsibilities:

- 4.1 **UNHCR**
- 4.1.1 It is the role of UNHCR, as the lead for information dissemination to refugees as it concerns durable solutions, to develop, implement and manage the Common Service. For more details please see the terms of reference for the Common Service.
- 4.2 **CCSDPT**
- 4.2.1 Facilitate the process for the development of the strategy and model for information sharing in camp with the refugees and refugee committees.
 - 4.2.2 CCSDPT will collate feedback from each camp and work closely with KRC and KnRC to approve the final version of the model for implementation. CCSDPT will provide funding for the set up and running of the information sharing centre / mechanisms, subject to funding from a third party. Timeframes of financial support are subject to funding agreements with the donor.
 - 4.2.3 CCSDPT will assist KRC in training the information sharing centre committees and staff.
- 4.3 **Refugee Committees**
- 4.3.1 The strategy and the model for information sharing in camp must be developed by the refugee committees (KRC & KnRC), Camps Committees and CBOs. This process has been facilitated by CCSDPT and the refugee committees.
 - 4.3.2 The refugee committees will train the information sharing centre committees and staff in information sharing. CCSDPT will support this process.
- 4.4 **Camp Committees, information sharing centre committee and staff and refugees**
- 4.4.1 The implementation and management of the information sharing centres and mechanisms will be the responsibility of the assigned committee and staff as selected by the Camp Committee.

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4.4.2 It is the responsibility of the assigned committee and staff to ensure the agreed model and or mechanisms are put into practice in order to allow all refugees access to information. The guidelines will support staff to do this.

4.5 ISTF

4.5.1 The ISTF will provide strategic oversight and support to the development of the strategy and the model.

4.6 All stakeholders

4.6.1 It is the responsibility of the individual, group, NGO, CBO or agency to ensure the information they submit is correctly sourced – which will be outlined by UNHCR. Whilst contributing information is relevant to the Common Service if people submit the information to the information committee and or staff then they should follow the same process in order to reduce the spreading of incorrect information.

5. Activities and timeframe:

As this project is still in consultation phase there is not a detailed project plan or time frame as yet. This will be discussed and agreed between the refugee committees and CCSDPT.

No.	What	Who	When
5.1	Facilitate workshops in all nine camps to raise awareness of the project. Focus on how the community could envisage managing information sharing, what resources they will need and what their concerns are.	CCSDPT to facilitate.	May – July 2013
5.2	Draft TOR and guidelines for the information sharing centres and mechanisms in camps and the Common Service. These will be shared for consultation with refugee committees and CBOs (additionally discussed at information sharing task force).	CCSDPT, UNHCR, Refugees Committees, CBOs, ISTF	July – August 2013
5.3	Meet with refugee committees to develop a project plan.	CCSDPT, KRC, KnRC	August – September 2013
5.4	Presentation and discussion of proposed guidelines at stakeholders meeting by KRC and KnRC.	All stakeholders	21 st August
5.5	Guidelines agreed and pilot location confirmed between KRC, KnRC and CCSDPT.	KRC, KnRC, CCSDPT, UNHCR	August – September 2013
5.6	KRC information committee training (technical input from CCSDPT and UNHCR).	KRC, CCSDPT, UNHCR	To be advised by KRC
5.7	Assessment of information needs to be carried out.	Camp committee and selected information sharing staff	To be advised by refugee committees