

GRAF WORKING GROUP

TERMS OF REFERENCE

Communication

Background

The adoption of The Sendai Framework for Disaster Risk Reduction 2015-2030 on 18 March 2015 articulated the need for improved understanding of risk in all its dimensions, and created new requirements and new opportunities for those building societal resilience to environmental and technological shocks.

The United Nations Office for Disaster Risk Reduction (UNDRR) – mandated to support the achievement of the outcome and goals of the Sendai Framework and the 2030 Agenda for Sustainable Development – was called upon by experts to establish a process to co-design and develop a Global Risk Assessment Framework (GRAF) to inform and assist decision-making and transform behaviour. This framework will explicitly support national and sub-national governments, as well as non-State actors, to achieve the global targets of all major multi-stakeholder agreements: the Sendai Framework, Paris Agreement, the New Urban Agenda and the 2030 Agenda for Sustainable Development (the 2030 Agenda).

The GRAF co-design will be an evolutionary, emergent process focused on the needs of all stakeholders, especially decision makers (including local leaders)– both current and anticipated – and will offer a space for contributions to build a comprehensive assessment across **contexts, geographies, sectors and scales** of the determinants and drivers of risk in all its dimensions. It is a collaborative framework in which risk modelling and assessment capabilities, impact and consequence analyses, risk knowledge and tools can be braided together and made available, providing information for decision making as part of an integrated platform on prevention as well as within the UN Resilience Framework.

More information [about the GRAF](#) is available on the PreventionWeb site.

The GRAF Delivery Plan is an evolving road map to achieve the GRAF vision and objectives. In early 2018 an Expert Group was assembled to inform the early strategy and operational procedures of the GRAF.

Expert Group

To date, the GRAF has engaged over 115 experts to redress the inefficiencies and gaps which impede the collective ability to manage risk, and to support decision-makers in managing complexity and uncertainty. Global experts in risk, science, investment and policy-making and communication are synchronizing their data, methods, models, insights, practical tools, in open collaboration for more efficient risk analysis in a complex world.

Working Groups

Four Working Groups have been formed to address priority issues identified by the Expert Group:

1. Mapping and gap analysis
2. Fostering systems thinking
3. Demonstrators and pilot projects
4. Communication

Purpose of the working groups

Working groups advance progress and facilitate continued discussion on topics relevant to the aims of the GRAF. They expand the work of the Expert Group and draw in targeted knowledge, skills and capabilities relevant to the work areas. They also provide an action platform between Expert Group meetings and a way for stakeholders to engage and develop progress in specific areas where the Secretariat has requested assistance.

Structure of the Communication Working Group:

The Communication Working Group will consist of two sub-groups, each working on separate areas of expertise. The Chairs from each of these sub-groups will jointly represent the Communication Working Group.

Sub working groups of the Communication working group:

1. Network communication (NeCo) and knowledge sharing
2. Communication for risk-informed action (CRIA)

Aims and topline deliverables:

From early 2020

1. Network communication (NeCo) and knowledge sharing:

Aim: To establish how GRAF affiliates and other stakeholders from different disciplines engage with each other, build relationships, share knowledge internally and externally, and communicate the relevance and impact of their activities globally.

Deliverables:

- a. **Establish a collaboration platform** for GRAF affiliates and other stakeholders to engage on GRAF-related practice globally. This will be informed by expert knowledge on how to build relationships, meaningful engagement and knowledge sharing across disciplines. This will involve assessing options for the collaboration platform.

This will also highlight the translation role necessary to create a shared understanding of the functions of data providers and the needs of the decision makers, as well as the impact and relevance of the activities and information from the GRAF expert and working groups.

Note: *This work will be undertaken by the Secretariat and the UNDRR communication unit, in close consultation with the Working Group.*

Timeline: Within six months, the sub-group will deliver a set of specifications including budget, resource, and interface requirements for different platforms.

2. Communication for risk-informed action (CRIA):

Aim: To consolidate knowledge on how people at all levels access information about risk, understand risk, make decisions, and take action - and how communication influences this process - to ensure the latest thinking and evidence feeds into the design and implementation of subsequent national or regional action plans.

Deliverables: The working group members will agree on deliverables that will best contribute to new ways of communicating risk for action in support of the 2030 Agenda including the Sendai Framework, the Paris Agreement and the Sustainable Development Goals.

- a. **Guidance on key issues:** Indicative areas to be explored may include: Communicating uncertainty and complexity, media and communication to strengthen risk governance and improved accountability (at all levels of governance and across all stages of risk assessment and evaluation), visualization of data, creative communication devices for drivers of public engagement, etc. **Timeline:** To be determined by the group.
- b. **Input into other GRAF Working Groups** to ensure the latest thinking on communication for risk-informed action is incorporated and to bridge the science/policy chasm with effective communication. This may take the form of written guidance and ongoing participation and interaction with other working group members. **Timeline:** Ongoing

Note on the external communication of GRAF

The UNDRR Communication Unit is responsible for external communication and representation of the GRAF (not this working group) with an aim to develop GRAF's brand identity and promote to stakeholders to generate awareness and involvement.

The UNDRR communication unit, together with the Secretariat, and in discussion with GRAF experts, will deliver the following. Timeline: Q1 2020.

- **A communication strategy** to promote the GRAF. This will involve identifying target stakeholders, clarifying the outcomes we want to achieve with each stakeholder group and devising a plan for engagement.
- **Communication outputs**. Based on the strategy, a set of communication outputs will be developed and launched, including: Briefing notes to facilitate clear, consistent language about the GRAF, 'an 'introduction to GRAF' PowerPoint presentation, social media assets (social tiles, tweet messaging and small films) and a calendar of opportunities to promote the GRAF.

Additional working groups

Additional working groups may be proposed by members of the Expert Group, members of existing working groups or by individuals external to the GRAF willing to lead new groups who meet the membership selection criteria indicated below. Proposals will be evaluated by the Secretariat based on the current priorities for the GRAF, the applicant's match to the selection criteria and the ability of the applicant to lead an active working group. Applications can be submitted to the GRAF Secretariat at any point during the year. The Secretariat will review the proposal in consultation with the Expert Group and other Working Group leaders, and the applicant will be informed of their decision: approval, approval conditional on specified revisions, or rejection.

Membership

Identification and selection

Working group members are selected based on an application and selection process. [\[Click here to apply\]](#). The criteria for selection will be based on:

- High level of expertise in at least one of the relevant areas indicated;
- Appropriate range of skills in the areas indicated by the working group
- A commitment to volunteer for tasks within the WG program of work and/or bring resources to bear on the problem being addressed

Knowledge and skills required for Communication sub-Working Groups:

Two separate sets of members will be recruited for each sub-theme based on the distinct knowledge and skills required from each.

1. Network communication and knowledge sharing (NeCo)

- a. Building interdisciplinary networks around the GRAF to foster strong, productive connections and relationships. This includes an understanding of issues related to building a shared vocabulary among disciplines, the ability to translate the impact of science to practitioners and others in risk management to bridge the gap between data and decisions.
- b. Knowledge management and exchange to circulate and embed with an aim to capture the complexity of multiple streams of information and encouraging application of this knowledge.
- c. Information technology to inform the selection of communication platforms that facilitate interdisciplinary connections and knowledge sharing.

2. Communication for risk-informed action (CRIA):

- a. What influences decision-making in relation to risk and risk reduction – from a range of actors, including general populations to technical experts to policy-makers
- b. How change happens - from a systems-based approach, with a focus on risk
- c. The role of communication (in multiple forms) in influencing decision-making, action and structural change in relation to risk reduction among a range of actors.

When the above three conditions are satisfied, other criteria will be also taken into consideration:

- Members should come at a minimum from NGOs, UN agencies, academic and research institutions, with government (regional central and local) and private sector expertise
- A reasonable balance of gender
- A reasonable balance of geographical representation

Number of members

The maximum number of members is set by individual working groups

The Communication working group will have approximately **10** fixed members total, with roughly **5** members in each sub-group. However, this is somewhat flexible based on the applications received.

In addition, the number of the group may expand to include Temporary Members who participate for a limited amount of time. See Categories of Members below.

Categories of members

There will be two categories of members:

- Fixed-term members (1-2 years) who constitute the core of the group
- Temporary members who are additional participants and contributors to short-term initiatives or who may be unable to commit time beyond a certain prescribed timeframe.

Duration of membership

Working group members will be selected to serve for **two years or less** based on the needs and duration of the working group. Members may be re-selected to serve a subsequent term if the skill set and contributions continue to meet the Working Groups' needs.

The Communication working group is currently selecting new members for 18 months:

- Q1 2020 – Call for expressions of interest
- Q2 2020 – Nominations and Meeting 1
- Q3 2020 – Meeting 2
- Q4 2020 – Meeting 3
- Q1 2021 – Meeting 4
- Q2 2021 – Meeting 5

Working Methods

Roles and Responsibilities

Each working group will elect a Chair or Co-Chairs to lead the group and a rapporteur.

- The Chair(s) will decide on the group's working methods.
- The rapporteur will report to the Working Group.
- The Chair(s) and the rapporteur will be in regular contact with the members of the working group to ensure smooth running of the group and any sub-groups and progress towards the fulfilment of its mission. In addition, the WG Chair(s) will liaise with the Expert Group through the Secretariat to ensure that the WG activities are aligned with and provide outcomes helpful to the Expert Group direction and mandate.
- The Secretariat will provide appropriate administrative, secretariat, and technical support for the working group work.

- All members of the working group will participate in activities and make contributions in their areas of expertise. Such contributions will be coordinated by the Working Group’s rapporteur. The latter will be also responsible to prepare the draft documents for discussion and all the relevant reports and documents to be released by the working group.
- The Secretariat member coordinating with the working groups will support the rapporteur in these tasks. This working group shall cooperate with and provide input into other relevant working groups as required.
- Ad-hoc external experts may be invited to attend the meetings to provide expert input on specific issues, on agreement by all group members.

Way of working

Working Groups accomplish all their work virtually and through occasional face-to-face meetings when possible, as decided by the individual working groups. The working group shall meet (virtually or by teleconference) at least three times per year.

The Communication sub-working groups will hold meetings via phone at least four times per year. Phone or web based collaboration platform(s) will be provided by the Secretariat.

- **Reporting:** Updates on progress from sub-working groups will be sent to the Working Group Chairs. The Working Group Chairs will send updates to the GRAF Secretariat at least quarterly.
- **Budget:** The working groups do not receive a budget from the Secretariat. Securing funding for GRAF-branded activities requires consultation with the Secretariat.

The Communication working group does not currently have an operational budget.