

**Steering Committee
for the Implementation of the State Strategy for IDPs**

Terms of Reference

1. Establishment of the Steering Committee

1.1. The Steering Committee is an MRA-led decision making body to coordinate joint efforts by the Government of Georgia and international organizations in operationalizing and implementing the State Strategy for IDPs and its Action Plan..

1.2. The Steering Committee therefore also provides a support mechanism to the ‘State Commission for the Improvement of Living Conditions of IDPs from Abkhazia and Tskhinvali Regions 1989-1994.’

1.3. The Steering Committee functions on the following inter-related levels:

- i. **Decision making level (the Steering Committee)** consisting of: the Ministry for Refugees and Accommodation (MRA), Ministry of Labour, Health, and Social Affairs, Ministry of Justice, Ministry of Finance, Municipal Development Fund, EU, SDC, UNHCR, UNCT Resident Coordinator, USAID, World Bank, and two representatives from the NGO community (1 Georgian and 1 international);
- ii. **Technical advisory level (Expert Groups)** tasked, as needed, to provide information and technical assistance.

2. Objectives of the Steering Committee

2.1. The Steering Committee is to:

- Serve as a partnership forum for the MRA, other GoG Ministries and key stakeholders to oversee timely and coordinated implementation of the IDP State Strategy and the Action Plan;
- Provide a mechanism through which to elaborate plans and specific projects to implement the State Strategy and mobilize required resources;
- Ensure transparency of national and international efforts to implement the State Strategy;
- Evaluate progress towards achievement of the Strategy’s aims and implementation of the Action Plan;
- Identify priorities for further development;
- Elaborate recommendations for the Government of Georgia regarding IDP issues.

3. Steering Committee Modalities

3.1. The Steering Committee meets monthly. Should circumstances require, it will meet more frequently.

3.2. The MRA chairs the meetings of the Steering Committee.

3.3. Membership of the Steering Committee consists of: the MRA, Ministry of Labour, Health, and Social Affairs, Ministry of Justice, Ministry of Finance, Municipal Development Fund, EU, SDC, UNHCR, UNCT Resident Coordinator, USAID, World Bank, and two representatives from the NGO community (1 Georgian and 1 international).

3.4. Each partner organisation is represented equally in the Steering Committee.

3.5. A maximum of two individuals representing each member organization shall take part in each meeting of the Steering Committee. Consistency of participation is expected.

3.6. Representatives of other organizations can be invited by the Steering Committee to its meetings in order to provide input on a specific issue.

3.7. The MRA serves as the Steering Committee Secretariat. This includes: drafting the agenda, preparing and circulating necessary documents in advance, preparing minutes of each meeting, and disseminating decisions.

3.8. The Steering Committee discusses, plans and formulates policy and implementation decisions for realisation of the State Strategy and Action Plan. Decisions will be specific and time-bound.

3.9. The Steering Committee's discussions and decision making are informed and supported by technical expertise, data and advice;

3.10. Recommendations and decisions are made on the basis of consensus and indicated in meeting minutes. Unless objections are received by the Secretariat (MRA) within fourteen days of the circulation of the minutes, these recommendations and decisions are considered adopted.

3.11. Recommendations and decisions of the Steering Committee will be reported to the Prime Minister's office and other senior Government officials and to representatives of the diplomatic community.

3.12. Recommendations and decisions of the Steering Committee will be disseminated to IDPs and the broader public via the MRA media liaison office as well as via NGOs and other information outlets.

4. Task-specific Expert Groups

4.1. Expert Groups will be commissioned by the Steering Committee to provide technical assistance and address specific time-bound tasks required for implementation of the Action Plan (e.g elaboration of standards, legal issues etc.).

4.2. Each Expert Group will consist of representatives of the MRA, other relevant GoG agencies and a minimum of three and a maximum of five organizations with expertise relevant to the assigned task. The Steering Committee will determine the specific membership of each expert group.