

Movement Mini-Summit

Guidance Note & Check-List

PURPOSE OF THE MINI-SUMMIT

In the immediate aftermath of an emergency it is essential for a coordinated response that the components of the International Red Cross and Red Crescent Movement (the Movement) come together to define the key parameters of the Movement's response to the emergency. It is recommended that this 'coming together' or 'mini – summit' occurs as soon as possible but at the latest within the **first 24/48 hours** of an emergency. The mini-summit is organized between the Host National Society, the International Federation of Red Cross and Red Crescent Societies (IFRC) and the International Committee of the Red Cross (ICRC) to develop a shared understanding of the situation, agree on the main directions of the Movement's response, allocate the coordination responsibilities and ideally result in developing a joint statement from the Movement partners.

The mini-summit should be regarded as part of continual Movement coordination and cooperation processes. Pre-emergency Movement coordination documents and plans, such as Movement Coordination Agreements, pre-disaster agreements, joint contingency plans (when they exist), must be central elements guiding the mini-summit discussion. Furthermore, the mini-summit should be followed by a broader meeting and/or communication with all interested Movement partners to ensure coherent and aligned Movement response.

ORGANISATION OF THE MINI-SUMMIT

The table below presents the main elements for consideration when convening and organizing a mini-summit:

Action	Key elements	Remarks
Convening	Any of the senior leaders (or their official representatives should they be unavailable) of the National Society of the affected country and the country IFRC and ICRC offices can call for the meeting as soon as a large-scale emergency is foreseen or within 24/48 hours of an emergency being recognized.	Applies also to situations not yet characterized as large-scale but with the looming potential to reach that level.
Participation	Participation is limited to only the most senior, decision-making personnel of each Movement component attending. Technical staff may be called in to provide information, briefing and possible solutions.	PNS with an established long term presence are represented by their Federation secretariat and should be consulted prior to and informed after the "mini-summit".
Presence	The meeting is ideally takes place with physical presence of the partners' in-country leaders or their representatives.	Although the preferred option is a face-to-face meeting in country, at times there may need to be a mix of physical and online participation, while remaining field-led.
Location	Ideally the meeting takes place in the office of the National Society.	It can be relocated to the most accessible, the most secure or the better IT equipped place/office depending on circumstances and requirements.
Chairmanship	The Host National Society will be the Chair of the mini-summit.	If deemed necessary, and with the agreement of the three components a respected personality from within Movement can be requested to facilitate the meeting so that leaders can focus on the decision-making.
Decision process	Decision must be taken by consensus, with all three components finding agreement in the interest of the affected population. It is important that minutes are produced, recording all decisions taken and formally validated by the participants.	Any agenda item on which consensus can't be reached, should ideally be set aside and reverted to at a later stage if this doesn't block decision-making on other issues.

DECISION TABLE

The following table captures the essential agenda items on which discussion in the mini-summit should focus. The tick boxes in the last column can be used to check all decisions that have been taken.

SUBJECT	GENERAL OBJECTIVES	SPECIFIC DECISIONS	
Key parameters of the response	Align the understanding/reading of the emergency and define the key parameters of the Movement in the planned response	- Interaction with Government (support, substitution,) - Interaction with external stakeholders (arms carrier, civ-mil, etc.) - Coordination with other humanitarian actors/systems - Scope of involvement (geographical, activities) - Launching of an international appeal	☐ ☐ ☐ ☐ ☐
Roles & Responsibilities	Decide, using pre-determined agreements or the OMC tool, which component is to assume which coordination function	- Allocation of coordination of operations - Attribution of coordination of communication - Allocation of coordination of security - Attribution of coordination of resource mobilization - Basic structure of a coordination mechanism	☐ ☐ ☐ ☐ ☐
Required support	Give initial orientations on what additional Movement support might be required	- Evaluation of existing/remaining capacities - Initial indication whether surge capacity might be required to cope with the emergency - Decision on calling for Movement Coordination officer	☐ ☐ ☐
Communication	Establish the internal and external communication profile for the Movement operation	- Defining positioning with authorities and donors - Drafting of the key messages to appear in internal and external communication - Define the key elements and the time-line of the Joint Statement	☐ ☐ ☐