

Draft Work Plan of Task Team
IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action
January 2017 – December 2018
Preparatory phase: July 2016 – December 2016

This WORKING DOCUMENT describes the Task Team's overall goal, outputs and activities for the development of Inter-Agency Standing Committee (IASC) Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action.

Goal

Creation and endorsement of Inter-Agency Standing Committee (IASC) guidelines on the inclusion of persons with disabilities in humanitarian action. The IASC guidelines will assist humanitarian actors and affected communities to coordinate, plan, implement, monitor and evaluate essential actions that foster the full and effective participation and inclusion of persons with disabilities across all phases of humanitarian action.

Overall Outcome:

IASC guidelines on the inclusion of persons with disabilities are developed and endorsed by the IASC, UN agencies, global clusters, and key disability and humanitarian stakeholders.

- **Preparatory Phase One:** Formation of Task Team and Technical Sub-Groups (Q3, Q4 2016)
- **Phase Two:** Resource Mobilization and Human Resources (Q4 2016 Q1, Q2 2017)
- **Phase Three:** Data Collection, Mapping and Research (Q2, 2017)
- **Phase Four:** Development of Initial Draft Guidelines (Q3 2017 – Q3 2018)
- **Phase Five:** Final Review, Validation and Production (Q4 2018)

The Task Team will be co-led by UNICEF, the International Disability Alliance and Handicap International. Focal points for activities will be defined through consultation with the Task Team members in line with the agreed Terms of Reference (ToR).

Activities	Timing	Focal Points
Preparatory PHASE (ONE): Formation of Task Team and Technical Sub-Groups		
1.1 Develop Terms of Reference that will define the structure and mechanisms of the Task Team	Q3 2016	Lead: TT co-leads
1.2 Disseminate ToR to wider multi-stakeholder group for input and finalization	Q3 2016	Lead: TT co-leads with wider multi-stakeholder group input (please indicate your interest)
1.3 Formalize Task Team membership and technical workstreams/ sub-group	Q3 2016	TBC
1.4 One day workshop to define detailed work plan of the Task Team, workstreams and next steps	Q4 2016	COMPLETED
1.5 Finalization of technical sub-group members and sub-group leads	Q4 2016	TBC
1.6 Develop an ongoing communication and participation strategy, for the guidelines development process to foster engagement of relevant stakeholders (member states, other IASC subsidiary bodies, the global clusters, other communities of practice and Global South partners) including the development of an accessible website	Q4 2016	TBC
1.7 Circulating a matrix of proposed thematic areas and phases in the guidelines and inviting agencies with expertise to lead/ volunteer in respective areas	Q4 2016	Co-Chairs
PHASE TWO: Resource Mobilization and Human Resources		
2.1 Develop concept notes and proposals based on the detailed work plan, including human resources, research, consultations, drafting, testing/ validation	Q4 2016, Q1 2017	TBC
2.2 Scope/contact possible donors	Q4 2016, Q1 2017	TBC

2.3 Recruit relevant human resources based on the work plan and funding proposals	Q 4 2016 Q1 2017	TBC
PHASE THREE: Data Collection, Mapping and Research		
N.B. Where resources allow, the Task Team will aim to prioritize and complete Phase 3 activities in Q1 and Q2		
3.1 Desk review of literature and secondary data	Q 4 2016 Q 1 2017	TBC
3.2 Circulation of existing guidelines and products identified during the desk review process	Q 4 2016 Q 1 2017	TBC
3.3 Interviews with key stakeholders at international, regional and national level	Q1 2017	TBC
3.4 Global online survey and information-sharing	Q1, Q2 2017	TBC
3.5 Workshops to share experiences on other guideline development processes and lessons learned	Q1, 2017	TBC
3.6 Produce a report summarizing findings and suggested structure for the guidelines, interim dissemination of resources through website	Q2 2017	TBC
PHASE FOUR: Development of Initial Draft Guidelines		
4.1 Multi-stakeholder workshop/s on guidelines development	Q3 2017	TBC
4.2 Develop initial framework and structure of guidelines	Q3 2017	TBC
4.3 Ongoing field and online consultations, testing and validation with key stakeholders including DPOs, humanitarian actors, UN agencies and governments	Q3 2017 – Q3 2018	TBC
4.4 Ongoing drafting and review of guidelines	Q3 2017 – Q3 2018	TBC
PHASE FIVE: Final Review, Validation and Production		

5.1 Review of, and agreement to, final guidelines by Task Team	Q4 2018	TBC
5.2 Approval of guidelines by IASC Working Group	Q4 2018	TBC
5.3 Formal endorsement and launch of guidelines by IASC members	Q4 2018	TBC
5.4 Develop initial guidelines dissemination strategy	Q4 2018	TBC