

*Inter-Agency Group Nagaland: IAG(NL)*  
*Guidelines -2019*



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## **1. INTRODUCTION**

### **1.1 Inter-Agency Group (IAG) - Nagaland guidelines**

The Inter-Agency Group (IAG) is a forum for regional/ local resource/ networks, organizations - International NGOs and UN Agencies - to enhance information exchange, capacitate and act through members and perform coordination with State, Central and Local Self Govt., based on National and state acts, policies and Guidelines<sup>1</sup>.

### **1.2 National Vision (As per Disaster Management Policy 2009, GOI)**

“To build a safe and disaster resilient India by developing a holistic, proactive, multi disaster and technology driven strategy for DM. This will be achieved through a culture of prevention, mitigation and preparedness to generate a prompt and efficient response at the time of disaster. The entire process will center stage the community and will provided momentum and sustenance through the collective efforts of all government agencies and nongovernmental organizations.”

### **1.3 IAG Nagaland Vision**

Towards a safe and resilient state to the enhance quality and accountability of humanitarian action/initiatives in disaster in Nagaland.

### **1.4 Mission**

IAG Nagaland strives appropriate initiatives as per national vision, towards Disaster Risk Reduction, response to emergencies in a timely and cost efficient manner with an aim to enhance coordination and complementarity amongst members and stakeholder organizations.

### **1.5 Purpose of IAG**

Improved coordination and integrated efforts on Emergency Response and DRR initiatives taken up by IAG members in Nagaland

Facilitate better environment in terms of coordination and integration for disaster management through Government and Civil Society interaction the same has been described in DM Act 2005, that enables; enhanced community based disaster risk reduction (CBDRR) and quick response to emergencies in Nagaland.

[DM Act 2005 Article 35(2) mentions the meaning of coordination and integration

- Coordination of action of ministries or departments of GOI, state, authorities and NGOs in relation to disaster management.

- Ensure the integration of measures for preventions and mitigations of disasters by ministries or departments of Govt. into their development plans and projects leading to strengthening of local risk governance.

**1 Disaster Management Act-2005, DM Policy-2009, NDMA Guidelines, Planning Commission Recommendations, Sphere Standards, HAP and HFA 2005 are used as a basis to arrive at rationale for the proposed activities.**

## **2. ROLES OF IAG NAGALAND**

Enhance information exchange and regional coordination in order to respond to emergencies in a timely and cost efficient manner. The group seeks to increase collaboration between member organisations, and the efforts of organisations with a view to complement each other in emergency response and disaster risk reduction initiatives. IAG member organization present at state and district level through its diverse programs, both on sustainable development and humanitarian issues shall work for quality and accountability in programs and establish appropriate coordination mechanism in all initiatives with community friendly policy advocacy with equity and justice as a cross cutting, at all levels of actions.

- Coordination and integration of actions:** IAG will ensure that there is no duplication of efforts and resources in the initiatives taken up by IAG members for response as well as DRR. Also this forum will help in utilizing the strength of each partner organization to improve the quality of programs.
- Capacity Building** for coordination, quality services responsibility sharing and knowledge management for accountability as regular process. [A trained cadre of individuals on various sectors such as DM Act, Policy, NDMA Guidelines, Sphere minimum standards or Common Humanitarian standards (CHS), project cycle management, Hazard wise need assessment (JRNA, TNA, DRR Mainstreaming), disaster preparedness, DRR, CCA, Coordination of Actions, WASH, shelter, public health, accountability, Social Inclusion/ Exclusion, logistics supply chain management and, monitoring, evaluation etc. in the state is developed.
- Quality and accountability: One of the crucial role of IAG will be to ensure** that DRR and humanitarian response initiated by IAG members are enhanced through promoting sustainable development planning and practicing sphere minimum standards, right based approach, gender mainstreaming and all inclusive strategy in the state. The creation of a culture of downward accountability that recognizes the importance of developing relationships with disaster-affected/ prone populations that promote respect, uphold dignity and share power amongst excluded and weaker section of society.
- Advocacy/ Interface** - IAG to use advocacy as a tool for community friendly policies and its implementation in the line of national vision for disaster resilience. Further, IAG will ensure that the work of the IAG members is highlighted at state and national forums. Also the member organizations are updated from time to time on policies, acts and any

revisions in it. IAG will garner support from the state level authorities to facilitate the field level interventions pertaining to DRR and disaster response

- e) **Documentation** for getting historical perspective of scientific and traditional wisdom for future learning, creating awareness and better understanding in relation to the emerging needs of disaster management and climate change.

## **2.1 Strategy adopted to achieve objectives:**

### **Strategy 1: Information Management**

- a. To facilitate and enhance the management of access to and dissemination of information produced by both the IAG and sources that supports the various aspects of disaster preparedness and response.
- b. To develop & review appropriate means of communication, information storage messaging systems, databases, analysis as well as accompanying procedures.
- c. Act as a resource group to support the identification and dissemination of best practices in emergency preparedness in the region;

### **Strategy 2: Training and Capacity Building of state, District and below district level:**

- a. To identify skills gaps across the humanitarian community in the regions
- b. To develop a collaborative and coordinated approach of training and capacity building, including both delivering trainings as well as sharing information on scheduled training events
- c. To stimulate and influence human resource development practice in the humanitarian sector as a whole, by serving as a beacon for creative approaches to human resource development and directly organizing learning opportunities in new or neglected areas of humanitarian practice
- d. To continue raising awareness of Sphere and downward accountability tools.
- e. To act as a forum for building the surge capacity.

### **Strategy 3: Policy Advocacy for Emergency:**

- a. Provide a forum where humanitarian policy issues can be identified, discussed and referred to the Regional Humanitarian Partnership Team as appropriate;
- b. Promote regional learning on Disaster Risk Reduction and how it will be linked with emergency preparedness planning (particularly around mitigation).

### **Strategy 4: Quality, Accountability and Transparency**

- a. Act as a regional focal point for global initiatives such as: ALNAP, HAP, MDG, HFA for ensuring quality in DRR and Emergency Response initiatives.
- b. Improve mainstreaming of Sphere and Good Enough Guide accountability tools through focus on agencies to bring about needed organizational change in humanitarian agencies and senior government staff to bring accountability tools into the work of Government structures.
- c. To avoid duplication of work and to maximize use of available resources IAG will ensure that members follow transparent information sharing among IAG members.

### **Strategy 5: Incident Response System (IRS) of IAG Nagaland**

- a. In terms of response during emergencies, the community participation shall be as per the roles and responsibilities enshrined in the IRS system of NSDMA.
- b. The members of IAG Nagaland/NGOs/INGOs shall come under the Operation Section for responding to any disaster and rebuilding of the disaster.
- c. The member IAG Nagaland shall approach in the response to disaster events with Build Back Better strategies.  
(Reference may be made to IRS of NSDMA Operation Section under 1.7 Community participation in Disaster Response).

### **2.2 IAG-Nagaland broad activities:**

- IAG Nagaland is a platform for Consultations in the state and districts on Emergency Response (ER) & Disaster Risk Reduction work with all relevant stakeholders.
- Exchange of technical information, examples of best practices at member/ stakeholder's level and the strengthening of preparedness and response capacity.
- Developing SOP for emergencies and trigger mechanism at State Level by taking reference from SOP at National Level
- Capacity building of NGOs, Civil Society, Govt. functionaries and local level professionals on ER, DRR and enhancing stakeholder coping capacity.
- Advocacy for humanitarian initiatives

### **2.3 Coordination & Relationship building**

- State Authority, SDMA for advocacy on information sharing during emergencies, policy guidelines and improving and improvising needed relief codes/manuals in current guidelines.
- Agriculture Department & disaster management authorities for advocacy on crop loss due to drought and flood condition.
- Flood & Irrigation control for dissemination of early flood warnings. Also, probability of convergence with Humanitarian agency's for knowing and developing their best practices.

- Other important departments for any important issue at State and District level.
- Ensuring quality & downward accountability for humanitarian initiatives.
- Promote and to ensure Unified response strategy as and when required.
- Documenting the good practices of member organization and acknowledging the efforts at various forums.

### **3. STRUCTURE & FUNCTION OF IAG NAGALAND**

#### **3.1 Structure**

The IAG shall have its structure as below:

- **A Guideline** - which includes a mission, agreed guiding principles and membership criteria among others.
- **Secretariat – NSDMA, Home Department** will be the permanent secretariat for IAG Nagaland.
- **Chairperson**- The Secretary NSDMA will be the chairperson by designation.
- **State Coordinator** – Two member coordinators to be nominated from NGOs.

#### **3.2 Functions of IAG Nagaland**

- The IAG Nagaland shall function through its general body, core group/committee members and sub committees/ steering committee.
- Continue Inter Agency coordination and implement joint inter agency activities, demonstrating a high degree of mutual respect and trust.
- IAG shall make all efforts to support members and not compete with them.
- The members will not start a new project in any village where another Civil Society Organisation (CSO) has already been working actively, unless a prior mutual consent has been obtained from the existing CSO and due approval from IAG Nagaland in times of disaster.

***IAG chairperson shall be supported by the executive committee, state coordinator and need based Consultants. The state coordinator and consultants shall do following things as directed by chairperson:***

- Conduct IAG meetings regularly
- Maintain all records (Hard and soft) of vulnerability profile of the state and districts and make it available (ready at hand) as and when required by chair or members.
- Report to Chairperson IAG Nagaland and be responsible to IAG.

### **4. MEMBERS OF IAG NAGALAND:**

Various INGOs, NGO, Networks, Institutions, Training and Research Agencies, Media, Corporate Organizations etc. Nagaland Govt.'s Secretary Relief & Disaster Management Department and Relevant Govt. Dept. heads or authorized persons may be co opted for support.

#### **4.1 General Body**

General Body membership shall be from all part of NAGALAND.

Criteria of membership: Any organization requesting for membership to state IAG should play an active role in its corresponding district with DDMA and shall mention in writing, as what specific contribution it will make for the state in fulfilling the mandates of state IAG and help developing and practicing a charter for its District level IAG.

#### **4.2 Who can apply for General membership?**

General Membership can be obtained by any institution/organization capable of supporting the Humanitarian work like INGOs, NGO, Networks and Independent practitioners, Relevant Govt. Depts., Training and Research Agencies working in humanitarian field at least for more than three years. All members shall fulfill following norms to join and continue to enjoy the status of their membership:

Mandatory Requirements:

- a) The organisation is registered as Trust / Society / Section 25 non-profit Company or is an operational Government body /UN agency/Network of humanitarian agencies in India.
- b) The organisation must have state presence and been into existence for a minimum of 3 years from date of applying for membership.
- c) The physical address given by the institution is verifiable.
- d) Registration documents of the organisation are submitted in the prescribed format along with the expression of interest for membership.
- e) A Statement of a shared vision / purpose /objectives of the organisation showing its commitment towards Non Negotiable principles of IAG-Nagaland constitution is submitted by the organisation on joining the coalition and an annual feedback as per the prescribed format shall be submitted by the organisation.
- f) Documents are submitted to show existence and functioning of Responsible Governing Body of the organisation:
  - i. The name, age, sex, work experience, and position of Board members is available publicly
  - ii. At least 2/3 of Board members are unrelated by blood or marriage.
  - iii. Appropriate Rotation Policy for Board membership is practiced.
  - iv. The Board ensures the organizations compliance with laws and regulations of the country.



- g) A Statement of commitment for consultative decision-making within the organisation is provided.
- h) The organisation's Annual Report is available publicly.
- i) A Statement of commitment to Humanitarian Accountability principles (HAP) is submitted.
- j) The organisation undertakes to inform IAG-Nagaland coalition, of any change in organisations management practices in contravention to the declarations (as above) given at time of joining the coalition.
- k) The Organisation provides references of two existing members of IAG-Nagaland coalition.

#### **4.3 Procedure for applying Membership:**

Institutions or Organization should apply to IAG Secretariat or may be invited by any IAG Executive Committees. The membership of general body shall be provisionally given by consultation of Executive Committee members and be confirmed by regular general members in IAG Nagaland.

#### **4.4 Role of General body members**

- Strengthen District level IAG and develop District guidelines with DDMA.
- Participate in capacity building programs conducted by IAG Nagaland members.
- Support IAG secretariat to maintain knowledge hub.
- Regular information exchange between secretariat and members.
- Participated in IAG Nagaland general body meeting.
- Support and participate in any IAG Nagaland emergency work (Like information sharing, assessment process, rescue and relief work).

#### **4.5 Executive Committee Membership**

Who can apply for Executive membership?

- Those agencies who are working in Nagaland.
- Executive Membership can be obtained by those organizations who wish to support IAG Nagaland in attaining its objectives
- Organization capable of supporting IAG Nagaland with resource, material, network, knowledge sharing and capacity building.

#### **4.6 Composition of Executive Committee in IAG Nagaland**

There shall be executive committee:

- i. State Government : NSDMA, NPWD, School Education, Office of State Commissioner for Persons with Disabilities (SCPD)
- ii. National NGOs : CASA, NEDA, DAN India.
- iii. State Level NGOs : DAN Nagaland, Youthnet, Prodigal Home, ECS, Bethesda, CAN Youth and NDO.

#### 4.7 Role of Executive Committee Member:

- a. Theme based support in taking up state level responsibility for documentation of best practices of either of the following issues (at least one activity of Unified Action in Response and DRR in one year cycle and one district for IAG Process – April to March)

Sl.No	Humanitarian Initiatives on CBDRR and Emergency Response (Themes for capacity building of members)	Responsible members	Adopted District in working Division for IAG Process
1	NDMA Guidelines popularization, Social Inclusion/ Exclusion, Early Information System in context of HFA's second principle		
2	Sphere minimum standards and Core Humanitarian Standards		
3	WASH, Shelter & NFI, Foods & Nutrition, Public Health and Protection & Education		
4	Coordination of Actions		
5	Disaster preparedness (Urban Risk Reduction)		
6	Project cycle management,		
7	Monitoring and evaluation response and DRR		
8	Logistics supply chain		
9	Need assessment,		

10	Integration of measures with Govt.		
11	Downward accountability		
12	National Disaster Management Plan, 2016		
13	DM Act 2005 and Policy 2009		

b. Supplement the disaster management activities of DDMA's at the district level.

#### **4.8 Steering Committee and Sub Committee:**

Steering Committee and Sub Committee for sectoral specific work of IAG Nagaland. The secretariat shall constitute a steering committee and a sub committee.

#### **4.9 Frequency of meetings**

The Executive Committee shall meet quarterly but in case of emergency fortnightly meetings may be called. Sub-committee or Steering committee may meet more frequently. The regular meetings shall be conducted by 2nd Monday of each quarter and be hosted by any member agency on rotation.

### **5. RESOURCE MOBILISATION**

- IAG Nagaland shall mobilize resources to carry out its functions and responsibilities.
- IAG Nagaland through its partners shall foster partnership with other agencies such as U.N agencies, INGOs etc., when necessary to carry DRR activities in the state.

### **6. DISASTER MANAGEMENT AND PERSONS WITH DISABILITIES**

The Right of Persons with Disabilities (RPWD) Act mandates the participation of persons with disabilities in Disaster Management process. Article 8 (2) of RPWD Act 2016 state that NDMA and SDMA shall take appropriate measures to ensure inclusion of persons with disabilities in its DM activities as defined under clause (e) of section 2 of the DM Act 2005 for the safety and protection of persons with disabilities.

In compliance to the DM Act 2005 as enshrined in the section IV of National Disaster Management Guidelines 2018 and RPWD Act 2016 as mentioned above. The following measures should be adopted:

