**Coordination Group Outline TOR**

*Note: These outline TOR need to be adapted and completed for specific groups.*

**Objectives/Activities**
1. Share information on contexts, needs, capacities, data, assumptions, etc.
2. Optimise coverage - fill gap, eliminate overlaps
3. Make decisions, prioritise, set parameters and plan – policy, strategic, operational
4. Harmonise, or at least rationalize, standards and approaches
5. Share capacities, resources and learning
6. Troubleshoot and solve problems

**Agreed Outputs**
1. Information products
2. Assessments and demographic data and estimates
3. 3, or 5 W’s products, for gaps and overlaps mapping
4. Principles, policies and standards
5. Strategies and priority activities
6. Priority population groups (vulnerabilities)
7. Appeals and financial tracking
8. Technical guidance
9. Shared capacities and resources – technical capacity exchange, training and mentoring
10. Trouble-shooting and problem solving

**Methods**
1. Information Management systems and tools combined with email, social media, SMS and hard copy information exchange and consultations
2. Networking (i.e. informal contacts, bi-lateral meetings and exchanges, etc.)
3. Meetings
4. Joint missions, assessments and planning exercises
5. Joint fundraising processes (e.g. the RRP)
6. Financial and other reporting, such as monitoring reports
7. Cross-agency training, shared experts and “trouble-shooting” visits