

Cross-functional interagency Task Force on Duty of Care, 4-6 December 2018

Tentative Workshop Agenda

Content	Speakers and Facilitators
DAY 1: Tuesday, 4 December 2018	
<p>9:00 Welcome and Introduction</p> <ul style="list-style-type: none"> • Introduce the members of the Task Force • Present the objectives of the workshop • Walk through the workshop agenda and set the ground rules <p><u>Expected outcome:</u> Members are aware of the objectives of the workshop and agree on the ground rules.</p>	<p>Opening: Carolyn Wand Facilitator: Beth Fisher-Yoshida</p>
<p>9:30 Opening Remarks by Chair and Co-Chair of the Task Force</p> <ul style="list-style-type: none"> • Acknowledge achievements so far • Description of the ToR and Action plan for the Task Force • Q&A and exchanges between the Task Force members and the Chair/Co-Chair <p><u>Expected outcome:</u> Members are aware of the deliverables to be produced for this phase of the Task Force.</p>	<p>Opening remarks:</p> <ul style="list-style-type: none"> • Kelly T. Clements (via VTC) • Fatoumata Ndiaye <p>Facilitator: Beth Fisher-Yoshida</p>
10:30 Break	
<p>10:45 Duty of Care in all environments: Panel Discussion</p> <ul style="list-style-type: none"> • Panel discussion (1h 30m): Duty of Care in all environments – guiding principles and minimum standards, Questions and Answers <p><i>The session to be continued after lunch.</i></p>	<p>Facilitator/moderator: Beth Fisher-Yoshida Panel members:</p> <ul style="list-style-type: none"> • Robert Lindsley (IRC) • Ilknur Ozturk (OSCE) • Hanne Krognnes (NRC) • Clarence Lee Brown (World Bank)
12:15 – 13:30 Lunch	
<p>13:30 Duty of Care in all environments: Plenary</p> <ul style="list-style-type: none"> • Agree on the approach for Duty of Care in all environments • Task Force members agree on the proposed guiding principles and identify any additional ones (ref: guiding principles from other organizations) 	<p>Facilitator: Beth Fisher-Yoshida Presenter: Carly Wand</p>

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<p>15:00 Duty of Care in all environments: Break-out sessions</p> <ul style="list-style-type: none"> • Further develop minimum standards and associated actions for each guiding principle <p>16:00 Duty of Care in all environments: Report from groups</p> <ul style="list-style-type: none"> • Establish guiding principles, minimum standards and associated actions • Agree how the Task Force will continue the work after the workshop to finalize the guiding principles, minimum standards and associated actions. <p><u>Expected outcome:</u> Establish initial Duty of Care guiding principles, minimum standards and associated actions. Develop a concrete action plan to finalize the guiding principles, minimum standards and associated actions.</p>	<p>Facilitator: Beth Fisher-Yoshida Presenter: Carly Wand</p>
<p>17:30 End of day</p>	
<p>DAY 2: Wednesday, 5 December 2018</p>	
<p>RECAP DAY 1</p> <p>9:00 Duty of Care for non-staff personnel</p> <ul style="list-style-type: none"> • Feedback from HR Network on the measures to provide Duty of Care to non-staff personnel (e.g. UN Volunteers, individual contractors, consultants, interns, fellows, etc.). • Review the measures for Standby Personnel. • Review the measures for third party contractors. • Establish an action plan to take this work forward. <p><u>Expected outcome:</u> Agree on an action plan to finalize the measures for non-staff personnel, for presentation to the HLCM Spring 2019 session, which will include a consolidation of all the measures in one reference guide.</p>	<p>Facilitator: Beth Fisher-Yoshida Presentations by:</p> <ul style="list-style-type: none"> • Individual contractors: Michael Rosetz, HR Network Secretariat (via VTC) • Standby Partner Working Group: Lauren Cheshire, UNICEF (via VTC) • Third party contractor: Yuichi Kawamoto, IOM
<p>10:45 Break</p>	

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<p>11:00 Duty of Care Risk Management Framework (I)</p> <ul style="list-style-type: none"> • How do other organizations view ERM? Presentation by DRC • The progress of the Task Force re Duty of Care risk management framework • Case example from WFP <p><i>The session to be continued after lunch.</i></p>	<p>Facilitator: Beth Fisher-Yoshida</p> <p>Speakers:</p> <ul style="list-style-type: none"> • Nathanael Jarrett, DRC (VTC) • Ling Kituyi, UNHCR • Sergio Arena, WFP
<p>12:15 – 13:30 Lunch</p>	
<p>13:30 Duty of Care Risk Management Framework (II)</p> <ul style="list-style-type: none"> • Progress on the development of health elements for the Duty of Care risk management framework and linkage with Occupational Safety and Health (OSH) <p><u>Expected outcome:</u> To agree on the approach and determine the next steps for the development of Duty of Care risk management framework.</p>	<p>Presenters:</p> <ul style="list-style-type: none"> • Jillann Farmer, UNMD • Carly Wand, Task Force Secretariat <p>Facilitator: Beth Fisher-Yoshida</p>
<p>17:30 End of day</p>	
<p>DAY 3: Thursday, 6 December 2018</p>	
<p>RECAP DAY 2</p> <p>9:00 Implementation of the Duty of Care activities</p> <ul style="list-style-type: none"> • Presentation by the CEB Secretariat on HLCM expectations. • Present the dashboard, identify areas that are challenging and decide on ways forward. Share best practices. Q&A. • Make any proposed recommendations to HLCM. <p><u>Expected outcome:</u> There is clarity on expectations and Task Force members are aware of the next steps and required actions. Identify any recommendations to the HLCM.</p>	<p>Facilitator: Beth Fisher-Yoshida</p>
<p>10:00 Prepare outcomes to be presented to the Co-Chairs of the Task Force</p> <ul style="list-style-type: none"> • Prepare summary of each of the main sessions to present to the Chairs. 	
<p>11:30 – 11:45 Break</p>	

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11:45 Present Action Plans to the Co-Chairs of the Task Force, Closing Remarks	Presentation by Task Force members
13:00 – 14:00 Lunch	
14:00 – 15:00 Showcase best practices and initiatives	Facilitator: Beth Fisher-Yoshida Presenter: Carly Wand
15:00 – 16:00 The future of Duty of Care post-workshop and after Fall 2019	
16:00 End of day	