**Terms of Reference (ToR):** Community Engagement and Accountability (CEA) Community of Practice (CoP)

**• Background:**   
The Community Engagement and Accountability (CEA) Community of Practice (CoP) is being established to foster collaboration, knowledge sharing, and learning on Community Engagement and Accountability (CEA) among British Red Cross international directorate staff and register members, Red Cross Red Crescent staff and the NGO staff working on CEA. The CoP aims to enhance the effectiveness and quality of BRC programmes and emergency response operations by promoting CEA best practice, innovation, and continuous improvement.

**• Objectives:**   
a. Create an online platform for BRC International staff and BRC register members to exchange experiences, lessons learned, and explore challenges related to community engagement and accountability (CEA).   
  
b. Facilitate peer learning and collaboration among CoP members to identify and promote effective strategies, tools, and approaches for CEA, including resources on the CEA Hub platform.  
  
c. Foster innovation and knowledge generation in the field of CEA through joint research, case studies, and pilot projects across the RCRC Movement.  
  
d. Support capacity building efforts by sharing training materials, resources, and expertise related to CEA.   
  
e. Strengthen understanding of CEA across BRC register members and International Directorate staff, across different functions and thematic, regional and or sectoral areas.

**• Membership:**   
a. The CoP is open to all BRC International directorate staff and register members, as well as any BRC domestic staff and partner NS staff/NGO staff.  
b. Members should have a commitment to promoting community participation, inclusion, and accountability in BRC programmes and emergency operations.   
c. Membership is voluntary, and interested individuals should express their willingness to join the CoP.

**• Roles and Responsibilities:**   
a. **CoP Facilitators:**   
i. Coordinate and facilitate online CoP meetings, ensuring active participation and engagement of members. Hybrid in-person/online CoP meetings may also be arranged when hosted by BRC Country Teams internationally.  
ii. Set the agenda for meetings, solicit input from members, and arrange for guest speakers, presentations, or workshops as relevant.   
iii. Promote knowledge sharing and collaboration among members through regular communication channels (e.g., email, online forums).   
iv. Provide guidance and support to members seeking assistance or advice on community engagement and accountability challenges.   
b. **CoP Members:**   
i. Actively participate in CoP activities, including meetings, discussions, and knowledge sharing initiatives.   
ii. Share experiences, lessons learned, and good practices related to CEA.   
iii. Contribute to the development and dissemination of knowledge products, such as CEA case studies, guidelines, and training materials.   
iv. Collaborate with other members on joint research projects, pilot initiatives, or advocacy efforts.   
v. Respect the diversity of perspectives and maintain a supportive and inclusive environment within the CoP.

**• Meeting Frequency and Format:**   
a. The CoP will organize meetings online, on a regular date each month.   
b. Meetings can include presentations, discussions, workshops, guest speakers (including from across the RCRC Movement and external to the Movement), and other interactive formats to facilitate learning and knowledge exchange.   
c. Online communication channels, such as email or a dedicated Slack forum, may be established to facilitate ongoing discussions and information sharing. The CoP will be hosted on the CEA Hub platform.

**• Reporting and Documentation:**

a. Rotating voluntary notetakers will maintain records of CoP meetings, discussions, and activities.   
b. Summary reports, including key findings, recommendations, and action points, will be shared with CoP members after each meeting, including where applicable guidelines, case studies and training materials.

**• Duration:**   
The CoP will operate on an ongoing basis, with an annual evaluation to assess its effectiveness and relevance.