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**Annex 1: RRT management team composition and terms of reference**

**Context**

The preliminary control measures of an emergency response shape its evolution and impact. The resources deployed to investigate and implement the rapid response are therefore critical. Experience and lessons learned from responding to public health emergencies like COVID-19 and other outbreaks have stressed the vital role of subnational, national and international Rapid Response Teams (RRTs) in the timely investigation and containment of such events. RRTs are multidisciplinary teams, trained and equipped, with the capacity to deploy rapidly to provide an efficient and effective public health response to health emergencies in coordination with other response efforts.  In most recent past, various other global public health incidents, including radio nuclear and chemical incidents and natural disasters also required national health workers, from both the human and animal health sectors, including RRTs to intervene at the frontline. The establishment of well-trained and properly equipped RRTs would make it possible to respond to public health events more rapidly and more effectively, especially if they are supervised and coordinated by strong RRT management.

Add national context if any (A brief narrative on how the RRTs are formed and deployed in the country, at every level -national, subnational, county and local.)

**Goal and objectives**

The establishment of an RRT management aims to maximize the RRT utility and efficiency in an emergency. The main objectives are:

* Coordination: Integrate and/or align RRT planning and operations with emergency response infrastructure
* Standard operating procedures (SOP) development:   Plan and standardize RRT preparedness and response activities for a more efficient public health response
* Implementation: Identify and prepare a trained and ready public health workforce

Add national objectives if any

**RRT management composition**

The RRT management team may be composed of:​

* RRT Manager/Management Lead​
* Deployment/Surge Coordinator​
* Training Specialist/Coordinator​
* Roster Manager/Data Analyst​
* Monitoring and evaluation specialist

*Important: The number of people in the team will depend on human resources available, however independently of the number of people the above-listed functions should be ensured, and more than one role could be considered.*

**RRT management terms of reference**

1. **RRT Manager/Management Lead terms of reference**

*In preparedness phase:​*

* Garner political will, legislation, and finances to ensure sustained establishment of RRTs ​
* Lead the management team and coordinate with leadership and stakeholders​
* Set standards for team conduct in the field​
* Ensure continuous RRT program improvement based on M&E results

*In response phase:​*

* Ensure ongoing coordination and two-way communication between team members in the field (through the RRT team lead), the Emergency Operations Center (EOC) or equivalent, and other response efforts​
* Provide orientation and technical support and ensure that team members in the field have access to subject matter experts’ support remotely​
* Put in place a mechanism to monitor team members' security, safety, and wellbeing in the field​
* Take disciplinary measures for team member misconduct as it applies​
* Monitor and evaluate teams’ response activities in the field, with the M&E specialist’s support

1. **Deployment/Surge Coordinator terms of reference​**

*In preparedness phase:***​**

* Develop a plan for staffing teams, manage member readiness, selection, and deployment support​
* Provide and/or procure equipment and logistic support for team members in the field

*In response phase:​*

* Identify and select required members to be mobilized for deployment, depending on the emergency type​
* Ensure that team members to be deployed receive pre-deployment briefing ​
* Ensure that team members comply with requirements for deployment​
* Ensure availability of equipment and logistics for team members and activities in the field

1. **Training Specialist/Coordinator terms of reference​**

*In preparedness phase:​*

* ​Develop training curriculum​ and training plan
* Identify appropriate existing training and coordinate training activities ​
* Propose periodical mandatory training and simulation exercises based on country specific risk profiles and hazards identified

*In response phase:​*

* ​Ensure that team members to be deployed receive just-in-time or refresher training on the current emergency to be managed​
* Ensure that team members to be deployed are properly informed and trained on ethics and code of conduct during deployment, with a special attention to prevention of sexual exploitation, abuse and harassment

1. **Roster Manager/Data Analyst terms of reference​**

*In preparedness phase:​*

* ​Develop and maintain team members roster/databases​
* Provide data reports on program capacity and deployment history

*In response phase:​*

* ​Support the deployment/ surge coordinator to select required members to be mobilized for deployment​
* Collect and analyze data on deployed team members.

1. **Monitoring and Evaluation Specialist (suggested)**

*In preparedness phase:*

* Monitor and evaluate the quality of the program management, training, and operations.
* Develop a M&E reports
* Provide recommendations for continuous program improvement.

*In response phase:*

* Ensure post-deployment reporting.
* Support RRT management lead to monitor and evaluate teams’ response activities in the field.