



## **Pakistan Humanitarian Forum Information Pack**

### **Introduction to PHF**

The Pakistan Humanitarian Forum (PHF) represents 42 International Non-Governmental Organisations (INGOs) delivering humanitarian assistance and development projects in Pakistan. In addition 08 Observers which includes the National Humanitarian Network (NHN). The PHF was formed in June 2003 as an acknowledged coordination forum, after needs for increased partnership working and information sharing between NGOs had been identified during the earthquake in the northern areas in 2002. All the leading INGOs working in disaster management signed on to an informal membership.

Today the PHF is an independent coordinating forum that supports and facilitates the work of INGOs to effectively address the humanitarian and development needs across Pakistan. PHF operates in a spirit of transparency, impartiality and cooperation, as defined by its vision, mission and mandate.

The PHF is supported by a permanent Secretariat established in 2011. The Secretariat provides dedicated staff to develop and deliver the core PHF services. The PHF Secretariat is accountable through the BOTs, Country Coordinator and annually elected Executive Committee and Chair, to the PHF membership.

### **PHF Vision, Mission and Mandate**

#### **Vision**

PHF's Vision is a society where all stakeholders collaborate to uphold their responsibility to meet the needs of vulnerable communities in Pakistan.

#### **Mission**

PHF's Mission is to represent, coordinate and advocate on behalf of INGOs to meet humanitarian and development needs. PHF offers two core services: coordination and information; policy, advocacy and communications; and support to its members.

The Principles that inform our work are:

- We work in partnership –through collaboration and cooperation –with each other, and all relevant stakeholders, including but not limited to: national NGOs, Governments, donors, national and international civil society, UN agencies and the red cross/crescent movement.
- Our work strengthens the representation of PHF members.
- Our work is based on trust, transparency and unity among members.
- We promote best practice, standards and programme quality in emergency, recovery and development responses.
- We promote adherence to humanitarian principles.

### **Objectives of PHF**

The PHF is established with the following objectives:

- To improve the social and economic condition of the poor, marginalized and vulnerable people irrespective of age, gender, race, ethnicity, creed or religion to collectively deliver on priorities vital to the achievement of the Sustainable Development Goals (SDGs) and the goals defined in Pakistan's Vision 2025;
- To streamline engagement of people and civil society networks in improving health, education, water and sanitation, nutrition, poverty reduction, skills/vocational training and livelihood development and women empowerment for the socio-economic development of Pakistan, through means such as awareness-raising, social-mobilization, infrastructure-development, service delivery, training, research and facilitation;

## **What PHF delivers**

Regular PHF activities:

- Monthly General Member Meetings
- Working Groups on specific topics
- Ongoing coordination and networking with UN agencies, government departments, donors and other stakeholders
- Support, advice, and representation
- Joint advocacy and communications
- Coordination and information
- Thematic meetings

## **PHF Core Services**

The PHF Secretariat is headed by the Country Coordinator and has a dedicated staff to deliver core services for, and with, its INGO members. The core services are:

### **1. Coordination and Information Exchange:**

Activities under the Information and Coordination Service include:

- Representation of PHF at coordination and other government, UN, donor fora.
- Collection, analysis and dissemination of relevant information to PHF members and other actors through email, the PHF website and PHF Member meetings.
- Analysis of information and internal positioning of PHF on key humanitarian and development standing and emerging issues.
- Preparation and coordination to enable a rapid and coordinated response of the membership at the onset of new emergencies.

### **2. Stakeholders/Partners Facilitation and Communication**

Activities include:

- Regular, planned and strategic communication with key stakeholders including UN agencies, government representatives, donors, the media and national NGOs for effective dialogue on PHF positions on key standing and emerging issues affecting humanitarian and development assistance.
- Preparation of Information Sheets, Briefing Papers and Statements on standing and emerging

issues, as required.

## **Legal Status**

The PHF is registered under the local laws as a non-profit organization vide registration number 334 dated 25-01-2021 with the Registrar of Companies, Islamabad Capital Territory, Pakistan.

The PHF administrative status and operational framework is provided, based on PHF defined structures and policies.

## **Organisational Structure:**

The PHF is comprised of four components:

1. PHF General Forum
2. Board of Trustees
3. PHF Executive Committee
4. PHF Secretariat

### **1- The General Forum:**

Refers to the body consisting of all the members of the Forum represented by the most senior legal representative in country - Country Directors, Country Representatives, Chief of Mission or their formal delegates authorised to make decisions on their behalf.

### **2- Board of Trustees**

The Pakistan Humanitarian Forum as a registered body under the TRUST ACT is governed by a Board of Trustees as per Article 2 of the TRUST DEED registered with the Registrar, Joint Stock Companies, Islamabad Capital Territory vide registration number 334 dated 25-01-2021. The number of the Board members, tenures, appointment of new Trustees, powers and responsibilities of the BOARD, number of meetings per year, relationship with the EXCOM, retirement and removal of Trustees, eligibility and ineligibility criteria for Trustees, dissolution of TRUST etc. are defined in the TRUST DEED and shall take precedence over the TORs.

### **3- Executive Committee**

An Executive Committee of members forms to monitor, inform, guide, and assist in the work of PHF. The body serves as a traditional NGO board and is led by the Chair of the Ex-com. This body have 7 members (including the Chair) and represents the profile of the membership.

### **Members of Executive Committee 2023:**

- 1- Care International (PHF Chair)
- 2- Save the Children (Deputy Chair)
- 3- Mercy Corps
- 4- Muslim Aid
- 5- Welthungerhilfe (GAA)
- 6- Muslim Hands
- 7- International Rescue Committee
- 8- ACTED

#### **4- Secretariat**

The PHF Secretariat is established to manage and deliver PHF services on behalf of the membership, to whom it is accountable. The PHF Secretariat is comprised of the salaried staff of PHF, led by the PHF Country Coordinator.

PHF staff represent INGOs as mandated in their Job descriptions and as required and ensure feedback to the membership in a timely manner.

#### **Key Secretariat Contacts:**

PHF Chair- Executive Committee

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