

INTERNATIONAL CONSULTATION: TERMS OF REFERENCE

What is an 'IC'?

An International Consultation, or IC, is an in-person event that Child Helpline International (CHI) organizes together with one child helpline member (the Host) once every three years.

Objectives

The main and perennial objectives for an IC include:

1. Facilitating the sharing of ideas, knowledge, learning, experiences and best practices with one another; and,
2. Creating an international platform to discuss how child helplines are integral to child integral to child rights, including violence against children and mental health.

Outcomes

Many significant achievements have been made possible with thanks to past ICs, including enhanced recognition of the role of child helplines as essential services in providing frontline support to children and young people, harnessing new and emerging technology and the creation of new child helplines.

Who attends?

The IC is open to all child helpline members globally. The event is also open to prospective members, child protection and children's rights organizations, youth led organizations, government representatives, regional and international bodies, telecoms and technology industry partners, foundations, intergovernmental entities, philanthropic organizations and other partner organizations of CHI, the hosting child helpline and other participating child helpline members.

Roles and Responsibilities: An Overview

The IC requires significant organization. The Host may wish to engage an events manager, at its own cost.

Roles and Responsibilities	International Consultation	Role	Organisation
OVERALL	At an IC, the member is the Host and CHI is co-host. The event takes place over three days.	Event Director	CHI
INVITATIONS, REGISTRATIONS, VISAS AND INFOPACK	<p>Invitations and mailing: The invitations will be on a joint letterhead from CHI and the Host. CHI will send out invitations. CHI will take the lead on inviting international partners.</p> <p>Registration process: The Host will organize an online registration portal prior to the invitations being sent out.</p> <p>Visa application process: Participants requiring visas will be confirmed by the Host. The Host is expected to facilitate a smooth process for obtaining visas, including providing visa application support letters and liaising with embassies and consulates as required.</p> <p>Flight bookings: Travel arrangements are the responsibility of the participants, except where a participant is being sponsored to attend by either the Host or CHI.</p> <p>Infopack: The Host will provide a digital infopack containing all the logistical details for the Host's city and country.</p>	Delegate coordinator	CHI
		Partner coordinator	CHI
		Registration Host	Host
		Delegate logistics	Host
		Infopack Coordinator	Host
BUDGET AND FUNDRAISING	<p>Budget and expenditure: Both CHI and the Host will be responsible for raising funds to contribute to the cost of producing the IC. There is a conference fee for participants to attend. This fee usually includes 3 nights of accommodation and all meals and coffee breaks from evening dinner on the first night to lunch on the third day. The conference fee does not include transfer in/out from the airport to the hotel or any additional nights' stay. Organizing additional nights' accommodation is the responsibility of the attendee and not of CHI/Host.</p> <p>Sponsorship: Some child helplines may be sponsored by CHI if budget allows.</p>	Fundraising Coordinator	CHI & Host
		Sponsorship Coordinator	Host
VENUES, LOGISTICS AND PRODUCTION	<p>Conference lunches and dinners: Lunches and dinners shall be organized by the Host as part of the package agreed with the hotel (or other venue). This package should include all meals from an evening meal on the day before the opening of the event to breakfast on the last day (including 1 official dinner). The Host will be responsible for gathering information about any dietary requirements as part of the registration process.</p> <p>Hotel bookings: The Host oversees all hotel bookings for participants and liaises with the hotel before, during and after the event.</p> <p>Conference production: The Host oversees all printing, displays, goodie bags, and IT requirements needed for the event.</p>	Onsite and offsite venue coordinator	Host
		Logistics	Host
		Production / Tech coordinator	Host
INTERPRETATION AND TRANSLATION	Interpreters: The consultation will be conducted in English. Interpreters (English/Spanish, English/Arabic, English/French) will be contracted by the Host. Translation of event materials (agenda, infopack, etc.) will be the responsibility of CHI.	Translation coordinator	CHI & Host
PRESS AND COMMUNICATIONS	<p>Branding: As early as possible, the Host and CHI shall agree upon and devise specific branding for the event which will appear, inter alia, on the CHI website, presentational materials, displays (including roll-ups and other signage), gift materials, etc.</p> <p>Media: Appropriate media coverage (including the hiring of a professional photographer), local press releases and local press conferences will be coordinated by the Host. Appropriate international press releases and international media coverage will be coordinated by CHI.</p>	Communications	CHI & Host
		Press Liaison	CHI & Host
AGENDA, MODERATORS AND SPEAKERS	<p>Programme: The overarching theme is agreed between CHI and the Host. The programme is usually high-level and communicates results and needs of the members. The Host and CHI will co-lead on the development of the agenda, including inviting speakers and partners. Typical sessions include plenaries, workshops, regional spaces and presentation of agreements such as the Stockholm Declaration. The development of a Declaration as part of the programme is a common practice/strong recommendation for an IC.</p> <p>Field visits and sightseeing: At least one field visit is desirable as part of the overall programme of activities. Field visits will be the responsibility of the Host.</p>	Agenda Coordinator	CHI
		Moderator and Speaker Liaison	CHI
REPORTING AND IMPACT EVALUATION	Reporting and Evaluation: At an IC, CHI will take the lead on reporting and evaluation, and will be responsible for capturing information from plenaries, workshops and/or regional spaces.	Reporting Coordinator	CHI