

# REGIONAL CONSULTATIONS: TERMS OF REFERENCE

## What is a 'RC'?

A Regional Consultation, or RC, is an event for each one of CHI's five regions: Africa, Americas & The Caribbean, Asia-Pacific, Europe and Middle East & North Africa, and which happens at least once every three years. The RC is hosted by a child helpline member within the Region (the Host), and the RC is 'endorsed' by CHI. It can be either an in-person or online event, the chosen format determining the duration of the event.

## Objectives

The main objectives for RCs include:

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

## Outcomes

Many significant achievements have been made possible with thanks to past RCs, including enhanced recognition of the role of child helplines as essential services in providing frontline support to children and young people, and the creation of regionally harmonised numbers

## Who attends?

RCs are mainly targeted to member child helplines in their regions. The event is also open to prospective members within the Region, child protection and children's rights organizations, youth organizations, government representatives, regional and international bodies, telecoms and technology industry partners, foundations, intergovernmental entities, philanthropic organizations and other partner organizations of CHI, the Host and other participating child helpline members, usually but not exclusively with a connection to the particular Region. It is especially important to target Regional Bodies to attend the RC.

## Roles and Responsibilities: An Overview

The RCs require substantial organisation. The Host member may wish to engage an events manager, at its own cost. Some information below is only relevant to an in-person event.

Roles and Responsibilities	Regional Consultation	Role	Organisation
OVERALL	At a RC, the member is the Host and CHI is an 'endorser' (meaning network supporter/facilitator). An RC can be an in-person or online event. An in-person event usually takes place over three days.	Event Director	Host
INVITATIONS, REGISTRATIONS, VISAS AND INFOPACK	<p>Invitations and mailing: The Host will send out invitations.</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	Host
		Partner coordinator	CHI & Host
		Registration Host	Host
		Delegate logistics	Host
		Infopack Coordinator	Host
BUDGET AND FUNDRAISING	Budget and expenditure: For an in-person event, the Host will be responsible for raising funds to contribute to the cost of producing the RC. 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.	Fundraising Coordinator	Host
VENUES, LOGISTICS AND PRODUCTION	<p>Conference lunches and dinners: Lunches and dinners shall be organised 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.</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, goodiebags, 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 Host will determine the language of the RC, and what interpretation and translation is necessary.	Translation coordinator	Host
PRESS AND COMMUNICATIONS	<p>Branding: The Host may use its own branding. CHI requests that its logo is included and referred to as an 'endorser'.</p> <p>Media: In the case of an in-person event, 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	Host
		Press Liaison	CHI & Host
AGENDA, MODERATORS AND SPEAKERS	<p>Programme: The overarching theme is to be determined by the Host. It can be either an in-person or online event, also to be determined by the Host. The programme is also to be determined by the Host, including inviting speakers and partners, but it should focus on the needs of the region. The regional membership and Regional Representatives should be heavily involved in the development of the agenda (in consultation with the Host). CHI can play a supportive/facilitation role. CHI requests the following perennial topics to be explored in the agenda, namely: regional child's rights, wellbeing of staff, harmonized numbers, sustainability of operations. The development of a Declaration as part of the programme is a common practice/strong recommendation for a RC.</p> <p>Field visits and sightseeing: In the event of an in-person RC, 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	Host
		Moderator and Speaker Liaison	Host
REPORTING AND IMPACT EVALUATION	Reporting and Evaluation: At a RC, the Host will take the lead on reporting and evaluation. CHI requests data on # of participants, key takeaways, regional needs.	Reporting Coordinator	Host