

# **VUFO – NGO Resource Centre**

## **Disability Working Group**

### **Terms of Reference**

#### **Introduction**

Since the promulgation of the Ordinance for Persons with Disabilities in 1998, support for people living with disabilities has developed rapidly and many achievements have been gained by governmental and non-governmental bodies. Legislation framework in disability field has been strengthened by the promulgation of the Vietnam Law on Persons with Disability in 2011 and the ratification of the CRPD in 2014.

While international assistance has made a significant contribution to the development of support for people living with disabilities, there is an increasing recognition of the need for improved communication and coordination between all the actors involved. It is thus necessary to maintain a regular meeting between the various actors to exchange information aiming at improved coordination between those working to support people living with disabilities, especially among international donors and organizations.

There has also been major growth of the number of clubs, DPOs and self help groups (SHG) of people with disabilities in the past years, and a significant increase in their involvement in actions nationwide. This has led to the need for greater coordination and assistance to clubs, DPOs and SHG through communication, training and gaining access to information.

During 2000s, the Disability Forum had strived to encourage and support the communication between international organizations and people with disabilities in Vietnam. However, due to various reasons, the role of the Disability forum was growing and changing. Thus, during 2006 the role of assisting in the communication, training and representation of People with Disabilities in Vietnam will begin moving into the hands of Vietnamese organizations of people with disabilities. While the role of coordination and communication among INGOs continued to follow the pattern set up in the Disability Forum Coordination Sub-group. Furthermore, in the interest of clarifying the name and role of the Coordination sub-group, it was renamed the Disability Working Group (DWG), which was in accordance with the VUFO-INGO Resource Centre working group guidelines.

This document clarifies some terms of reference for the DWG to base on for its function and working arrangement.

#### **Objectives of the DWG**

The general objective of the Disability Working Group (DWG) is to contribute to increase the voice and promote the rights of persons with disabilities in society.

Specific objectives are:

- to increase communication and coordination between all actors working to support people living with disabilities,
- to share information, learning and experiences between all actors working to support people living with disabilities,
- to create and increase network in disability field nationally and internationally,
- to make recommendations from persons with disabilities and their representatives recognized by related actors,

## **Principles**

1. The operation of DWG is mainly based on regular meeting every 2 months. The main aim of meetings is to share practical experience, successes and learning to the mutual benefit of all attending. A secondary aim is to act as a time-efficient and effective mechanism for actors to communicate and coordinate working plans.
2. In accordance to the VUFO-NGO Resource Centre working group guidelines, attendance at the meeting is open to representatives and relevant staff of all actors working to support people living with disabilities. This can be international and donor organizations, as well as representatives of Vietnamese government and non-government local organizations and other types of organisation who work for/with PWD. And most importantly should include representatives of Vietnamese groups of people living with disabilities. In order to effectively improve ongoing and continuous communication, it is encouraged that organizations attempt to send the same representative to different meetings.
3. The meetings will be conducted in an open, transparent and participatory style.
4. Besides the regular meeting, DWG can initiate, cooperate with other networks, organisations to conduct events in order to improve the communication, knowledge sharing, experience sharing and coordination among its members and external bodies.

## **Working arrangements**

1. The DWG will work using a core group to guide the working group. Participation in the core group is open to all international and local NGO who are actively involved in the DWG. There will be 3-7 organisations who work to support people with disabilities represented, with an annually rotating chair and Co-chair (among local NGO and international NGO) and secretary to be able to share the workload. In the case that more than 7 INGOs express an interest in joining the core group in a given year, an election shall be held.
2. Participants in the DWG will suggest and select particular topics for discussion at future meetings, so that organizations can prepare to share information more deeply and effectively. It is suggested that these meetings will be organized every two months on a regular advertised schedule.

3. Additional Core Group meetings will be held as needed to focus on management and planning of the DWG. These core group meetings will also be open to participation from any DWG attendees who are not a part of the core group.
4. A draft agenda for the DWG meetings will be circulated in advance and a report on each of the meetings will be prepared and shared.
5. It is suggested that existing communication channels to share general information and working plans should be used wherever possible, especially the VUFO/INGO resource centre website and mailing lists. As well as any other appropriate disabilities related mailing lists.