

**TERMS OF REFERENCE**  
**FOR**  
**The Inter-Agency Coordination Group against Trafficking in Persons**  
**(ICAT)**

## **1. Background**

The Inter-Agency Coordination Group against Trafficking in Persons (ICAT)<sup>1</sup> is a policy forum mandated to improve coordination and cooperation among UN entities<sup>2</sup> and other relevant international organizations to facilitate a holistic and comprehensive approach to preventing and combating trafficking in persons, including protection of and support for victims of trafficking, as reflected in relevant resolutions of the United Nations.

The present Terms of Reference apply to ICAT as a whole, including the ICAT Working Group. The TORs have been agreed upon by all members of ICAT as of 04/10/2018.

## **2. ICAT Objectives**

The objectives of ICAT are:

1. To provide a platform to share information, experiences, and good practices on anti-trafficking activities of the member and partner entities with member States, other international and regional organizations, non-governmental organizations and other relevant bodies, and to find appropriate mechanisms to jointly interact with member States;
2. To encourage and support the activities of the UN and other international organizations with the aim of ensuring a full and comprehensive implementation of all international instruments and standards of relevance;
3. Drawing on the comparative advantage of the respective entities, to promote effective and efficient use of existing resources, and, to the extent possible, utilizing and creating synergies with existing mechanisms at all levels;
4. To continue to work towards a comprehensive, coordinated and holistic approach to combating human trafficking which is gender and age-sensitive and grounded in a human rights based approach;
5. To strengthen effective measures to prosecute traffickers, prevent trafficking in persons and protect and support victims of trafficking by providing remediation, assistance and guidance in policy design, implementation, and evaluation, and by identifying critical issues, opportunities, challenges, weaknesses, gaps and best practices;

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<sup>1</sup> Further to the first steps undertaken by General Assembly resolution 61/180, “Improving the coordination of efforts against trafficking in persons”, adopted 20 December 2006, in the development of ICAT, subsequent resolutions adopted by ECOSOC and the General Assembly addressing inter-agency coordination have all referred specifically to the work of the Inter-agency coordination group against trafficking in persons (ICAT).

<sup>2</sup> The term “UN entities” refers to organizations, agencies, funds and programmes of the United Nations, as well as departments/offices of the United Nations Secretariat.

6. To agree, wherever possible, on joint positions, responses and actions in addressing specific situations or developments, and to disseminate these positions as required; and
7. To find and create relevant forums for discussions and sharing of experiences with civil society organizations, victims of trafficking in persons and other relevant stakeholders that are not members or partners of ICAT that can inform Member States in their anti-trafficking efforts as well as about key initiatives undertaken by ICAT.

### **3. ICAT Governance Structure**

#### **A. ICAT Composition**

1. ICAT is comprised of ICAT members (see 3.E below) and ICAT partners (see 3.F below).
2. Each member and partner shall designate a focal point for the purposes of communication of activities through ICAT.
3. UN entities and relevant international organizations can apply for membership or partnership of ICAT in writing to the Chair or the Coordinator. The Chair introduces the application at the next meeting of the ICAT Working Group. The members of the Working Group must agree on whether to accept the application for membership or partnership by consensus.
4. In order for an organization to join ICAT, the following criteria shall be fulfilled:
  - a) The organization shall be international, which shall be understood to mean intergovernmental (including global, regional and sub-regional organizations);
  - b) The organization shall be relevant, i.e. its mandate or statute must include addressing trafficking in persons or aspects thereof.
5. Engagement with non-governmental organizations and other relevant stakeholders from civil society can be sought for specific activities, such as dedicated briefings, or for different forums and discussions as deemed relevant by ICAT members.
6. The special procedures of the Human Rights-Council, whose mandates are relevant and consistent with the ICAT membership criteria, and upon their request, may be admitted as partners to ICAT for the duration of their individual mandate.

#### **B. ICAT Working Group**

1. The Working Group is ICAT's forum for substantive policy, expert exchange and coordination. All ICAT members and partners are invited to participate in the Working Group.
2. The Working Group will have the following tasks:
  - a) Develop and implement a biannual work plan;
  - b) Oversee the process of resource mobilization for the ICAT biannual work plan; and
  - c) Take decisions on all budgetary allocations directly linked to ICAT.

3. All decisions taken in ICAT shall be by consensus. Agreement has to be noted in writing. The Chair will facilitate discussions, call for objections and confirm the decision reached.
4. Members of the Working Group are committed to participate in regular consultations and meetings and to actively engage in the implementation of ICAT's work plan.
5. Any member of the Working Group may, with the prior approval of the Working Group, receive extra-budgetary funds on behalf of ICAT in relation to the work plan. Any member who receives funding on behalf of ICAT to implement an activity on behalf of the group needs to report back on milestones of the project. All ICAT products and activities needs to be signed off by ICAT by consensus.
6. Members of the ICAT Working Group are encouraged to promote the activities and products of ICAT.
7. The meetings of the Working Group will be open to partners as non-voting observers. ICAT members will be requested to confirm in writing their interest in joining the Working Group and will have voting rights from their first participation in a Working Group meeting.

### **C. ICAT Coordinator**

1. The United Nations Office on Drugs and Crime coordinates the activities of ICAT ([UN General Assembly Resolution 61/180](#)).
2. The Coordinator will keep the ICAT Working Group abreast of relevant normative and policy developments; represent ICAT in official functions; serve as a repository for the annual records of ICAT; use the Chair's report as a basis for reporting to Member States as per current reporting requirements; and make ICAT records available upon request.
3. Subject to funding, the Coordinator will perform secretariat functions of ICAT, which includes the following tasks:
  - a) Carry out any administrative tasks required to support the functioning of ICAT and its Working Group, as well as support the implementation of the biannual work plan;
  - b) Coordinate internal communication and regularly disseminate information to promote cooperation and continuous sharing of information among ICAT members and partners;
  - c) Provide, in liaison with the Chair and upon request, information about ICAT and possibility to become a member or partner to any interested party; and
  - d) Support the external visibility of the work of ICAT.

### **D. ICAT Chair**

1. The ICAT Chair is elected by the Working Group. Any member of the Working Group can become Chair of ICAT after one year of active and regular participation in the Working Group. Working Group members interested in chairing should express their interest in Q1 of the previous year to the Working Group, which will decide by consensus by Q2 during a meeting, or if no meeting can be held electronically.

2. Two Working Group members could express interest in co-chairing the Working Group. The expression of interest would need to clearly delineate roles and responsibilities of the Co-Chairs as outlined under D.3, below, to the Working Group.

3. The Chair will perform the following tasks, in close consultation with the Coordinator and the Working Group:

- a) Coordinate and monitor the implementation of the work plan;
- b) Facilitate discussions and seek to build consensus amongst Working Group members;
- c) Represent ICAT in official functions, conferences and meetings, and in external communication with the wider ICAT membership;
- d) Lead arrangements for ICAT meetings;
- e) Co-lead the development of draft biannual work plan, in close consultation with the successive Chair, after which a draft work plan is presented to the Working Group for endorsement;
- f) Facilitate and organize the process of the election of the upcoming chair(s);
- g) Carry out any tasks required to support the functioning of the Working Group, as well as the implementation of the work plan;
- h) Solicit, collect, assemble and distribute relevant information among ICAT members and partners, as required;
- i) Maintain records of the deliberations and work of the Working Group;
- j) Prepare an annual report at the end of the Chairmanship;
- k) Promote cooperation and continuous sharing of information among ICAT members and partners;
- l) Elicit inputs by the Working Group on normative and policy developments; and
- m) Table functional issues to be discussed by the Working Group.

## **E. ICAT Members**

1. Any ICAT Member can participate in the Working Group.

2. ICAT members of the Working Group are required to actively and regularly participate and contribute to the implementation of the ICAT Working Group work plan.

3. ICAT members have voting rights and can apply to chair or co-chair ICAT after one year of active and regular participation in the Working Group.

## **F. ICAT Partners**

1. In the spirit of relevant resolutions adopted by the United Nations General Assembly on “Improving the coordination of efforts against trafficking in persons”, ICAT encourages United Nations entities and relevant international organizations outside of the United Nations system, which are not members of ICAT, to become partners of ICAT (“ICAT Partners”).

2. ICAT Partners will be:

- a) Kept informed of the schedule of ICAT meetings and progress made by the group;
- b) Invited to participate in the meetings of ICAT and the ICAT Working Group;
- c) Invited to contribute to all ICAT initiatives;
- d) Invited to share information regarding their anti-trafficking in persons activities and initiatives with ICAT.

### **Annex 1: ICAT members**

See ICAT website for the latest overview of members: <http://icat.network/about-us>

### **Annex 2: ICAT Working Group members**

See ICAT website for the latest overview of members: <http://icat.network/about-us>

### **Annex 3: ICAT Chairs**

2007-2010	United Nations Office on Drugs and Crime (UNODC)
2011	Office of the High Commissioner for Human Rights (OHCHR)
2012	United Nations Children's Fund (UNICEF)
2013	International Labour Organization (ILO)
2014	International Organization on Migration (IOM)
2015	United Nations High Commissioner for Refugees (UNHCR)
2016	United Nations Office on Drugs and Crime (UNODC)
2017	Office of the High Commissioner for Human Rights (OHCHR)
2018	United Nations Children's Fund (UNICEF)
2019	UNWOMEN and OSCE