

## Terms of Reference

List the Sphere activities your organisation is intended to conduct in the next 12 months?

<b>Current/Planned Activities</b> <i>(Please be as specific as possible)</i>	<b>Tentative timeline</b> <i>(if applicable)</i>
<b>Engagement with local authorities &amp; Advocacy work</b>	
+ Meetings with related authorities twice a year	February 2023 September 2023
<b>Sphere trainings and events</b>	
+ Croatia – Zagreb – two parts complete training of five days	Part 1: 11 -13.11.2022
+ Caritas and partnering organizations – BiH – capacity building Caritas and partners	Part 2: 09. -11.12.2022 Training for partners and Caritas staff Apr 2023
<b>Translation of the Handbook, Tools &amp; Learning</b>	
+ Translation of 2018 edition in cooperation with Red Cross society Bosnia and Herzegovina, Ministry of security Bosnia and Herzegovina and other counterparts	Translation agency
+ Verification process for proofing the translation	January-May
+ Shared translated edition 2018 of Handbook	June 2023
<b>Coordination with the Sphere community at country/regional level</b>	
+ Part of training team within DPPI- SE programme for Sphere trainers' education	

**How are you going to evaluate the success of the above-mentioned activities?** *(Suggest success indicators for each above activity)*

- 2 Conclusions from meetings
- Report from each training
- 1 Translated 2018 edition Handbook