



Consultative Forum

Thematic Consultation Group on Persons in a Vulnerable Situation

Working Methods

1. Composition

The thematic consultation group on persons in a vulnerable situation (hereinafter “the group”) consists of Consultative Forum members who, following an expression of interest, have been selected to be part of the group based on their proven knowledge and experience on issues related to vulnerability, in line with Article 5 and Annex 2 of [Management Board Decision No 111](#).

The list of members of the group is publicly available, and updated by the Secretariat when necessary, on the [Consultative Forum’s webpage](#).

The Consultative Forum Chair is part of the group and chairs its meetings (sub-group meetings excluded, see Article 4 and 7 of this group’s working methods).

2. Planning of thematic priorities

The thematic priorities and activities of the group shall be defined and planned as part of the annual work plan for the Consultative Forum (see Article 11 of the Consultative Forum’s working methods), on the basis of the input from the group.

Priorities will be defined along thematic topics relating to vulnerability and different issues such as, children (accompanied and unaccompanied), victims of trafficking, SOGIESC (sexual orientation, gender identity, gender expression and sex characteristics), victims of torture and serious forms of violence, gender-based violence, as well as persons living with physical or mental disabilities and/or medical issues.

3. Creation of sub-groups based on thematic priorities

The members of the group may create different sub-groups based on the thematic priorities as defined in the annual work plan. The creation of the different sub-groups would aim at facilitating the implementation of the defined priorities.

Members of the group shall indicate their interest to be part of any particular sub-group. Their participation in the sub-group shall be approved by the Consultative Forum Chair based on their specific expertise related to the thematic priority. The Consultative Forum Chair shall also take into account the size of the sub-groups, for efficiency purposes.





4. Thematic rapporteurs to lead the sub-groups

The members of the different sub-groups may appoint a thematic rapporteur to lead the work of each of the sub-groups.

Thematic rapporteurs for the sub-groups are chosen from among individuals representing Consultative Forum members who have been selected to be part of the thematic group, and whose participation in the sub-group has been approved by the Consultative Forum Chair.

Following a call for expression of interest, the rapporteur shall ideally be appointed by consensus of all sub-group members. Where consensus cannot be reached, the election of the rapporteur shall be organised in accordance with Article 7 of the Consultative Forum's working methods.

The term of office of the thematic rapporteur shall be for a period of two years, renewable. Should the sub-group cease to exist, the term of office of the thematic rapporteur would also end accordingly.

The thematic rapporteur shall carry the responsibilities as defined in Article 7 of the Consultative Forum's working methods, which shall also include the chairing of the sub-group's meetings.

5. Consultative Forum Secretariat

In line with Article 8 of the Consultative Forum's working methods, the Consultative Forum Secretariat supports the functioning of the group, including any sub-groups, in coordination with the Consultative Forum Chair and the thematic rapporteurs.

6. Specific objectives of the group

In line with the overall objectives of the Consultative Forum as defined in Article 1 of the Consultative Forum's working methods, the specific objectives of the group are to:

1. Facilitate the exchange of information between the Agency and the members of the group on current issues, challenges, and good practices in dealing with persons in a vulnerable situation. In particular:
 - the members of the group inform the Agency about the situation on the ground by sharing challenges, difficulties and needs in the field.
 - The Agency regularly informs the group about its activities on vulnerability.
2. Enable the members of the group to share, upon the request of the Agency, their input and expertise on relevant tools and guidance that the Agency is developing on vulnerability.



3. Provide advice to the Executive Director and the Management Board in accordance with Article 16 of the Consultative Forum's working methods on, amongst others, the priority topics or challenges to be addressed related to vulnerability.

7. Meetings of the group

The group convenes at least once per year and shall be chaired by the Consultative Forum Chair.

Meetings of the thematic sub-groups may be organised as necessary, keeping in mind the budget and resources available. The thematic sub-group meetings are organised upon the initiative of the thematic rapporteur, in agreement with the Chair. Meetings of the sub-group are chaired by the appointed thematic rapporteurs.

All meetings shall be organised and implemented in accordance with the general rules for Consultative Forum meetings as defined in Article 12 of the Consultative Forum's working methods. Meetings of the group and thematic sub-groups should be documented in writing and meeting reports circulated with the Consultative Forum members.

8. Consultation on Agency's products/documents related to vulnerability

Where relevant, the Agency may seek input/feedback from the group on relevant tools and guidance that it is developing and that are relevant to vulnerability.

Consultations shall be organised following the provisions of Article 14 of the Consultative Forum's working methods.

9. Advice on issues related to vulnerability

In line with Article 16 of the Consultative Forum's working methods, the group may provide advice to the Executive Director and Management Board on issues related to vulnerability, including on priority topics or challenges to be addressed.

10. Other

Other relevant provisions of the Consultative Forum's working methods shall apply, *mutatis mutandis*, to the thematic consultation group on persons in a vulnerable situation.