

Casualty Recorders Network (CRN)

Standards and Technical Advisory Committee (STAC)

Terms of Reference (ToR)

Preamble

[Every Casualty Counts \(hereinafter ECC\)](#) is an international UK-based charity dedicated to ensuring that every life lost in armed conflict or situation of armed violence is promptly, consistently, and rigorously recorded in line with the [Standards on Casualty Recording](#).

ECC coordinates a global network of casualty recording organisations ([Casualty Recorders Network / CRN](#)) made up of practitioners working tirelessly, many in volatile and dangerous situations, to collect information on individual victims of violence, and use that information to raise awareness and advance human rights worldwide.

1. Purpose

ECC is working towards ensuring that all members of the CRN meet the minimum requirements of the Standards for Casualty Recording. Its ultimate aim is to ensure there is at least one entity reliably recording casualties to a high standard in every context of armed violence.

To achieve this goal, ECC provides individual and multilateral technical support to CRN members. This includes direct technical advice, in-person and online training, joint advocacy initiatives and visits to international fora, as well as promoting peer-to-peer support among the members.

The CRN's Standards and Technical Advisory Committee (hereinafter STAC) falls within the last activity. With the creation of the STAC, ECC aims to create a formal, permanent, peer-led structure within the Network.

The STAC's main goal is to provide expert and technical input for the advancement of casualty recording as a systematic, rigorous and standardised practice worldwide. To do so, STAC members will:

- Provide technical advice on the theory and practice of casualty recording, based on their expertise, knowledge, the [Standards](#) published in 2016, and any other relevant widely-recognised guidance, such as, for instance, the one provided by [OHCHR in 2019](#).

- Together with ECC, they will assess the conformance of the members of the CRN with the Standards, and their seal of approval will mean that a CRN member is considered conformant.

2. Scope and decision-making process

In close collaboration with ECC staff, STAC members will work on the following main topics:

1. Methodology for casualty recording, including revision of methodology notes and codebooks from selected members.
2. Security in casualty recording, including data security, staff and witness/victim security and mental health, and revision of related policies from selected members.
3. Advocacy and other uses of the information collected by CRN members, including writing of joint statements, joint reports and/or grant proposals.
4. Overall conformance of CRN members with the Standards.

ECC Network Director will be responsible for gathering the members' inputs and finalise the agenda of each meeting together with a member of the STAC who will be elected as the Chair during the first STAC meeting. During the first STAC meeting, a Deputy Chair will also be elected and will be in charge in the Chair's absence. ECC Network Director will convene all group meetings. An ECC member of Staff will be present during each meeting. Decisions on conformance will be made together with ECC Staff and by consensus of STAC members¹.

3. Duration and commitment

Each group of STAC members will work together for a period of 3 to 5 years, with potential to extend beyond that period.

STAC members will commit to meet once every 3 months. A specific day of the week and time will ideally be chosen during the first meeting (e.g. every first Thursday of the month, at 2pm GMT).

Each member will commit to:

- Review a minimum of two documents produced by CRN members every 3 months, such as one draft methodology and one draft data security policy, or two methodology notes, or other types of technical documents.

¹ If consensus is not possible, it may be a high majority, e.g. 80% (to be decided at STAC's early meetings).

- Review the overall work of a minimum of two CRN members every 6 months, in order to assess, and make a decision on, their conformance to the Standards, in close collaboration with ECC.
- Review their organisation's own conformance to the Standards, within the first 8 months of appointment, in close collaboration with ECC.

STAC members are expected to provide written inputs on the topics mentioned above, unless otherwise requested.

4. Appointment

Members are chosen based on expertise, diversity - with preference given to members of minority groups and women- and geographical areas, with a rotation planned every 3 or 5 years, depending on needs and availabilities.

The first STAC members are chosen by ECC, while from the second onwards ECC will open applications and receive requests to join the STAC directly from its CRN members. Interested members will send an email to ECC Network Director to a) acknowledge the present document (ToR), b) express their interest and commitment to become a member of the STAC, and c) share their biography. Decisions on new STAC members will then be taken by consensus between ECC staff and at least 50% of previous STAC members.

STAC members' biography and appointment will be published on ECC website, as well as on ECC social media platforms and newsletters, unless otherwise requested by the specific member. The appointment can be anonymised or partial information published for security or other reasons.

STAC members are encouraged to advertise they are in the STAC, but asked not to give the impression, at any time, that they speak on behalf of ECC or the CRN, or represent ECC or the CRN, or are an employee of ECC.

There is no remuneration for being a member of the STAC, but expenses will be paid if someone travels specifically on behalf of their STAC role.

5. Reporting lines

The STAC Chair will be in direct contact with ECC Network Director, as well as each member, in relation to the task assigned to them.

Each STAC member is free to contact directly any ECC staff and any other STAC member in relation to their role.

6. Induction

ECC staff will provide an induction training on what is expected from each member. The guiding document are the Standards for Casualty Recording (published in 2016).

7. Conflicts of interest

For the STAC to maintain the highest standards of integrity and reputation, it is essential that all members declare any interest that they, or members of their family, may have that could give the appearance of a conflict, even where no actual conflict exists.

A “conflict of interest” is considered to be any connection or association with a third party that is - or appears to be - against the best interests of the STAC, the CRN, or ECC, or which could enable the member of the STAC to be suspected of using their position within the STAC to gain an unfair advantage for or from a third party. Conflicts of interest are best avoided altogether. However, if potential conflicts emerge, the relevant member will be required to be open about it and disclose it for the other members of the STAC and ECC staff to manage it accordingly together with them. There may be times when interests overlaps, and these must be dealt with transparently and ethically.

If there is any doubt, it is better to declare a conflict of interest (or a potential conflict) than ignore it or conceal it. Declarations should ideally be made in advance when it is recognised that a conflict may occur, or if unknown at the time, as soon as when the conflict becomes known. The majority of STAC members and ECC staff, or ECC staff alone, will decide on the outcome, which may lead to excluding the member from the STAC. The decision will have to come within 2 months from the declaration of conflict.

STAC members’ Code of Conduct

Each STAC member agrees to:

- Act in the best interest of ECC and the CRN, considering what is best for the Network and the organisation and its beneficiaries and avoiding bringing the CRN and ECC into disrepute;
- Respect the confidentiality of the Network and ECC, and the individuals involved with it;
- Attend meetings and other appointments regularly or give apologies;
- Prepare for meetings – reading papers, preparing written feedback, querying anything they don’t understand and thinking through issues in good time before meetings;

- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and dealing with conflict constructively;
- Act jointly with fellow members and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so;
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.
- Be respectful of time and availability, avoiding late cancellation or postponement of meetings, and taking all reasonable steps to accommodate different time zones, working patterns and personal commitments.

Annex A - List of STAC members 2026 - 2031

- 1. Emily Tripp, Airwars**
- 2. Roger Phillips, Syrian Justice and Accountability Centre (SJAC)**
- 3. Monica Meltis, Data Civica**
- 4. Lera Lauda and Anastasiia Chak, Ukraine Memorial Platform (UMP)**
- 5. Paul Ronan and Maya Moseley, Crisis Tracker, Invisible Children**
- 6. Meriah-Jo Breckenridge and Monica Czwarno, Humanitarian Outcomes**
- 7. Khawla Alrowaishan and Dua'a Hazem, Mwatana**
- 8. Tasneem Abdalla, Sudanese American Physicians Association (SAPA)**
- 9. Nicole Valentini, Afghanistan Human Rights and Democracy Organization (AHRDO).**