

INTER-AGENCY STANDING COMMITTEE
63RD WORKING GROUP MEETING

**IASC Sub-Working Group (SWG) on the CAP
Progress Report for 2005**

21-22 November 2005
Hosted by ICVA, International Council of Voluntary Agencies
ECOGIA, Versoix (Geneva)

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Overall objective: *To provide the IASC WG timely advice and concrete proposals to strengthen the effectiveness of inter-agency strategic planning, programming, and resource mobilization for select countries in crisis.*

This IASC CAP SWG Work Plan is based on the 2002 IASC Plan of Action for Strengthening the CAP. It reflects priorities to be addressed collectively by the IASC in 2005. Some of the issues reflected in the Work Plan are broad and will require more time and effort than can be realistically achieved within one; therefore this Work Plan serves as a basis for a multi-year Work Plan. The Work Plan is a living document and will be used as a reference to guide the work of the IASC CAP SWG during the year.

The Work Plan includes one management objective and three substantive objectives all aimed at achieving the following goal:

To provide the IASC WG timely advice and concrete proposals to strengthen the effectiveness of inter-agency strategic planning, programming, and resource mobilization for countries in crisis.

I Objectives for the IASC CAP SWG in 2005:

1.1 Substantive objectives:

- Develop and propose policy and guidelines for endorsement by the IASC WG on select priority issues to advance gains made in 2004.
- Recommend to the IASC WG and donors how to enhance the timeliness and reliability of the Financial Tracking System.
- Advocate support for the CAP among key stakeholders in targeted events.

1.2 Management objective:

- Provide a structured forum for discussion, consensus-building, and realization of the above objectives through efficient management and committed participation in the SWG.
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II Work Plan 2005

2.1 Develop policy and guidelines for endorsement by the IASC WG on select priority issues to advance gains made in 2004

Activities	Expected Outcomes	Focal Points	Extent to which accomplished
1. Monitor and provide substantive inputs to the Good Humanitarian Donorship Pilot CAP Countries (DRC and Burundi)	<ul style="list-style-type: none"> ▪ The production of two pilot CAP MYRs. ▪ The production of two pilot CAPs 	OCHA OCHA	Done Done
2. Review NAFM pilots and refine NAFM with a view to piloting it in two countries where there is a CAP	<ul style="list-style-type: none"> ▪ IASC Country Teams in pilot countries trained in new framework and matrix. ▪ Pilot studies on common assessments in two CAP countries ▪ Agreement on way forward and modalities to advance the needs assessment framework and matrix in other countries 	WHO, UNICEF, IFRC “ “ “ “ “ “	Done (Workshop in February) Done by teams in the field Done. NAFM changed to NAF and piloted in 5 countries
3. Develop draft strategic monitoring guidelines to improve impact analysis of the CAP in order to demonstrate the impact of underfunding.	<ul style="list-style-type: none"> ▪ Agencies agree on the parameters of strategic monitoring guidelines. ▪ Guidelines drafted and ready for piloting in select countries 	OCHA “ “ “	Done Draft done and discussed. Ready for piloting.
4. Produce inter-active CD Rom with IASC appeal and strategy document guidelines and templates, in particular for flash appeals.	<ul style="list-style-type: none"> ▪ CD Rom and accompanying booklet produced and distributed to the field. 	OCHA	Guidelines and templates done and used in 9 Flash Appeals. CD-ROM remains to be produced

Activities	Expected Outcomes	Focal Points	Extent to which accomplished
5. Provide inputs to other IASC and/or ECHA subsidiary bodies to ensure policy coherence on issues related to the CAP (e.g. TF on Gender, TF on HIV/AIDS in Emergencies, UNDG/ECHA WG on Transition).	<ul style="list-style-type: none"> ▪ Participation in Subsidiary Body meetings as needed. ▪ Inputs provided to subsidiary body policies and guidelines as needed. 	SWG members	<p>Done</p> <p>Subsidiary bodies guidance included in CAP guidance.</p>

2.2 : Recommend to the IASC WG and donors how to enhance the timeliness and reliability of the Financial Tracking System

Activities	Expected Outcomes	Focal Points	Extent to which accomplished
1. Timely agency reporting to the FTS.		OCHA	Still a problem – reports arrive very late
2. Distinguish between pledges, commitments, and disbursements in reporting.			Rarely done on Agency side
3. Report use of unearmarked funds allocated to CAP projects.			Agencies to report on progress
4. Encourage NGOs to include their proposals in the CAPs or at least to report their requirements, so as to account for them in total humanitarian requirements. Also, to report their humanitarian contributions to FTS.			Done continuously
5. Explore possibilities for tracking projects with a cross-cutting or thematic focus (e.g. HIV/AIDS).			Is in the software development plan

Activities	Expected Outcomes	Focal Points	Extent to which accomplished
	<ul style="list-style-type: none"> ▪ Guidelines proposed for appealing agency reporting to the Financial Tracking System (including NGOs), including use and origin of unearmarked allocations, and distinction between pledges – commitments – disbursements. ▪ More comprehensive tracking of humanitarian aid to CAP countries/regions, including non-CAP contributions and use of unearmarked funds. 		<p>Developed continuously; can be compiled if demand exists</p> <p>FTS has now ability to record and display humanitarian aid to any country; but relies on Agencies to report it. New FTS website launched in March</p>

2.3 Advocate support for the CAP among key stakeholders in targeted year-round events

Donors

Activities	Expected Outcomes	Focal Points	Extent to which accomplished
<p>1. Propose venues for January Programme Kick Off, June Mid-Year Review, September Thank You, and November Launch events.</p>	<ul style="list-style-type: none"> ▪ Four events with clear foci. 	<p>SWG members</p>	<p>75% done. September meeting cancelled because of hurricane Katrina</p>
<p>2. Actively contribute to Montreux Donors' Retreat agenda and meeting.</p>	<ul style="list-style-type: none"> ▪ Donors provide substantive feedback on CAP. ▪ Recommendations from the retreat disseminated to the field and used by IASC CTs in their discussions with donors. 	<p>SWG members OCHA</p>	<p>100% done</p> <p>Recommendations were disseminated. Extent to which they are used in the field remains to be seen in 2006.</p>

Activities	Expected Outcomes	Focal Points	Extent to which accomplished
3. Obtain two new donors on CAP.	<ul style="list-style-type: none"> Two potential donors are identified and meetings held at the working level to discuss their potential role. 	OCHA / UNHCR`	Many more new donors this year: Azerbaijan, Equ Guinea, Georgia, Guyana, Hungary, Jamaica, Liberia, Mali, Mauritania, Mexico, Niger, Nigeria, Palau, Romania, Senegal, Serbia & Montenegro, Timor Leste, Trinidad & Tobago, Tuvalu.
	<ul style="list-style-type: none"> One “new” donor hosts a CAP advocacy event (see III.1 above). 	OCHA / UNHCR	UAE has agreed to CAP launch event.

IASC

Activities	Expected Outcomes	Focal Points	Extent to which accomplished
1. Conduct field workshops for IASC Country Teams in countries that are producing a CAP or CHAP.	<ul style="list-style-type: none"> All requests for CAP field workshops are met. 	OCHA	100% requests met. 19 workshops took place in 15 countries.
2. Conduct training of trainers workshop for IASC members.	<ul style="list-style-type: none"> At least 15 new CAP trainers trained and all are deployed at least once in 2005. 	OCHA	Workshop on best practices was held instead.
3. Revisit SCHR review of NGO participation in the CAP, and agree on follow-up measures.	<ul style="list-style-type: none"> Agreed action plan for follow up to IASC PoA recommendation 13 on NGO participation in the CAP. 	SCHR	No progress. Moved to 2006 Work Plan.
4. Provide trainings and briefings to IASC member staff in headquarters in NY and GVA.	<ul style="list-style-type: none"> Requests by IASC members for CAP briefings/training are met. 	OCHA	100% done. All requests were met.

Activities	Expected Outcomes	Focal Points	Extent to which accomplished
5. Inform other IASC-related humanitarian training programmes (e.g. UNDAF, EFCT, EWPM, etc.)	<ul style="list-style-type: none"> ▪ CAP policies and guidelines are accurately reflected in IASC members' humanitarian training programmes. 	SWG members	Good progress. For example, UNDP updates and sent to all Res Reps guidance on the CAP and UNDP's role in it.

Related

Activities	Expected Outcomes	Focal Points	Extent to which accomplished
1. Revise CAP training tools to reflect new policy developments.	<ul style="list-style-type: none"> ▪ CAP Training tool-kit updated and disseminated to active CAP trainers. 	OCHA	Done. Training Tool Kit also available on Web site.

2.4 Provide a structured forum for discussion, consensus-building, and realization of the above objectives through efficient management and committed participation in the SWG

Activities	Expected Outcomes	Focal Points	Extent to which accomplished
<p>1. Meetings are held on a monthly basis, each with a focused agenda and clear outputs.</p>	<ul style="list-style-type: none"> ▪ Agendas are shared in advance with members and meeting notes are prepared within three working days. ▪ Follow up actions are monitored and followed-up. 	<p>OCHA</p>	<p>Weak in 1st half of year because of CAP section staff movement. Good in second half of year once vacancy was filled.</p>
<p>2. SWG membership base is reviewed to ensure that members have the relevant experience to advance the CAP as a strategic planning and programming tool.</p>	<ul style="list-style-type: none"> ▪ IASC members appoint staff with the relevant experience to the SWG. ▪ IASC members attend meetings regularly, are prepared to discuss agenda items, and are actively involved in follow-up actions. 	<p>SWG members</p>	<p>Needs some follow-up in 2006. Many SWG members are from donor relations sections. This is good, and we need to ensure that relevant staff are present for substantive discussions as was the case on NAF.</p>

Prepared by IASC SWG on the CAP – November 2005