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*62<sup>nd</sup>* **IASC WORKING GROUP**
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**62<sup>nd</sup> IASC WORKING GROUP**

**RETREAT on "Better Humanitarian Response"**

**6-7 September 2005**

**New York (hosted by UNDP)**

**Venue: Harrison Centre, Glen Cove, New York**

*Final Annotated Agenda*

*Circulated: 5 September 2005*

**Background:** The IASC 61<sup>st</sup> Working Group, at its meeting held in Geneva on 22-23 June, decided to launch a joint analysis and consultation process to prioritise and take forward selected recommendations from the several studies and humanitarian reform initiatives currently before IASC members and to present a strategic action plan to the IASC Principals. In that regard, it was also agreed to fully dedicate the next IASC Working Group Meeting (6-7 September in New York) to the issue of 'Better Humanitarian Response'. An external facilitator will support the work of the IASC WG Retreat.


**Objectives:**

1.  Reach a common understanding of what it means to assume "primary managerial responsibility and accountability" for a cluster, that will be tabled at the discussion at the IASC Principals meeting on 12 September 2005.

2.  Agree on which agency/ies will assume primary managerial responsibility and accountability for which Cluster Working Group, and recommend how to move forward to establish a system of cluster responsibilities by 2006, which will be discussed and finalised at the IASC Principals meeting on 12 September 2005.

3.  Agree on actions to be taken by the IASC Working Group to address other issues that are critical to strengthening humanitarian action, taking into account various initiatives and processes including the Humanitarian Response Review, the follow up to the ECOSOC resolution, the upcoming General Assembly resolution and other relevant donor initiatives.

**Proposed Outcomes**

1.  Recommendation of Action Plans[1] of cluster responsibilities and managerial accountability for each cluster, which will be presented to the Principals Meeting on 12 September 2005, for final decision.

2.  Recommendation endorsing the Synthesis Report, which will be presented to the Principals Meeting on 12 September 2005 for final decision.

3.  Recommendation of Action Plans[2] on the process to be followed to implement other Humanitarian Reform recommendations, which will be presented to the Principals Meeting on 12 September 2005, for final decision.

## Agenda

**Monday 5 September 2005**

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| **18h00** | **Bus departs for Glen Cove/Harrison Centre**<br>**Meeting point: Corner of 44th East and 1st Ave, New York.** |
| **19h30-21h00**<br>**(Dinner)** | **Informal get together among participants.** |
| **21h00-22h00** | **Informal Meeting with Chair of the IASC WG, Facilitator, Chairpersons of the Cluster Working Groups (CWGs), presenters and rapporteurs ("volunteers").** |

**Tuesday 6 September 2005**

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| **9h00-9h15** | **Opening Remarks by UNDP**<br><br>Kathleen Cravero, Assistant Administrator and Director Bureau for Crisis Prevention and Recovery, will welcome participants on behalf of the UNDP Administrator. |
| **9h15-9h30** | **Introductory Remarks by Chairperson of the IASC WG**<br><br>Yvette Stevens, Assistant Emergency Relief Coordinator/Chairperson of the IASC WG, will introduce:<br><br>• Objectives of the Retreat and key issues relevant to the humanitarian reform initiatives, including the HRR. |

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[1] See Annex 1 for suggested format for Cluster Action Plans.
[2] See Annex 2 for suggested format for Action Plans on other Humanitarian Reform recommendations.

## Session One: Cluster Responsibility and Accountability.

**9h30-10h00**      **Introduction on the Sessions on Cluster Responsibility and Accountability**

Richard Blewitt, the IASC WG Retreat facilitator, will introduce all participants and explain the methodology and objectives of the sessions.

The main objectives of the sessions on Cluster Responsibility and Accountability are:

- Review and agree on key issues addressed in the Synthesis Report including 1) definition of the role and responsibilities of a Lead agency and  2) inter-sectoral coordination.
- Review and agree on which IASC agency/ies should be the Lead agency of each Cluster Working Group on a global basis.
- Review and agree on key outstanding issues by Clusters.

*The suggested methodology for the sessions is the following:*

*1.The presenter of the Synthesis Report will briefly introduce the report as per cross-sectoral issues identified. Each presentation (by issue) will be followed by a discussion.*
*2. The chair of each Cluster Working Group (CWG) will make a brief PowerPoint presentation (total of four slides, for a five-minute presentation per each CWG) highlighting: (a) Key outcomes of the Cluster Working Group Report including proposal for the Lead agency, (b) Outstanding issues which require IASC WG discussion, (c) Suggestions from the Cluster Working Group on how to resolve outstanding issues,  and (d) How would we like this Cluster to look like one year from now.*
*3.Presentations will be followed by discussion in order to review and to agree on the proposals made by the Synthesis Report and by the Cluster Working Groups.*
*4. Any outstanding or unresolved issue will be discussed by the participants in smaller groups in the afternoon in order to reach a common position (consensus or non-consensus) to be later reviewed in a plenary session.*


**10h00-11h45**         **Synthesis Report on Cluster Working Group: Inter**
**(with 15' coffee**      **Sectoral Coordination.**
**break at 10h30)**

*OCHA (Norah Niland) will briefly present each chapter to be followed by discussion (Example: One issue-one debate).*

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| **11h45-12h45** | **Presentations and discussion on: (a) Health (b) Water and Sanitation, and (c) Nutrition and Therapeutic Feeding** |
| **12h45-14h00** | **Lunch** |
| **14h00-14h15** | **Group picture. (Venue to be confirmed)** |
| **14h15-15h15** | **Presentations and discussion on: (a) Protection (b) Camp Management and Coordination, and (c) Emergency Shelter** |
| **15h15-15h55** | **Presentations and discussion on: (a) Logistics and (b) Emergency Telecommunications** |
| **15h55-16h10** | **Coffee Break** |
| **16h10-16h30** | **Presentations and discussion on Early Recovery** |
| **16h30-17h15** | **Group Sessions on Outstanding Issues** |

*Suggested Methodology: The participants will be grouped into five/six groups (45') to resolve outstanding issues identified during the morning session and to prepare final Action Plans (see Annex 1) to be presented during the Plenary session.*

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| **17h15-18h00** | **Plenary Session on the Outcomes of the Synthesis Report and on any major outstanding issue from Cluster Working Groups.** |

**_____End of Day 1 _____**

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| **18h00-18h30** | **Informal Debriefing on Day 1 with Chair of the IASC WG, Facilitator, Chairpersons of the Cluster Working Groups (CWGs), presenters and rapporteurs.** |
| **18h30-19h30** | **Group Work (Rapporteurs with the IASC Secretariat).** <br> • Finalise and synthesize Reports of Day 1. <br> *IASC Secretariat: print and copy Reports (60 copies).* |
| **20h00** | **Dinner and suggestions for a social event.** |

*Participants should Check Out from Harrison Centre prior to beginning of the Day 2 (before 9h00 am). Latest Check Out Time is 12h00 am for all participants.*

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| **9h00-10h00** | **Plenary Session** |

- Recommend Draft Action Plans of cluster responsibility and managerial accountability for submission to the IASC Principals Meeting of 12 September 2005.

*Suggested methodology: individual reading for 20' of Action Plans, to be followed by clarifications/discussion. Final Corrections will be noted directly on the screen (PowerPoint presentations)by the Rapporteurs for final endorsement.*

## Session Two: Plans of Action on the implementation of other Humanitarian Reform recommendations.

**10h00-10h30**       Richard Blewitt, the IASC WG Retreat facilitator, will introduce the methodology and objectives of the sessions.

**Expected outcomes of this session:** Update on ongoing discussions and proposals for next steps, with Draft Plans of Actions endorsed.

*Suggested methodology for the session: Each presenter will briefly introduce the agenda item (10 minutes) and will highlight:(a) Key issues identified, (b) Actionable recommendations for the IASC at global and field level, (c)Timeframe for their implementation, and (d) Broad resource implications. Presentations will be followed by general discussion in order to review and to agree on the proposals made (as per background document). Any outstanding or unresolved issue will be discussed by the participants in smaller groups in the afternoon in order to reach a common position to be reflected in the draft Action Plans.*

**10h30-10h45**       **Coffee Break**.

**10h45-11h45**       **Presentations and discussion on: (a) Linkages with broader UN Reform, (b) More predictable funding for Humanitarian Action and (c) Resourcing Humanitarian Capacity.**
Mark Bowden (OCHA) will introduce these items (10' each), followed by 30' general discussion.

| 11h45-12h30 | **Presentations and discussion on : (a) Capacity Building of Emergency Response at Regional and National Level, and (b) Deployment of Qualified Humanitarian Personnel** |
| --- | --- |
| | Robert Mister (IFRC) will introduce item (a) for 10'. Linda Poteat (InterAction) will introduce item (b) for 10' General discussion will follow for 25'. |
| 12h30-13h45 | **Lunch** |
| 13h45-14h30 | **Presentations and discussion on: (a) Benchmarks and Indicators, and (b) Multi-dimensional peace-building Missions and Safeguarding Humanitarian Space.** |
| | Norah Niland (OCHA) will introduce these items for 10' each, to be followed by 25' general discussion. |
| 14h30-15h15 | **Presentation and discussion on: Strengthening the Humanitarian Coordinator (HC) System** |
| | Ed Schenkenberg (ICVA) and Mark Bowden (OCHA) will introduce this item for 10' each, followed by a 25' general discussion. |
| 15h15-15h45 | **Presentation and discussion on: Predictable private sector response.** |
| | Yvette Stevens (OCHA) will introduce this item for 10', to be followed by a 20' discussion. |
| 15h45-16h00 | **Coffee Break** |
| 16h00- 16h45 | **Group Sessions on Outstanding Issues. Group Session on Next Steps.** |
| | *Suggested Methodology: The participants will be working in five groups for 45'. Four groups will be tasked to resolve outstanding issues related to other Humanitarian Reform recommendations identified during the morning session and one group will be tasked to define next steps and time frame for the process to be followed by the IASC WG from September to December 2005. Rapporteurs of each group will prepare the Action Plans to be presented at the next Plenary session.* |

**16h45-18h00**          **Plenary Session: Wrapping Up and Final Remarks.**

- Endorse Action Plans on other Humanitarian Reform recommendations to be presented to the IASC Principals Meeting on 12 September 2005.

- Agree on next steps (preparation for the IASC WG in November 2005 and IASC Principals on 12 December 2005).

*Suggested methodology: Presentations made by each Rapporteur, to be followed by discussion. Final corrections will be noted directly on the screen (PowerPoint presentations) by the Rapporteurs for final endorsement by the IASC WG.*

**18h30**          **Bus departs Glen Cove for Manhattan (44th East/1st Ave)**

**Annex 1 Format for Plans of Action for each Cluster.**

1. Lead Agency for Cluster

2. Organizational mechanisms for the Cluster

3. Actionable Recommendations for the IASC at global and field level.

4. Time frame for their implementation.

5. Broad resource implications.

6. Our goal: one year from now (September 2006).

**Annex 2  Format for Plans of Action on the implementation of other Humanitarian Reform recommendations.**

1. Key issues identified.

2. Actionable recommendations for the IASC at global and field level.

3. Timeframe for their implementation.

4. Broad resource implications.