

**INTER – AGENCY STANDING COMMITTEE – WORKING GROUP
48th MEETING**

**13-14 March 2002
at
WFP Headquarters, Rome
Green Tower, Room 6G19**

New Agenda for the CAP: CAP Generic Timetable for 2002

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Early April	Fax from OCHA to field locations requests monitoring and reporting plans for the year. Guidance / instruction provided on the process and how to revise the Appeal accordingly.
Apr / May	Field Offices gather to analyze information, financial responses, indicators relating to previous year's strategy.
Mid May	Appeals are revised according to the latest situation and changes reflected in on-line Appeal.
20-24 May	Trainers are trained on CAP in advance of deployment from June - July
28 or 29 May	Meeting held in Geneva on mid-year status of the Consolidated Appeals
June*	CAP Field Workshops begin – include all key stakeholders and facilitated with IASC CAP sub-working group support
June	CAP Country Team meets to review situation and determine strategy for following year. Establishment of country level CAP 'steering committee'.
Early August	Assess and develop Sector Analysis, including progress made, needs, identification of objectives and indicators.
August	CAP 'steering committee' convenes to discuss time-frame and structure of Appeal for following year and to formulate and agree on the CHAP
September	Sector lead agencies determine priority areas of activity and associated projects for inclusion in the new Appeal in accordance with the CHAP. Projects formulated in consultation with appealing agency headquarters.
1 st week Oct	Completed field drafts are submitted for finalization by OCHA Geneva
Early Nov	Consolidated Appeals documents are disseminated to member states and partner organizations
19 Nov	Global launch

* All facilitator / training support at the field level should have taken place by end July.