

1. Protection and Assistance to IDP's						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>The IDP Unit was established in January 2002. The IDP unit will link with the IASC on issues related to priorities within its workplan, particularly in the areas of operational policy and response, advocacy, public information and resource mobilization as well as coordination among agencies in support of protection and assistance to IDPs.</p> <p>In 2002, the IDP unit will focus on several strategic areas including: (a) protection strategies and mechanisms for IDPs, (b) field support and guidance, (c) promotion of durable solutions for IDPs, and (d) awareness raising and advocacy. Operationally, the unit will focus on the priority countries, Afghanistan, Angola and Sudan. The unit will also focus on the countries with protracted crisis, such as DRC, Colombia, Indonesia, Somalia and Sri Lanka.</p>	<ul style="list-style-type: none"> • Support establishment of the IDP unit as well as the ad hoc Interagency Group on Internal Displacement and Protection Coalition. • Strengthen advocacy and public information on IDPs, in collaboration with RSG on IDP, Reliefweb and IASC. • Promote the "Guiding Principles on Internal Displacement" and operationalise them • Support mobilization of additional resources to assist IDP's through assessing existing funding mechanism. • Ensure effective implementation of existing IDP policy and protection guidelines. • Strengthen Humanitarian Coordinator's preparedness and response to internal displacement. • Strengthen capacity of relevant actors to respond to internal displacement. • Follow up Global IDP survey and review the proposed mechanism for ensuring continuation of the project. • Prepare studies on improving transitional recovery for IDPs. • Undertake Protection Survey. 	<p>Functioning fully staffed unit with established ToR, workplan, and resource base. Defined inter-agency framework for collaboration. Protection Coalition in existence. Two- three specific advocacy campaigns and Web Page. Joint Statements.</p> <p>Country level technical support. IDP needs clearly identified in the CAP/CHAP. Criteria and guidelines for the use of existing resource mobilization mechanisms developed.</p> <p>Plans of action to implement IDP policies developed and reviews of implementation status undertaken. Report on analysis of existing protection guidelines. Accountability mechanisms and monitoring and follow-up procedures for IDP situations established. Technical and policy support to HC's/RC's and CTs provided.</p> <p>The inter-agency training strategy for both HQ and field developed. Regular update of training package. Guidance provided to CT and the Governments on the need to integrate IDP in contingency plan. Shortlist of IDP experts based on existing roster available. IDP survey completed and data is widely disseminated to the field. Formal relationship with Global survey established. Recovery Strategies for IDPs endorsed by IASC. Protection Survey Report disseminated, Protection analysis reflected in CHAP.</p>	Senior Coordinator on IDP's Protection Coalition members	Ongoing	IASC-WG	IASC
			IDP unit	November		
			IDP unit/Country Teams/OCHA	Ongoing	November	
			IDP unit/OCHA/CAP section	Ongoing		
			IDP unit	November		
			IDP unit/ Country Teams	Ongoing		
			IDP unit/IASC Members	Ongoing		
			IDP unit/ IASC Members	Ongoing		
			IDP unit/IASC Members Country Teams	Ongoing		
			IDP unit/NRC	Ongoing		
			IDP unit	December		
			IDP unit	December		

2. Strengthening the Resident / Humanitarian Coordinator System						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
As part of the overall initiative to enhance the emergency response capacity in times of crisis, efforts have been underway to ensure that the selection and recruitment process for Humanitarian Coordinators is strengthened, that candidates are deployed in a timely manner and that once deployed the accountabilities and reporting lines of the HC's are clear. In addition the deployment by OCHA of Senior Humanitarian Advisors in several crisis countries has helped to buttress field coordination.	<ul style="list-style-type: none"> • Ensure that the Terms of Reference for Humanitarian Coordinators reflect current responsibilities and accountabilities. • Strengthen linkages between the ERC and the HC. • Work with HC's to ensure implementation of IASC policies and guidelines. • Ensure standard briefing of all HC's in New York and Geneva. • Develop and work with UNDP Human Resources Division and Bureau for Crisis Prevention and Recovery to include modules on IASC CAP. • Ensure that the established roster for RCs is strengthened by the inclusion of more candidates with humanitarian perspectives and experiences. • Ensure for those countries where coordination arrangements require additional discussion ad-hoc meetings or missions are organized. 	Revised Terms of Reference	IASC Secretariat	Feb 2002	IASC-WG March 2002	IASC April 2002
		Standard Mission Brief Procedures for the HC.	OCHA	Feb 2002		
		Dissemination of IASC Policy through IASC website, Humanitarian Coordinators Retreat and agency-specific management training.	IASC Secretariat	Ongoing		
		Standard Briefing produced.	OCHA	March 2002		
		Training modules on coordination tools developed and discussed during the RC/HC training.	IASC Secretariat/ UNDP	September 2002		
		Widened and better qualified pool of candidates for RC/HCs.	All Agencies	Ongoing	June 2002	
2-3 missions annually 2-3 meetings with all IASC Members	OCHA	Ongoing	June 2002			

3. Post Conflict Reintegration						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>The post-conflict Reintegration Reference Group disbanded in May. A follow-up implementation plan was endorsed by the IASC. The focal points from IASC members that participated in the reference group were to continue networking at an inter-agency level to assist the field and headquarters to respond more effectively to transitional situations with particular regard to reintegration and rehabilitation.</p>	<ul style="list-style-type: none"> Establish focal points in each agency responsible for regularly contributing to the collection and posting of field practices. 	Website	Agency Focal Points	June 2002	IASC –WG September 2002	IASC
	<ul style="list-style-type: none"> Distribute the Golden Rules to country teams. 	The Golden Rules utilized by country teams	IASC Secretariat/ Agencies	Ongoing		
	<ul style="list-style-type: none"> Review effectiveness and appropriateness of applying the Golden Rules in the field. 	Revised version of the Golden Rules	Agency Focal Points	Nov. 2002		
	<ul style="list-style-type: none"> Ensure linkages for transition countries with resource mobilization tools such as the CAP or through the Round Table mechanism. 	Clearly defined resource mobilization strategies	Country Teams	Sept. 2002		
	<ul style="list-style-type: none"> Ensure effective linkages with actual transition situations. 	Strategies to link Network with CAP-SWG's transition policy review and with Afghanistan's transitional strategies.	Country Teams	Ongoing		

4. CAP Improvement						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>In May 2001 the IASC Working Group requested the Deputy Director of UNICEF to undertake a brief review of the CAP to ensure that all IASC members, particularly at the senior levels, paid greater attention to the potential of the CAP as an instrument for strategic analysis, planning and coordination as well as for advocacy, and resource mobilisation. Extensive consultations were held with IASC members, the UN Secretariat, donors and other stakeholders. A report and recommendations were submitted to the IASC working group for endorsement. In addition to the ongoing activities of the Sub-Working Group on the CAP, the Action Plan identifies actions for IASC members to strengthen the CAP as a strategic planning and coordination tool, as an advocacy tool to raise awareness of humanitarian crises and to address resource mobilization gaps.</p>	<ul style="list-style-type: none"> Encourage greater involvement of senior management in strategic orientation of the CAP, as well as current efforts to strengthen CAP. 	<p>CAP as a standing item for IASC-WG agenda. Senior OCHA participation in guiding the CAP SWG.</p>	IASC-WG	Nov.2002	IASC-WG	IASC
	<ul style="list-style-type: none"> Development and greater use of CAP as an advocacy tool. 	<p>Wider and more continuous use of CAP by ERC and IASC Members. Improved advocacy opportunities to keep momentum generated at CAP launch.</p>	ERC/IASC Members/ HC's	Nov.2002	All	
	<ul style="list-style-type: none"> Broaden the use of the CAP as a strategic planning tool. 	<p>Common Humanitarian Action Plan as the primary inter-agency strategic planning tool. Standardized guidelines for joint assessments and evaluation are developed and implemented.</p>	IASC-WG/ HC's CAP SWG	Sept.2002		
	<ul style="list-style-type: none"> Review whether and how humanitarian needs in countries not being covered by the CAP are addressed. 	<p>Strategies proposed to IASC to address humanitarian needs in non-CAP countries.</p>	IASC-WG/IASC-SWG (IFRC)	Ongoing		
	<ul style="list-style-type: none"> Clarify and improve roles of the HCs for CAP promotion and encourage HCs to lead the CAP process at the field level. 	<p>Clarification of HCs' roles for CAP in revised ToR for HCs. Recommendations from 2001 HCRC Retreat reviewed.</p>	IASC-WG/IASC Secretariat	May 2002		
	<ul style="list-style-type: none"> Review which crises should be covered by the CAP in 2003 	<p>HCs submit position paper for CAP continuation/cessation. IASC WG to review crisis for 2003 CAP and to select CAP for Directors Review</p>	HCs/IASC-WG CAP-SWG	May 2002		
	<ul style="list-style-type: none"> Encourage donors to better coordinate their efforts to provide timely and balanced support to the strategies and programme in the CAP. 	<p>Multi-year commitments for chronic emergencies.</p>	Donors/ CAP- SWG (WFP)	June 2003		
	<ul style="list-style-type: none"> Guide revision of CAP Guidelines. 	<p>Revised CAP Guidelines.</p>	IASC-WG/CAP SWG (OCHA)	Dec 2002		
	<ul style="list-style-type: none"> Annual Meeting of Directors of Emergency to review CAPs. 	<p>Recommendations for improving quality.</p>	IASC-WG CAP SWG	Nov. 2002		
	<ul style="list-style-type: none"> Select Date and Theme of Launch of CAP 2003, commit to participation at CAP Launch 	<p>Date and theme agreed, IASC members lead launch event at donor capital.</p>	IASC/ OCHA	April 2002		

5. Strengthening the Response to Natural Disasters						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
A number of countries suffer from cyclical natural disasters, floods, hurricanes, and drought. The UN System's responses to these disasters need to become more predictable. This includes clearly articulated strategies for assessment, predictable interventions to support affected populations, established tools for resource mobilization, and well established coordination mechanisms. An improvement in the mobilization and coordination capacity during the emergency phase following natural disasters is needed.	<ul style="list-style-type: none"> Reach agreement on developments and revision of UNDAC's role in assessment and response coordination in light of recent IASC-WG discussions. Follow-up on the implementation of recommendations from the Reference Group on Natural Disasters (2000). Report on conclusions of the advisory group on environmental emergencies. Report back on the use of military and civil defense assets in emergencies. 	Improved coordination and response at the country level.	IASC-WG	March 2002	IASC-WG March 2002	IASC
		Implementation of recommendations by CTs/RC's/DMTs.	Country Teams/OCHA	November 2002		
		Linkages between the advisory group and the IASC (WG).	OCHA	Ongoing		
		Use of MCDA and activities by MCDU to be reported back to the IASC- WG annually.	MCDU	November 2002	November 2002	

6. Staff Security						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>Staff Security is currently being reviewed in the General Assembly through the new measures to strengthen the protective regime of the Convention on the Security and Safety of UN and Associated Personnel. Once approved by the 5th Committee, ASG position for staff security may be created, and in principle agencies agreed to cost share the security posts. This provides operational agencies with a unique opportunity to ensure that staff security issues receive more attention within the Secretariat. The IASC-WG worked during 2001 on recommendations for UN/NGO field security collaboration. The recommendations were finalised in January 2002 and were disseminated to Humanitarian Coordinators. These need to be disseminated to the field and through UNSECOORD included in the UN Field Security Handbook.</p>	<ul style="list-style-type: none"> Finalize the recommendations and share with UNSECOORD and HC's. 	<p>Guidelines utilized in the field and adopted in the UN Field Security Handbook</p>	<p>Task Force members and UNSECOORD</p>	<p>January 2002</p>	<p>IASC-WG March 2002 June 2002</p>	<p>IASC</p>
	<ul style="list-style-type: none"> Agencies to facilitate discussions with GA members to ensure that Convention is adopted. 	<p>Adoption by the GA of the Convention on the Safety and Security of UN and Associated Personnel.</p>	<p>Taskforce/OCHA</p>	<p>Ongoing</p>		
	<ul style="list-style-type: none"> Agencies to support more robust arrangements to ensure that security of all humanitarian personnel receive sufficient attention. 	<p>GA discussions on enhanced security of humanitarian personnel. Security issues covered during the HC retreat.</p>	<p>UN Agencies/ Member States</p>	<p>Ongoing</p>		
	<ul style="list-style-type: none"> Initiate and facilitate continuous dialogue with UNSECOORD and IASC-WG. 	<p>Strategies to coordinate with UNSECOORD spelled out. Regular exchange of information between UNSECOORD and IASC-WG.</p>	<p>IASC-WG</p>	<p>Ongoing</p>		

7. Preparation of ECOSOC 2002						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>For the Humanitarian Segment of ECOSOC in 2002 the IASC WG need to reach consensus on the theme of the SG's report and/or the panel discussions. Possible options may include: staff security, protection of civilians, increased support to the non-food sector, natural disasters, and the CAP. The IASC-WG in November 2001 suggested that during the deliberations of ECOSOC 2002 (15-17 July), it may be useful to highlight the impact of key humanitarian issues on children, given the Special Session on Children. Efforts should be made to facilitate member states in reaching agreed conclusions, and also to raise the level of representation by member states to the ECOSOC panel.</p>	<ul style="list-style-type: none"> Facilitate member states selecting the theme of the SG's report and/or Panel discussions. Ensure agency input to the SG's report. Identify systematic mechanisms and procedures to support member states in reaching agreed conclusions. Ensure reasonable amount of representation of member states to the ECOSOC panel. 	2002 ECOSOC Report.	IASC-WG/OCHA	May 2002	IASC-WG	IASC
		Agreed conclusions reached by member states.	OCHA	May 2002	June 2002	
		Senior representatives of member states participate in the panels.	IASC-WG/OCHA	July 2002		
			IASC-WG	Ongoing		

8. IASC Advocacy/Public Outreach/Information Management							
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates		
<p>There is a need to improve information dissemination and exchange among IASC-WG members and to the field. Maintenance of website, document depository, update of CD-ROM etc-will be undertaken during 2002. In May 2001, IASC-WG expressed an interest in pursuing collaboration with Netaid, to develop a user-friendly website, for the IASC members that would serve as a tool for information, storage, retrieval and dissemination as well as a data-bank for field offices.</p> <p>Efforts will also be pursued to promote advocacy work of IASC. The aim of such activities is to further the collaboration among IASC members to promote a common humanitarian cause such as protection of civilians in armed conflict. To this end, it is proposed to launch an advocacy campaign with clear strategic plan in close consultation with IASC agencies and OCHA's Advocacy section.</p>	<ul style="list-style-type: none"> Improve information dissemination and exchange system by developing and maintaining various information management tools such as website, document depository etc. 	<p>IASC Website updated and maintained. Information management strategies for IASC implemented.</p> <p>Linkage with field website and Humanitarian Information Center (HICs) in the field established.</p> <p>Updated IASC database available.</p>	IASC Secretariat	June 2002	IASC-WG November 2002	IASC	
	<ul style="list-style-type: none"> Pursue possible collaboration with Netaid in improving IASC's advocacy and public outreach in consultation with other agencies. 	<p>MoU or proposal for IASC/Netaid prepared.</p> <p>Advocacy materials.</p>	IASC Secretariat	February 2002			
	<ul style="list-style-type: none"> Improve advocacy opportunities for disseminating IASC statement/guidelines and for promoting humanitarian cause. 	<p>Timely dissemination of IASC statement/guidelines.</p> <p>Advocacy strategies for IASC proposed and endorsed. Development and implementation of advocacy campaign.</p>	IASC-WG/IASC Secretariat	Ongoing			

9. Peace-building							
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates		
<p>In November 2001, the Peacebuilding Action Plan was endorsed by several executive committees within the UN, and an implementation plan will be prepared in early 2002. A working group will be established to oversee follow-on actions. As part of the peace-building process consideration should be given to the potential input of humanitarian actors taking into account the need to preserve the fundamental distinction between political/military/humanitarian dimensions. Follow-up IASC-WG activities must focus on how to articulate a strategy that support UN peace initiatives without compromising humanitarian principles and operating procedures. Efforts will be pursued to address the issues of mine action.</p> <p>This item will be discussed at IASC WG to share information and solicit feedback from the Red Cross Movement and NGO's on suggestions for the way forward.</p>	<ul style="list-style-type: none"> Facilitate UN's sharing information with IASC membership and ensure an in-depth discussions of the issue at the IASC-WG level. 	<p>Implementation of Peace Building Plan that reflects an agreed upon strategy which is informed by humanitarian concerns, principles and objectives developed through strong interface with the humanitarian actors.</p>	<p>ECHA, UNDG, ECPS and IASC-WG</p>	<p>June 2002</p>	<p>IASC-WG June 2002</p>	<p>IASC</p>	
	<ul style="list-style-type: none"> Ensure the development of coherent approaches of the humanitarian community in support of the UN system's efforts in preparing and implementing the Peace Building Plan of Action. 	<p>In crisis countries, peace-building strategies must be developed taking into account of humanitarian principles and practice. UNCT's should ensure participation of NGOs and Red Cross Movement in relevant discussions.</p>	<p>IASC-WG Country Teams</p>				
	<ul style="list-style-type: none"> Provide inter-agency support to guide strategic overview. 	<p>Incorporation of humanitarian principles.</p>	<p>IASC-WG</p>				
	<ul style="list-style-type: none"> Ensure that IASC-WG views are incorporated as key input to SG's policy paper to Member States on peacebuilding. 	<p>SG's policy paper reflects broad humanitarian input.</p>	<p>IASC-WG</p>				

10. Strengthening Sectoral Capacity to Respond in Emergencies						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>There are number of areas where humanitarian response in crisis situations could use additional support. To date interventions in education, and controlling the spread of HIV/AIDs have been somewhat limited. Support to education and HIV/AIDs are not considered to be part of the standard package of interventions at the onset of a crisis. In humanitarian crises education or creating spaces for learning can provide protection to children who are at risk of involvement in conflict. Individual agencies have undertaken significant activities in a number of countries yet neither education nor HIV/AIDs prevention form part of the front line response mechanisms at the onset of a crisis. There is a need to strengthen interventions in these areas.</p>	<ul style="list-style-type: none"> Ensure application of tools and resources developed for education in Emergencies at the onset of a crisis. 	Policy and strategy for education in emergencies	INEE	November 2002	IASC-WG Sept. 2002	IASC
	<ul style="list-style-type: none"> Link with the Inter-Agency Network on Education in Emergencies (INEE) to ensure that policies developed are disseminated to the field. 	Strategy disseminated	INEE/Agencies.	November 2002		
	<ul style="list-style-type: none"> Ensure development of strategies for prevention of HIV/AIDs in Emergencies. 	Policy paper	WHO/Agencies	June 2002		
	<ul style="list-style-type: none"> Develop essential minimum of package for HIV/AIDS control for complex emergencies. 	Policy Paper	WHO/Agencies	Ongoing		
	<ul style="list-style-type: none"> Develop mechanisms for action-oriented coordination at field level. 	Policy Paper - Improved Coordination	WHO/IASC Members	Ongoing		
	<ul style="list-style-type: none"> Propose strategies to help focus and mainstream HIV/AIDS in CAP. 	Policy Paper	CAP-SWG IASC-WG	Ongoing		
	<ul style="list-style-type: none"> Ensure provision of technical assistance to Country Teams if and when required and as requested. 	Technical support	IASC Members	Ongoing		

11. Gender and Humanitarian Assistance (RG)						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>The decision to establish a RG on Gender and Humanitarian Assistance was taken by the IASC-WG in November 1998. The original ToR of RG includes: (a) Finalization of the background paper Mainstreaming Gender in the Humanitarian Response to Emergencies, (b) Preparation of an IASC Policy Statement on Gender and Humanitarian Assistance, (c) Review of existing training and sensitization materials on gender, and (d) Identification of tools and mechanisms for integrating gender analysis into assessment and, (e) Strategic planning and evaluation.</p> <p>In March 2001, the CD-ROM Resource Kit was launched and distributed widely, including to all HCs. In June 2001, the CVA module to mainstream gender into the CAP was developed and tested. Members from the RG served as resource persons facilitators in 7 of the CAP workshops to further mainstream gender and CVA messages. In November 2001, the SWG's terms were extended through 2002.</p>	<ul style="list-style-type: none"> Provide continued support to integrate gender into humanitarian assistance. 	<p>Lessons Learned from the field that identifies strengths and weaknesses of the existing CVA materials.</p> <p>Improved CVA tools/methodology.</p> <p>Strategy to support CAP country teams in improved gender mainstreaming.</p>	<p>Gender and Humanitarian Assistance RG</p> <p>CAP SWG//CAP country focal points</p>	<p>February 2002</p> <p>May 2002</p> <p>March 2002</p>	<p>IASC-WG</p> <p>June</p> <p>November</p>	<p>IASC</p>
	<ul style="list-style-type: none"> Review implementation of the IASC policy statement. 	<p>Input into the revision of the CAP guidelines.</p> <p>Identification of key areas, indicators and checklist that can be incorporated into any evaluation of humanitarian assistance eg, CAP evaluation.</p>	<p>Gender RG with WHO and UNHCR leading the process</p>	<p>June 2002</p>		
	<ul style="list-style-type: none"> Improve interface between humanitarian and military actors, with respect to gender issues. 	<p>Strengthened coordination between the Gender RG and the IATF on Women, Peace and Security.</p>	<p>Gender RG</p>	<p>April 2002</p>		
	<ul style="list-style-type: none"> Disseminate key materials on gender mainstreaming. 	<p>Updated version of the electronic resource package.</p> <p>Electronic resource package of training materials for peacekeeping/military/police forces.</p>	<p>WFP</p> <p>UNICEF</p>	<p>Sept 2002</p> <p>Sept 2002</p>		
	<ul style="list-style-type: none"> Contribute to the Special Sessions of the General Assembly on Children. 	<p>Input for the Special Session.</p>	<p>UNICEF</p>	<p>May 2002</p>		
	<ul style="list-style-type: none"> Establish linkage with other gender-related initiatives, such as UNDP's guidelines on gender and post-conflict reintegration and FAO and WFP's joint SEAGA Programme on gender in emergency programme and the SPHERE project. 	<p>Draft guidelines/manual reviewed.</p>	<p>Gender RG</p>	<p>On-going</p>		
	<ul style="list-style-type: none"> Strengthen the inclusion of gender issues in the subsidiary bodies of the IASC. 	<p>Exchange of input between Gender RG and other RGs (CAP, HRHA, Sanctions) and others such as IDP Unit of OCHA.</p>	<p>Gender RG/Other Subsidiary Bodies/IDP unit</p>	<p>On-going</p>		

12. CAP (SWG)						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>The IASC-WG established the SWG on the CAP in April 1998, in order to strengthen the CAP process. The ToR includes: (a) Strengthening the planning and strategic component of the appeal process, (b) Streamlining the CAP with other funding and programming mechanisms such as UNDAF, and (c) identifying the standard procedures and modalities for the inclusion of NGOs etc.</p> <p>The CAP SWG has undertaken significant technical and capacity building support for CAP in the field.</p>	<ul style="list-style-type: none"> Increase capacity of SWG to follow up on WG recommendations on CAP. 	Improved CAP Process.	IASC members	April	IASC-WG June Nov	IASC
	<ul style="list-style-type: none"> Revise the 1994 Guidelines on the CAP. 	Guidance to reflect criteria for when to begin and end a CAP, clarifying the role of CAP in transitional circumstances, and outlining precedents for NGO and government involvement.	CAP-SWG(UNICEF,WHO)	June 2003		
	<ul style="list-style-type: none"> Clarify role of CAP in transitional circumstances. 	Report/Note of guidance on linkage between UNDAF and CAP and on integrated UNDAF/CAP training developed. Review of Afghanistan CAP focusing on transitional strategies.	CAP SWG (OCHA, SCHR- for NGO component)	December		
	<ul style="list-style-type: none"> Continue integration of findings from IASC-SWG or reference groups, such as Gender and HAHR. 	Continued participation of Gender and HAHR RG members to CAP-SWG.	CAP SWG (UNDP,OCHA)	December		
	<ul style="list-style-type: none"> Strengthen training component. 	Recommendations from CAP trainers debriefing to inform training tools revision and will be applied in 2002 CAP training season.	HAHR RG and Gender RG	On-going		
	<ul style="list-style-type: none"> Re-examine and improve financial reporting agreements and modalities. 	Review of agency reporting procedures.	OCHA/CAP-SWG	March		
	<ul style="list-style-type: none"> Increase donor involvement in the CAP. 	Report on IASC/HLWG mtg. on Montreux follow-up.	CAP-SWG/OCHA	December		
	<ul style="list-style-type: none"> Strengthen advocacy. 	CAP video and flyer. 2003 theme preparation.	IASC/CAP-SWG	July		
	<ul style="list-style-type: none"> Develop guidelines for impact analysis on the under-funding. 	In-depth country analysis on under-funding.	OCHA	October July		
				CAP SWG (WFP)	Dec 2003	

13. Emergency Telecommunications (RG)						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
The IASC-WG decided to 'revive' the RG on Emergency telecommunications (WGET) during its 40 th meeting in February 2000. The ToR of the RG includes: Provision of guidance and coordinating mechanisms for telecommunication in humanitarian assistance.	<ul style="list-style-type: none"> Ensures inter-operability of telecommunications networks in the field through common standards and gateways. Promotes the use of telecommunications for the safety and security of humanitarian personnel. Ensures optimal use of available telecommunications resources and expertise through provision of surge-capacity for IT and telecommunications support to field activities. Facilitate implementation, application, and ratification of the Tampere Convention. Undertake advisory activities for providers of emergency response and OCHA and inter-agency missions and field offices. Cooperate with the Private Sector. Coordinate training activities and cooperation between emergency telecommunication managers. Strengthen the Emergency Telecom RG by developing an operational focus and action-oriented agenda. Explore the possibility of linking with other RG, such as Gender RG. Issue 'Lessons Learned' based on the experience in Central Asia. 	Further improvements in compatibility among agencies. Further promotion of IP as common standard. Full implementation of the Minimum Telecommunications Standards (MISTS) by all agencies.	All agencies	Ongoing	IASC WG June Nov	IASC
		Availability of the network at the lowest cost and without duplication.	OCHA/UNSECOORD	Ongoing		
		Ratification of the Tampere Convention by at least 30 countries.	All Agencies	December		
		Ensuring the use of most appropriate networks in all operations.	Emergency Telecommunication RG	Ongoing		
		Increased participation of private sector enterprises in cooperation with other UN agency such as UNITEs	Emergency Telecommunication RG	Ongoing		
		Improved training for users and providers of emergency telecommunication.	OCHA	November		
		Enhanced telecommunications in the field at the inter-agency level.	OCHA	Ongoing		
		Enhanced linkage between Telecom RG and Gender RG	Emergency Telecommunication RG	December		
		Lessons Learned	Emergency Telecommunication RG/Gender RG	December		
			Emergency Telecommunication RG	November		

14. Training (TF)						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>The November 2000 meeting of the IASC Working Group had endorsed the proposal that the Task Force concentrate on two subject areas: emergency and staff safety training. Each area develops an inventory to evaluate learning and training methodologies and recommend coordination mechanisms. During 2001, the DMTP Secretariat completed the draft of a comprehensive inventory of training opportunities in crisis situations. The inventory on staff safety training was completed.</p>	<ul style="list-style-type: none"> Evaluate learning methodologies for emergency training by assessing relative merits and constraints of various training methodologies. Recommend best practices. 	Guidance on improved learning methodologies in staff safety training.	WFP/Training TF	End 2001	IASC-WG June (Extension of RG will be reviewed in June)	IASC
	<ul style="list-style-type: none"> Evaluate learning methodologies in staff safety training by assessing relative merits and constraints. Recommend best practice. 	Guidance on improved learning methodologies in staff safety training.	UNHCR/Training TF	End April		
	<ul style="list-style-type: none"> Strengthen inter-dependent relations between UN and NGOs in areas of staff security training 	Information on UN/NGO collaboration for staff security training added to UNSECOORD inventory.	UNHCR/ICVA	June		
	<ul style="list-style-type: none"> Undertake an investigation into options for a mechanism for improved integration and coordination between agencies on emergency and staff safety training by developing an operational framework. 	A set of recommendations for improving coordination and a revised coordination mechanism.	UNHCR/Training TF	End May		

15. Small Arms (RG)						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>The reference group on small arms set up by the IASC in 1998, held its first meeting in January 1999. According to 1999 ToR, the RG will:</p> <p>(a) Identify sources of information and data relevant to the humanitarian impact of small arms and light weapons, and establish links with them. (b) Coordinate and develop the means to collect additional data and narratives from IASC members on the impact of small arms and light weapons. (c) Encourage the subsequent analysis of this data. (d) Propose principles and policy recommendations aimed at reducing the humanitarian impact of small arms and light weapons. (e) Coordinate the development of joint advocacy strategies to raise awareness of the humanitarian impact, and (f) Report on the above actions to the IASC WG.</p>	<ul style="list-style-type: none"> • Provide follow up activity to the UN Conference on the Illicit Arms Trade in all its Aspects. • Coordinate and assist in the structural mainstreaming of the issue into the humanitarian and development work of agencies. • Facilitate implementation of agencies' commitments as expressed in the "Program of Action to Address the Human Costs of Small Arms." • Follow up the initial data collection for the report 'Humanitarianism under Threat' through facilitation of collection, compilation, and exchange of data relating to the relationship of small arms and their humanitarian and development impact. • Provide an inter-organizational forum in the humanitarian and development arena that would facilitate exchange of information. • Improve advocacy opportunities where an interagency approach will spotlight the human costs of the spread of small arms. Clear links with country level studies. 	Progress Report on the Implementation of Commitments addressed in the Programme of Action Review of Plan of Action that outlines agencies' objectives and responsibilities.	Small Arms RG	June	IASC-WG June (extension of the RG will be reviewed in June)	IASC
		Enhanced levels of implementation by each agency.	Small Arms RG	June		
		Updated data set based on linkage with other data sources, i.e., children and small arms, MICS, UNDP's Human Development Index and country studies.	Small Arms RG UNICEF/UNDP	June		
		Lessons Learned	Small Arms RG	Ongoing		
		List of advocacy opportunities available and utilized.	Small Arms RG	Ongoing		

16. Sanctions (RG)						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>The IASC-WG decided in its meeting in February 2000 to revive the Sanctions RG, which had initially been established at the end of 1997 as an inter-agency technical group. The RG was created to draw on the expertise within the office of the ERC as well as UN agencies and other humanitarian organisations to further elaborate indicators to access and monitor the humanitarian impact of sanctions.</p>	<ul style="list-style-type: none"> Refine and standardize methodologies for assessing the impact of sanctions regimes and design mechanisms and procedures for sanctions assessment. 	<p>Standardized methodology procedures for assessment with criteria for monitoring humanitarian impact (including health) and implications for human rights.</p>	Sanctions RG /OCHA	June	IASC-WG June (Extension of RG reviewed in June)	IASC
	<ul style="list-style-type: none"> Actively participate in the monitoring assessment and reporting mechanism of the sanctions against Afghanistan and possibly Iraq. 	<p>Humanitarian consequences of sanctions clearly spelled out.</p>	Sanctions RG/OCHA	June		
	<ul style="list-style-type: none"> Continue to serve as a forum for discussions and exchange of information, data and experiences related to sanctions. 	<p>Updated data and information widely circulated.</p>	Sanctions RG	June		
	<ul style="list-style-type: none"> Establish linkage with other IASC subsidiary bodies such as Gender and HRHA. 	<p>Exchange of input between Sanctions RG and Gender and HRHA RGs.</p>	Sanctions RG	Ongoing		

17. Humanitarian Action and Human Rights (RG)						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>Further to the S-G's Reform Programme in 1997, in which he proposed that human rights be integrated into major activities of the UN, the IASC established the RG on Humanitarian Action and Human Rights in 1998. The ToR of RG includes:</p> <p>(a) Development of manual on field practices in international humanitarian, human rights and refugee law, (b) Preparation of guidelines on human rights and humanitarian programme, (c) Preparation of FAQ on international humanitarian law and human rights, and (d) Production of training modules.</p>	<ul style="list-style-type: none"> Oversee the finalization and dissemination of Growing the Sheltering Tree, and the FAQs. 	<p>Growing the Sheltering Tree produced and disseminated to Country Offices along with FAQs.</p>	<p>Humanitarian Action and Human Rights RG/UNICEF/OCHA</p>	<p>May 2002</p>	<p>IASC-WG June Nov</p>	<p>IASC</p>
	<ul style="list-style-type: none"> Finalize the Guidelines on Human Rights and Humanitarian Action. 	<p>The Guidelines on Human Rights and Humanitarian Action with practical set of recommendations endorsed by IASC.</p>	<p>Humanitarian Action and Human Rights RG/OHCHR</p>	<p>June 2002</p>		
	<ul style="list-style-type: none"> Improve training materials for the human rights training following the Human Rights Workshop in Nov 2001. 	<p>Training materials produced and tested.</p>	<p>ICVA/OHCHR/Humanitarian Action and Human Rights RG</p>	<p>August 2002</p>		
	<ul style="list-style-type: none"> Define the roles of RG in linking the policy issues to field level, for example by linking with the regroupment study on Uganda. 	<p>Input by the reference group to field-based studies.</p>	<p>Humanitarian Action and Human Rights RG/OCHA</p>	<p>Ongoing</p>		
	<ul style="list-style-type: none"> Refer relevant field issues to the reference group. 	<p>Stronger policy input into field-based decision making.</p>	<p>OHCHR/OCHA</p>	<p>Ongoing</p>		

18. Terms of Engagement with Armed Groups (Informal Group)						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>The IASC WG endorsed the Terms of Reference for an informal working group on the terms of engagement between humanitarian agencies and armed groups.</p> <p>The level and nature of engagement of humanitarian actors with armed groups has increased markedly over the past ten years in response to the changed nature of conflict and the growth in the numbers of armed parties to the conflict.</p> <p>In January 2002, OCHA chaired a teleconference of the informal UN working group on the “terms of engagement between humanitarian agencies and armed groups.” UNICEF, UHCR, WFP, WHO, and UNDP agreed upon next steps to develop a guidance document intended to strengthen the capacity of UN agencies to engage in a principled and consistent manner, with armed groups to ensure adequate assistance to and protection of civilians in conflict areas.</p>	<ul style="list-style-type: none"> Review existing practices and the experience of UN humanitarian agencies in their engagement with armed groups. Review and document the relevant principles deriving from humanitarian and human rights law and practice. 	<p>Distill best practice and guidance in the form of manual and proposed field procedures.</p> <p>Develop an IASC position on humanitarian engagement with armed groups at times of conflict.</p>	<p>Informal Working Group</p> <p>Informal Working Group</p>	<p>November 2002</p> <p>November 2002</p>	<p>IASC WG November 2002</p>	<p>IASC</p>

19. Preparedness and Contingency Planning (RG)*						
Background	Action	Product	Primary Responsibility	Deadlines	Meeting Dates	
<p>The IASC-WG at its meeting on 16 February 2001 established the RG on preparedness and contingency planning. The ToR includes: Preparation of a set of guidelines on contingency planning, accompanied by a set of follow-up recommendations.</p> <p>Through a series of inter-agency consultations a core group came together and drafted a set of inter-agency contingency planning guidelines. These were endorsed by the IASC-WG in November 2001. The IASC WG recommended the RG to continue to function as focal point on the issue and ensure implementation of the inter-agency contingency planning methodology.</p>	<ul style="list-style-type: none"> • Strengthen RG's mechanisms and procedures to follow up on implementation of the guidelines. • Promote mainstreaming of contingency planning among UN and IASC partners, and develop monitoring mechanisms. • Facilitate capacity building of agencies and undertake missions to complex crisis situations. • Develop additional and complementary tools. • Establish institutional coordination mechanisms to ensure appropriate linkages with agency processes and other mechanisms. • Include contingency planning in evaluation processes and exercises. • Glean lessons for a follow-up refinement of the guidelines, • Obtain funding for inter-agency contingency planning activities. • Improve information management and dissemination for inter-agency contingency planning. 	Revised and approved ToR	Preparedness and Contingency Planning RG	Feb 2002	IASC-WG June Nov	IASC
		Strategy formulated. Guidelines on monitoring mechanism prepared.	Preparedness and Contingency Planning RG	June 2002		
		Missions and training sessions.	Preparedness and Contingency Planning RG			
		News Tools available Training modules, CDROM and video.	Preparedness and Contingency Planning RG			
		Links with other processes/mechanisms (e.g., CAP/CHAP, FT, DMT/DMTP, IMTF, and HC) established and guidelines on linking CP prepared.	Preparedness and Contingency Planning RG/UNICEF/WFP/UNHCR/OCHA			
		Evaluation guidelines for inter-agency contingency planning prepared.	Preparedness and Contingency Planning RG/CAP SWG/Training TF			
		Lessons learned	Preparedness and Contingency Planning RG			
		List of potential donors for contingency planning prepared.	Preparedness and Contingency Planning RG Agencies			
Document repository and an IACP website available.	Preparedness and Contingency Planning RG Reliefweb					

* The workplan and ToR of the RG will be revised.