

CETI ACTION MATRIX / Rev.216 November 1995

AREA	ACTION	BY
CO-ORDINATION MODULE	Preparation of module "Co-ordination among international organizations in complex emergencies".	
Roles, responsibilities, resources	(a) Outline of module to be distributed to participating partners;	DHA/CETI
	(b) comments/suggestions on the outline to be sent direct to InterWorks, Madison (USA) with copy to N. Haidar, DHA-Geneva;	All participating
	(c) Submission to the IASC/WG of the proposal for the development of the above module;	DHA/CETI
	(d) First draft of module to be circulated to participating partners for comments;	DHA/CETI
	(e) Feedback from partners to InterWorks	
	(f) Second draft to be produced by InterWorks	InterWorks
Co-ordination mechanisms	IASC decisions on field co-ordination and agency evaluation results and methodology to be incorporated in the module */	IASU/CETI
- Humanitarian Coordinator		
- Field guidelines		
Human Rights	Introduce these instruments to the practitioners and describe how they can affect their work e.g. Human Rights Monitors (draft up to 10 pages for each set of instruments)	CHR ICRC UNHCR UNICEF
International Humanitarian Law		
Refugee Law		
+ Convention on the Rights of the Child and other relevant instruments (NGOs)		NGOs (ICVA,
*/ Comments/suggestions to be sent directly to InterWorks (Madison, USA) with copy to Ms. N. Haidar, DHA-Geneva.		
Evaluation as a corporate process	(See note * on first page)	
- Lessons learnt		
Current concerns	Incorporate in the module (See note * on first page)	CETI and all p
- Early warning		
- Land-mines		
- Working with the military		DHA-IASU/M
- DPKO/DPA		
IDPs	As above	IASU Task Fo
Joint Assessment	- Identification of gaps, information on actual implementation procedures and common approaches.	
CAP	- Feedback from countries using CAP and assess process.	DHA - CED/A
	- Creation of commonality of approaches and standards.	as above
	- Dissemination of results.	
Contingency Planning	- Draft guidelines.	DHA (with cor
	- UNHCR to share guidelines and experience from contingency planning missions.	UNHCR
	- Establish linkages with DMT and process feedback in order to target countries for contingency planning	DHA-DMTP

Security and Stress Management

- Half-day briefing for CETI members by UNHCR's security unit.
 - Inventory of materials
- Assess possibility of convening a CETI sub-group (UNHCR, UNICEF and ICRC) to assess the potential for capabilities in this area (the next meeting of the CCAQ Sub-committee on Training could also be involved)

UNHCR
 UNOG (Training Services)
 CETI
 DHA - Office of Security Co-ordinator
 UNHCR, UNICEF, WHO and

IMPROVING SPECIFIC SKILLS

- Negotiating skills
- Conflict resolution
- Multi-cultural attitudes and communication
- Media management
(interview techniques)
- Emergency management skills

- Summary of what exists
- As above
- As above
- As above. Gap - absence of co-ordination policy. Assess what exists
- Summary of what exists: linkage with development considerations

DHA focal point + UNOG Training Services, UNHCR, UNICEF
 As above
 DHA focal point + UNOG Training Services
 DHA - CETI