

**INTER-AGENCY STANDING COMMITTEE-WORKING GROUP
XLII MEETING**

New York 14-15 September 2000

Proposed Plan of Action for the CAP 2000 launch

1. **Dates:** 28 and 29 November (In New York and Geneva on 29 November)

2. **Where to launch the CAP:** based on the reviews of last year's exercise, the main changes are the "decentralisation" of the Global Launch and the collaboration with parliamentarians to organize events in donor capitals. In addition to a core presentation that will introduce all the 2001 CAPs, *two CAP countries or regions will be highlighted in each donor capital*. Events will also be held in Geneva and New York with a focus on global issues.

2.2 Principles for implementation

It has been agreed that the overarching *theme is "Women and War"*. Each agency will contribute to the CAP Launch with a description of examples of relevant activities that support sub themes. Some examples include women refugees and displaced, women as peacemakers, maintaining access to education for girls in wartime, women coping and running communities during conflict, sustaining basic health services for women during conflict, and violence against women during displacement, among others.

Roles and Responsibilities:

- OCHA, through the ERC a.i. and the AERC, will have the overall responsibility for the Global Launch. OCHA will identify focal points for each capital that will work under the overall guidance of the Chief, CERB or Chief of the CAP/Section I (to be determined) in Geneva and the Deputy-ERC in New York. The focal point for each capital will work closely with (a) the designated personnel from the relevant UN agency and (b) "Parliamentarians for Global Action" (PGA)¹ to ensure that the ministries/departments in charge of humanitarian issues in the respective donor capitals take the lead in hosting the event. The support of other UN officers in capitals may also be sought (e.g. UNIC Directors).

- OCHA (Geneva) will ask UN agencies to appoint two focal points for the Launch, preferably their agency CAP facilitator or a member of the Front Office of each head

¹ Specializing in advocacy, PGA is a non-partisan international network of activist parliamentarians from 99 countries who have joined together to work collectively on issues of international peace, security, democracy and development.

of agency and a public information officer. They will also ask all UNCTs to designate a focal point for the Launch.

- OCHA/Public Information (PI) will work with UN agency public information professionals to arrange (a) the meetings with at least two major editorial boards, (b) press conferences, and (d) TV and radio appearances as appropriate². OCHA/PI, in close collaboration with OCHA focal points for each capital/city, will convene a working group for PI professionals of the UN agencies to coordinate these events and work out the details for each capital/city.
- OCHA focal points for the Launch in Geneva and New York will ensure the participation of the Red Cross Movement and ICVA/INTERACTION/SCHR.
- OCHA will ask PGA to assist to liaise with the Parliaments in the identified capitals. PGA will be responsible for the organization of the Parliamentary forums³. A budget for these services will be presented shortly. (Rosa Malango has informally approached the PGA and will keep them informed.)
- OCHA will work with the Women's Commission for Refugee Women and Children to assist in developing the focus on women and war. (Rosa Malango has informally approached the Commission and will liaise with OCHA/PR in Geneva.)
- Media celebrities and cultural icons will be invited to receptions following the Parliamentary panels. (David Phillips will liaise with OCHA focal points.)

Budget: while each UN agency should absorb their own cost, additional resources need to be identified pursuant to the approval of this proposed plan of action, a detailed budget will be submitted to OCHA senior management.

At field level, the UN Country Team (UNCT), assisted by the relevant OCHA field office should organise the Launch in the respective country in close cooperation with the authorities, IASC members and other partners.

All UNCTs should organise a briefing to present the CAP document to representatives of the host Government including parliamentarians (where appropriate), donor community, NGOs, and local/international media. The respective OCHA field office should arrange for a press conference by the HC and a senior government official where appropriate.

3 Next steps:

- 3.1 Secure commitment of all heads of UN agencies, Humanitarian Coordinators and host governments concerned for this new approach.
- 3.2 Get IASC to endorse the proposed programme for the event (Annex I).

² Please see Annex I for more details.

³ Please see Annex I for more details.

- 3.3 The PI working group (to be convened by OCHA) should reach an agreement on the contents of the basic briefing kit and begin to develop contents by 11 September 2000. The kits will be consolidated by OCHA/PI and cleared by OCHA senior management. OCHA should ensure that kits are made available to the relevant HCs and Heads of Agencies 10 days prior to the Launch.
- 3.4 The PI working group (to be convened by OCHA) should identify existing video presentations, television magazine segments, or news clips that profile the humanitarian work of the UN and its partners in CAP countries, particularly in support of women.
- 3.5 OCHA and UN agency focal points should be deployed to the designated capitals/cities 10 days prior to the Launch to ensure that final preparations are successfully completed (e.g. printing contents of kits).

Annex I

Proposed Schedule of Events for the Global Launch of the CAPs for 2001 (in donor capitals/cities)

The strategy envisions Parliamentary forums as part of a broader outreach strategy. The following activities will occur over a 48-hour period (28-29 November 2000):

Day 1 (28 November 2000):

- ◆ One-on-one meetings w/senior government officials (e.g. Head of State, Foreign Minister).
- ◆ Meeting w/key government decision makers (Minister for development cooperation, Directors, desk officers).
- ◆ One-on-one meetings w/key parliamentarians (e.g. chairs of the budget and foreign affairs committees).
- ◆ Roundtable with the host country's leading humanitarian NGOs and representatives of the Red Cross movement (i.e. advocacy partners).
- ◆ Parliamentary Humanitarian Forums.
- ◆ Press conference (Minister for Development Cooperation, UN head of Agency).
- ◆ Reception

An existing parliamentary group/committee within the national assembly of the target country will convene Parliamentary Humanitarian Forums with the support of Parliamentarians for Global Action. Each Forum will highlight the CAP theme and include two panel presentations (60 minutes each w/ Q&A) to be followed by a VIP reception.

- **Panel 1:** Includes the designated UN official, the host country's minister for development cooperation and either their foreign minister or permanent representative to the United Nations.
- **Panel 2:** Includes the designated UN official, one or two RC/HCs from a country/ies of interest, an NGO representative from the beneficiary country/region, and a representative of a leading NGO from the country where the panel is being convened.

Day 2 (29 November 2000):

- ◆ Major address at a leading university or think-tank (designated UN official, Humanitarian Coordinators).
- ◆ Meeting w/ambassadors of donor countries (designated UN official, Humanitarian Coordinators, Minister of Development Cooperation).
- ◆ Meetings with the editorial boards of (at least two) leading newspapers (UN head of agency, Humanitarian Coordinators).
- ◆ Television and radio appearance(s).

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