**INTER–AGENCY STANDING COMMITTEE WORKING GROUP
54th MEETING**

17-18 September 2003

UNFPA Headquarters, Rafael Salas (19th Floor)

IASC 2004 Workplan: Proposal

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I :   Background

According to the Terms of Reference of the IASC (revised and adopted on February 1998), an Annual Workplan of the IASC is to be discussed and approved by the IASC-WG in an extended Working Group Meeting every year. Such workplan will be used as basis for the IASC agencies to plan and implement system-wide activities including policy development and operational decision-making. In addition, the Workplan will be instrumental in avoiding unnecessary duplication of humanitarian issues addressed in different inter-agency fora.

With a view that the IASC WG will discuss the draft Workplan at IASC WG meeting in November 2003 and that IASC is expected to endorse it at the IASC Principals meeting in December 2003, this paper outlines the proposed structure and procedures for developing the IASC Workplan for 2004.

II: Guiding Principles

It is proposed that the development and implementation of the IASC Workplan will be guided by key principles that are relevant to the work of the humanitarian community. Such principles will guide the IASC to identify priority issues for 2004. It is proposed that the guiding principles for developing 2004 IASC Workplan stem from the following resolutions and decisions:

- GA Resolution 46/182
- ECOSOC 2003 Resolution
- Secretary General's Reports on the Work of the Organisation (2003)

In 2003, several initiatives have been undertaken to strengthen the IASC mechanisms including: (a) IASC Review, (b) Plan of Action for Strengthening the IASC and (c) Implementation of the IASC Workplan 2003. The outcomes of these ongoing initiatives will be reflected in identifying priority issues for the 2004 Workplan.

IV.   Proposed Structure of the IASC Workplan 2004

The format of the IASC Workplan should be simple and easy to follow. Once the priority issues are identified through consultation with IASC agencies, these issues will be categorized into four thematic groups as was done in the 2003 IASC Workplan. It is proposed that the issues will be categorized into:

I: Key Issues of Focus for the IASC in 2004
II: IASC Standing Items

III: Guidance and Support for the IASC Subsidiary Bodies
IV: Liaise, Monitor and Input to Other Processes and Mechanism

It is proposed that the Workplan would consist of following information as par each priority issue:
- o Background
- o Objectives
- o Expected Outcomes
- o Timeframe
- o Responsible Focal Agencies/Persons

III: Proposed Procedures and Timeline

The process of developing the IASC 2004 Workplan should be inclusive and transparent to ensure that all relevant actors (IASC agencies, IASC subsidiary bodies, HCs and the Country Teams) are fully consulted. The proposed timeline for developing 2004 Workplan are:

Activities	Deadline	Procedures
Preliminary discussion on structure and priority issues for 2004 Workplan	18 September 2003(IASC WG meeting)	
Agreement on priority issues and identification of lead agencies	4 October 2003	The IASC Secretariat will compile a list of suggested priority issues based on (a) inputs from agencies as well as Country Teams, (b) Guiding Principles and (c) analysis of latest humanitarian trends. The list of suggested priority issues will then be shared with IASC agencies, IASC subsidiary bodies, and relevant Country Teams and/or Humanitarian Coordinators for their inputs. Relevant actors will be requested to identify lead actors (agency/Subsidiary Bodies) to promote each issue forward in the 2004 Workplan.
Identification of background, objectives, outputs, timeframe and focal agencies/persons par priority issues	25 October 2003	The lead actors (agencies/Subsidiary Bodies) will be responsible to identify concrete and measurable objectives and outputs.

Discussion on draft 2004 Workplan	13 November 2003(IASC-WG)	
Final endorsement of 2004 Workplan	11 December 2003 (IASC Principal meeting)	

The IASC Secretariat will be responsible for facilitating consultation process and compilation of the list of priority issues as well as draft IASC Workplan 2004. The consultation will be done electronically, through email and the IASC website.

The agencies will be requested to foster a sense of ownership over the process among agencies. As such, agencies are encouraged to include relevant Units and Sections for consultation process.

IV: Implementation and Monitoring of the IASC Workplan
The Secretariat is responsible for monitoring periodically the progress made in implementing the workplan. During the course of implementing year, the Secretariat will identify gaps and opportunities in implementation of the workplan, and recommends action to the chair of the IASC-WG as appropriate.

V: Preliminary List of Proposed Priority Issues
Based on the follow-up of implementation of the IASC Workplan 2003 and other reference materials, the following list of priority issues are proposed for preliminary discussion:

I: Key Issues of Focus for 2004
   1) Support to HCs and the Country Teams in Implementing the "Field IASC" Concept and other IASC-related Policies
   2) Civil Military Interface
   3) Humanitarian Accountability
   4) Security
   5) Human Rights in Humanitarian Action
   6) Humanitarian Financing
   7) Common Needs Assessment and Monitoring and Evaluation for Humanitarian Action

II: Standing Items
   1) CAP
   2) IDPs
   3) Follow up to the 2003 ECOSOC Humanitarian Segment and Preparations for the 2004 ECOSOC Humanitarian Segment

III: Guidance and Support for IASC Subsidiary Bodies
This section will be subject to extension or establishment of the IASC Subsidiary Bodies in 2004.

IV: Liaise, Monitor and Input to Other Processes and Mechanism
   1) Transition (subject to progress and follow up to the Joint UNDG/ECHA Working Group on Transition)
   2) Protection of Civilians (with OCHA's Protection of Civilian Unit)

3) Terms of Engagement with Armed Groups (with Informal Working Group on Terms of Engagement)

Expected Decisions/Action Points by the IASC-WG:

1) To review and agree on the proposed structure of 2004 IASC Workplan.
2) To review and agree on the proposed procedure to develop 2004 IASC Workplan.
3) To review preliminary list of priority issues with agreement to provide further suggestions to the IASC Secretariat by 1 October.

Prepared by: IASC Secretariat, 03 September 2003