

IASC Emergency Directors Group
2017 Work Plan
Key EDG Secretariat Tasks

RESPONSIBILITIES	MODALITIES AND PRODUCTS	ACTIONS PLANNED	EDG SECRETARIAT CONTRIBUTION
OBJECTIVE ONE: CONSIDER AND ADVISE ON OPERATIONAL ISSUES OF IMMEDIATE CONCERN, INCLUDING ALL OPERATIONAL ISSUES PLACED ON THE AGENDA OF THE IASC PRINCIPALS			
1.1 Provide strategic advice to the IASC Principals on operations and prepare options and recommendations as required.	<p><i>Modalities</i></p> <p>EDG ad hoc discussions on key humanitarian operations and on thematic operational issues; EDG Annual Review of Operations; EDG field missions; regular 'horizon scanning' discussions; EDG online discussion and document development.</p> <p><i>Products</i></p> <p>Recommendations papers and other inputs for IASC Principals meetings; EDG discussion papers and think pieces; key messages documents; EDG meeting summary notes; mission terms of reference, key issues papers, reports.</p>	<p><i>Actions Planned 2017</i></p> <ul style="list-style-type: none"> ▪ Convene discussions on ongoing or deteriorating crisis operations as and when needed, and develop clear analysis, key messages and action-oriented recommendations to support decision-making by the IASC Principals. ▪ Identify issues requiring early action and engagement by the IASC Principals during horizon-scanning meetings and other early warning-related activities. ▪ Identify opportunities for engagement by the IASC Principals through other EDG activities, including the Annual Operational Review and EDG field missions, and develop well-articulated recommendations in this regard. 	<p>Ensure timely production of meeting minutes, mission reports, discussion papers and IASC Principals-specific written materials. Ensure that all written outputs are consulted fully within the EDG.</p> <p>Ensure that written outputs are reflective of the perspectives of field-level leadership and others as appropriate, in close coordination with OCHA offices and geographic sections, and in support of the Chair's ongoing dialogue with HCs.</p> <p>Ensure that preparations around six-monthly EDG Horizon Scanning meetings/teleconferences (engagement with IASC Reference Group and analysts team; development of agenda and other background documentation) are supportive of early action-oriented EDG discussions and the development of concrete recommendations to the IASC Principals as appropriate.</p> <p>Ensure, in close coordination with the Chair, proactive identification of issues and challenges to be taken up at Principals level on an ongoing basis.</p> <p>Liaise with the IASC Secretariat on the forward agenda of the IASC Principals, and ensure timely production of high-quality briefing material on strategic operational issues for the Emergency Relief Coordinator.</p>

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1.2 Support the IASC Principals' deliberations on activation, review and deactivation of system-wide Level 3 surge responses.	<p><i>Modalities</i></p> <p>EDG ad hoc discussions in support of IASC Principals' decision-making on L3 surge response activation, extension and deactivation; oversight of OPRs; thematic discussions on optimisation of the L3 mechanism; EDG online discussion and document development.</p> <p><i>Products</i></p> <p>EDG review and recommendations papers on activation, extension and deactivation of L3 surge responses; OPR reports; review and lessons papers; recommendations paper on the L3 mechanism.</p>	<p><i>Actions Planned 2017</i></p> <ul style="list-style-type: none"> ▪ Advise the IASC Principals on the extension or deactivation of ongoing IASC L3 surge responses, including with regard to “accompanying measures” and transition strategies (February 2017 for Syria, Iraq and Yemen). ▪ Provide recommendations to the IASC Principals on the activation of IASC L3 surge responses in new or newly escalating crises as required. ▪ Oversee Operational Peer Reviews (OPRs), should a new L3 surge response be activated. ▪ Continue to optimize the L3 mechanism and to provide well-reasoned advice and recommendations to the IASC Principals in this regard. 	<p>Engage with field-level leadership, OCHA offices and geographical sections during preparations for Principals-level discussions on activation, extension or discontinuation of system-wide L3 responses, ensuring EDG-level consultations as appropriate.</p> <p>Develop background papers and think pieces on the L3 mechanism, and maintain dialogue with key stakeholders in this regard.</p> <p>Maintain continual dialogue with the STAIT on OPR and other planned field support activities.</p>
1.3 Support the Emergency Relief Coordinator in taking decisions on	<p><i>Modalities</i></p> <p>EDG annual HC appraisal; ad-hoc consultations on</p>	<p><i>Actions Planned 2017</i></p> <ul style="list-style-type: none"> ▪ Conduct annual HC appraisal in January 2017. 	<p>Facilitate consultation within the EDG on new leadership appointments, HC and DHC designations, etc., in close coordination with OCHA Humanitarian</p>

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the strengthening of humanitarian leadership structures.	humanitarian leadership.	<ul style="list-style-type: none"> ▪ Hold ad-hoc consultations on humanitarian leadership as required, to inform the ERC's decision-making and ensure optimal leadership configurations in support of a strengthened response. ▪ Continue efforts to expand the HC pool to strengthen the candidate base to draw on. 	<p>Leadership Support Unit, geographic section chiefs and others as appropriate, and in support of decision-making by the ERC in this regard, including by drafting relevant correspondence on behalf of the Chair.</p> <p>Support IASC consultations on the establishment and disestablishment of clusters and designation of cluster lead responsibilities, in close coordination with OCHA geographical desks.</p> <p>Maintain ongoing dialogue with OCHA HLSU and HCSU on issues and opportunities around leadership more broadly.</p>
OBJECTIVE 2	UNDERTAKE THE REGULAR MONITORING AND REVIEW OF EMERGENCY OPERATIONS.		
2.1 Review country operations throughout the year, to identify operational support requirements.	<p><i>Modalities</i></p> <p>EDG ad hoc discussions on specific operations (including with involvement of field leadership); EDG Annual Operational Review; EDG field missions; EDG online consultations and document reviews.</p> <p><i>Products</i></p> <p>Recommendations papers to the IASC Principals; EDG discussion papers and think pieces; key messages documents;</p>	<p><i>Actions Planned 2017</i></p> <ul style="list-style-type: none"> ▪ Convene discussions on ongoing or deteriorating crisis operations in support of and with HCs and HCTs, as required, to ensure appropriate, system-wide support to field operations. ▪ Convene the Annual Operational Review to review progress, challenges and identify areas for HQ support (25 January). ▪ Undertake at least two joint EDG field missions to crisis operations for in-depth review of progress and challenges, and identify areas for HQ support, with mission dates and locations to be determined in line with emerging requirements, including during the Annual Operational Review. 	<p>Arrange room and line bookings for ad hoc operational discussions, liaise with in-country leadership, OCHA geographical sections and offices as appropriate, develop agenda and prepare background documentation as necessary. Manage connections during call. Prepare a draft summary note and circulate to EDG and others for comment the same day as the call. Finalise note on the basis of comments received. Follow up as necessary.</p> <p>Arrange room booking, catering and other logistics for Annual Operational Review. Develop draft agenda, in consultation with the Chair and circulate for comments. Prepare background documentation (factsheets) on all operations to be discussed (18 in January 2017) in close coordination with OCHA desks and field offices. Gather inputs from HCs for all operations to be discussed on the basis of common questions, to inform the interventions</p>

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	EDG discussion summary notes; mission terms of reference, key issues papers, reports.	<ul style="list-style-type: none"> Continue to explore opportunities for “light-footprint” EDG missions as a modality for more flexible operational support. 	<p>of the Chair. Circulate draft summary note of meeting; finalise summary note on the basis of inputs received. (Note that AOR meetings are in general combined with the annual HC review, coordinated by OCHA HLSU, and an EDG meeting on cross-cutting, thematic operational challenges, forward planning, etc.)</p> <p>Provide comprehensive support for EDG missions from the initial planning phases. Draft and ensure consultation around draft mission TORs, in coordination with in-country leadership, OCHA offices and geographical sections. Maintain extensive communication with EDs and EDs’ teams regarding mission logistics, etc. Develop, in coordination with in-country leadership, OCHA offices and desks, mission programmes and briefing books in line with existing standards and practice, for distribution one week prior to departure. Provide comprehensive administrative and programmatic support and advice throughout missions, and liaison with OCHA offices and other stakeholders. Prepare draft mission reports for inputs from participants within three working days of return.</p>
2.2 Mobilise humanitarian system resources to address operational challenges and gaps, in support of HCs and HCTs.	<p><i>Modalities</i></p> <p>EDG operational support missions; STAIT support missions; bi-annual EDG-donor meetings; ad-hoc EDG-donor meetings on specific crises; media briefs; donor and Member State briefings and discussions; ad hoc</p>	<p><i>Actions Planned 2017</i></p> <ul style="list-style-type: none"> Convene discussions on ongoing or deteriorating crisis operations in support of and with HCs and HCTs, as required, to ensure appropriate, system-wide support to field operations. Mobilize support for HCs and HCTs through the Senior Transformative Agenda Implementation Team (STAIT) and the Global Cluster Coordinators Group (GCCG), as required, ensuring clear and consistent engagement with both mechanisms. 	<p>See above on support for ad hoc operational discussions.</p> <p>Maintain ongoing dialogue with the STAIT, GCCG and other stakeholders such as OCHA Programme Support Branch.</p> <p>Support ad hoc and more formal engagement between the EDG and donors. In relation to the latter, arrange logistics, agendas and background documentation as</p>

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	<p>discussions on specific operations; EDG Annual Review of Operations.</p> <p><i>Products</i></p> <p>EDG mission terms of reference, key issues papers, reports; STAIT mission reports; key messages for media and donors; recommendations papers to the IASC Principals; EDG discussion papers and think pieces; EDG discussion summary notes.</p>	<ul style="list-style-type: none"> ▪ Review EDG-Donor engagement to determine optimal arrangements moving forward (to be discussed on 27 January). ▪ Based on the above, convene discussions with donors on critical operations and thematic/cross-cutting operational issues as appropriate, with the objective mobilizing additional resources and support. ▪ Maintain focus on support around operationalisation of gender, GBV and PSEA commitments, ensuring appropriate integration of these issues across EDG activities and mobilizing of support where and when required. ▪ Hold media, donor and Member State engagements in follow-up to joint EDG field missions. Media briefs and donor briefings and roundtables are held, as appropriate, in New York and Geneva as a standard follow-up to EDG field missions, to enable joint advocacy, targeted resource mobilisation, and to raise the international profiles of operations visited. 	<p>required, in consultation with donors, EDs and others as appropriate.</p> <p>Ensure that preparations for ad hoc calls, missions, mission reports, summary notes and other outputs, are oriented towards concrete enhanced operational support from headquarters to field leadership.</p> <p>Arrange, in coordination with relevant OCHA counterparts, post-mission briefings with media (e.g. through the noon briefing of the Spokesperson of the Secretary-General) and Member States (e.g. through the Humanitarian Liaison Working Group or other configurations). Prepare background documentation and key messages for these activities on the basis of the missions.</p>
OBJECTIVE 3	CONSIDER FUTURE HIGH-RISK SCENARIOS AND DETERMINE APPROPRIATE EARLY ACTIONS		
3.1 Monitor high-risk scenarios and identify early actions required.	<p><i>Modalities</i></p> <p>EDG horizon scanning discussions; ‘early action’ field missions; EDG Annual Review of Operations; EDG online consultation and document reviews.</p>	<p><i>Actions Planned 2017</i></p> <ul style="list-style-type: none"> ▪ Hold biannual EDG ‘horizon scanning’ discussions, covering ‘high risk’ contexts. ▪ Enhance process around the IASC Early Warning, Early Action and Readiness report. (Dedicated session to be held at the Annual Operation Review meeting on 25 – 27 January.) 	<p>Maintain ongoing dialogue with counterparts in the IASC Reference Group on Risk, Early Warning and Readiness, in particular on EDG expectations around the IASC EWEAR report, and the schedule for EDG horizon scanning discussions.</p> <p>Provide support for semi-annual EDG horizon scanning meeting/teleconference as required (agenda,</p>

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	<p><i>Products</i></p> <p>EDG mission terms of reference, key issues papers, reports; EDG discussion papers and think pieces; EDG discussion summary notes.</p>	<ul style="list-style-type: none"> ▪ Reflect further on optimization of links between early warning, horizon scanning and focused early action at the inter-agency level, including in terms of IASC Principals engagement. Re-energise the EDG Watch List concept, with clearer accountability for early action. 	background documentation, logistics, drafting of summary note and action points, etc.). Support EDG discussions around further optimization of the horizon scanning function, and the EDG's role in linking early warning and collective early action.
OBJECTIVE 4	CONTINUE OPTIMISING SYSTEMS FOR COLLECTIVE HUMANITARIAN DELIVERY TO PEOPLE IN NEED		
4.1 Oversee TA implementation at field level and support the evolution and optimisation of collective systems for delivery, including HC and HCT functions.	<p><i>Modalities</i></p> <p>In-person EDG meetings; EDG-Donor meetings/engagement; operational support missions; STAIT support missions and webinars; EDG Annual Review of Operations; annual HC appraisal.</p> <p><i>Products</i></p> <p>EDG progress report on TA implementation; TA lessons and discussion papers; discussion summary notes; STAIT mission reports and TA materials; EDG mission terms of reference, key issues papers, reports.</p>	<p><i>Actions Planned 2017</i></p> <ul style="list-style-type: none"> ▪ Maintain efforts around refinement and enhancement of key TA-related response tools including L3 surge while ensuring the necessary support for operationalization of Grand Bargain and broader World Humanitarian Summit commitments, including through internal discussions and engagement with donors as appropriate. ▪ Finalise standardised HCT Terms of Reference as a tool to ensure clearer expectations and accountability around HCT collective performance, and ensure the necessary support to field level leadership in this regard. ▪ Continue to strengthen links and coherence across EDG and STAIT tools, to further improve support to HCs and HCTs, including through receiving regular updates on ongoing and planned STAIT activities. ▪ Continue progress under the TA's leadership pillar through dedicated meetings and discussions on strengthening humanitarian leadership. HC appraisal 	<p>See above on supporting further discussions within the EDG and with external stakeholders on effectiveness of the L3 mechanism, including through discussion papers, think pieces, etc., as appropriate.</p> <p>Support field level rollout of HCT TORs and the HCT compact concept, as a means of ensuring enhanced collective accountability for impact.</p> <p>Maintain continual dialogue with the STAIT on links between its work and that of the EDG, OCHA and other relevant stakeholders, in support of enhanced humanitarian effectiveness in the field.</p>

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		to be conducted in January; ad-hoc consultations on leadership to continue as required; efforts to expand HC pool to continue in 2017.	