



Guidelines

CERF Underfunded Emergencies Window: Procedures and Criteria

Approved by: Mr. John Holmes, Under-Secretary-General for Humanitarian
Affairs and Emergency Relief Coordinator
Approval date: 1 January 2010
Contact: CERF Secretariat
Review date: 30 June 2011

Guidelines

CERF Underfunded Emergencies Window: Procedures and Criteria

- Contents:**
- A. Purpose and Scope**
 - B. Guidelines**
 - I. Background**
 - II. Objective and Main Principles**
 - III. Eligibility Criteria**
 - IV. Timeline and Phases**
 - i. Planning**
 - ii. Country Selection**
 - iii. Apportionment**
 - iv. Prioritization and Proposal Submission by RC/HCs**
 - v. Review**
 - vi. Window Closure**
 - vii. Implementation**
 - viii. Project Completion and Reporting**
 - C. Compliance and Accountability**
 - D. References**
 - E. Terms and Definitions**
 - F. Contact**

Annex I:

*Non-CAP Country Recommendation Form for Agencies
(Template)*

A. PURPOSE and SCOPE

1. These guidelines establish criteria and procedures to govern two annual funding rounds from the Central Emergency Response Fund (CERF) grant component for underfunded emergencies (henceforth “CERF UFE Window”). They are intended for use by the Emergency Relief Coordinator (ERC) – the manager of the Fund –, the CERF Secretariat, OCHA branches, Resident/Humanitarian Coordinators (RC/HCs), UN agencies as well as other humanitarian partners. The relevant roles and responsibilities of these actors will also be laid out.
2. These guidelines focus on those phases of the UFE process which are mainly managed by the CERF Secretariat/OCHA New York in consultation with headquarters of eligible UN agencies: planning; country selection; apportionment; review of applications; and closure of the window. Information on the application process including the field-based project prioritization process, activities that fall within the life-saving mandate of the CERF, the application template and guidance on completing the CERF budget is available on the CERF website at <http://cerf.un.org>.
3. This document replaces an earlier version, (endorsed and signed by the ERC on 1 January 2008), which set out procedures for allocating funds from the UFE window and on consultation with focal points of recipient agencies.

B. GUIDELINES

I. Background

4. The CERF was set up by General Assembly Resolution 60/124 of 15 December 2005, expanding the former Central Emergency *Revolving* Fund by adding a grant component with the following objectives: (a) to promote early action and response to reduce loss of life; (b) to enhance response to time-critical humanitarian requirements; and (c) to strengthen core elements of humanitarian response in underfunded crises. The new Central Emergency Response Fund, which is administered by the Emergency Relief Coordinator (ERC), includes two components: a loan facility of up to \$50 million and a grant facility with an annual target of \$450 million in voluntary contributions.
5. The grant element is split into two components: rapid response window and underfunded emergencies window. Rapid response grants are provided to support core emergency humanitarian needs due to sudden onset emergencies or a rapid deterioration within existing crises; two-thirds of the grant facility is earmarked for rapid response grants. The remaining one-third of the grant facility is set aside for grants to underfunded emergencies.

II. Objective and Main Principles

6. CERF underfunded grants are provided in order to promote an equitable response to humanitarian crises worldwide¹; they are not meant to substitute for voluntary contributions from donor governments, nor replace Consolidated Appeals or other traditional funding channels. Instead, CERF underfunded grants should mitigate the unevenness and slowness of the voluntary humanitarian contributions system by targeting emergencies that have not attracted or are unlikely to attract sufficient and timely funding for life-saving activities. CERF

¹ *Secretary-General's Bulletin on the Establishment and Operation of the CERF*, ST/SGB/2006/10

grants to underfunded humanitarian activities should enable better coverage of or the continuation of core humanitarian or life-saving activities.²

7. In order to achieve impact, CERF underfunded grants are allocated to a limited number of countries per round. In principle, the minimum recommended amount allocated to each country is \$1 million.

8. The process for the CERF Underfunded Emergencies window is different from that for the Rapid Response window³ in that the ERC, with technical support from the CERF Secretariat, selects countries to benefit from the CERF UFE window, decides on an allocation amount per country, and makes recommendations on the use of UFE grants in selected countries. In countries selected by the ERC, RC/HCs are invited to submit a country application, consisting of one or several agency-specific funding requests/proposals. The in-country process for developing the application to the CERF UFE window is essentially the same as for the rapid response window.

III. Eligibility Criteria

9. Countries/crises: Eligible crises shall be those in which life-saving operations have been and are likely to remain underfunded, as judged by recent and current levels of funding in relation to requirements. Relevant funding data is provided by the Financial Tracking Service (FTS), UN agencies and the International Organisation for Migration (IOM), as well as other sources of information on humanitarian funding (e.g. donors, specialized research institutions, etc.).

10. Eligible countries/crises shall include those with:

- a Consolidated Appeal (or similar strategic planning and resource mobilization tools) (henceforth “CAP countries”); or
- major humanitarian needs that require a multi-sector response but have no CAP (henceforth “non-CAP countries”).

11. CERF underfunded grants are approved in support of underfunded life-saving activities and common humanitarian services which enable these activities. This may include operations of a life-saving character which have not been implemented or scaled up due to a lack of funding. Due to the limited scope of the CERF grant element’s mandate, activities which are not immediately and directly life-saving, such as disaster preparedness, economic recovery, poverty reduction, and disarmament, shall not be funded.

12. Agencies: Eligible grant recipients are operational UN funds, programs and specialized agencies, and the International Organization of Migration (henceforth “UN agencies”). NGOs may receive funding indirectly as cooperating partners of UN agencies and, along with other humanitarian partners, benefit from CERF funding to common services. While OCHA, as manager of the CERF, may apply for a CERF loan, it cannot benefit from a CERF grant. UN entities, such as the UN Department of Safety and Security (UNDSS), may apply for and receive funding through another UN agency which serves as an administrative agent.

² For the purpose of this document, “core emergency”, “humanitarian” or “life-saving” activities are those in line with the CERF Life-Saving Criteria, available at <http://cerf.un.org>.

³ RC/HCs can directly apply to the CERF rapid response window in case of a sudden or rapidly deteriorating crisis, endorsing grant requests submitted by eligible UN agencies.

IV. Timeline and Phases

Overview: Timing of Phases

13. An underfunded round is characterized by the following phases:
- **Planning:** The planning process starts in October/November for the first round and in April/May for the second round. A guidance note is shared with focal points of recipient agencies in mid-November for the first round and mid-May for the second round. Following discussion and agreement with the focal points of the recipient agencies, the final guidance note will also be posted on the CERF website.
 - **Country Selection:** Following recommendations by the CERF Secretariat, made on the basis of liaison with the focal points of the recipient agencies, the ERC usually selects countries in December for the first round and June for the second round.
 - **Apportionment:** Following informal liaison with RC/HCs, the ERC decides on and announces CERF underfunded country allocations, usually in January for the first round and July for the second round.⁴ While the total allocation amount per round depends on the overall resources available for the CERF grant component, the objective is to maximize frontloading by disbursing at least 75% of the annual amount set aside for use through the CERF UFE window in the first round.
 - **Prioritization and Proposal Submission:** Once country allocations have been announced by the ERC, it is recommended that humanitarian country teams, under the leadership of the RC/HC, prepare their country's submission within four weeks.
 - **Review and Closure:** Country submissions will be reviewed by the CERF Secretariat in liaison with other OCHA sections (in particular Coordination and Response Division (CRD) and CAP Section). Four to five weeks following the submission deadline, the window closes, i.e. (revised) applications will no longer be accepted and reviewed.
 - **Implementation, project completion and reporting:** Once approved, underfunded grants to individual agencies must be implemented during specific time frames, following specific provisions, and reported upon. These provisions are laid out in the Secretary-Generals Bulletin and the Letter of Understanding.

Specific Phases

The following outlines the different steps and criteria used for decision-making regarding each specific phase of the UFE process managed by the CERF Secretariat, in cooperation with UN agencies:

⁴ The first round of allocations follows the annual CAP *Programme Kick-Off* donor meeting in early January, at which donors state their funding intentions for the year. This will allow OCHA to take into account both funding trends of the previous year and early funding intentions for the current year. The second round follows the CAP *Mid-Year Review* donor meeting in early July. This will allow for taking into account donors' funding intentions for the remaining part of the year and for the revised requirements listed in the Consolidated Appeals.

i) Planning Phase:

14. Prior to each UFE round, the CERF Secretariat will produce a one page guidance note with information on:

- o the suggested amount of funding to be allocated, based on an estimate of the contribution level expected for the forthcoming year;
- o the suggested number of countries to benefit from UFE grants;
- o the suggested timeline of events, including the closure of the window; and
- o the procedure for selecting and allocating UFE grants to CAP and non-CAP countries.

15. The draft guidance note will be shared and consensus thereon established with the focal points of the recipient agencies, OCHA branches, and the ERC. It will usually be shared around 15 November for the first round and 15 May for the second round. Once agreed, the guidance note will also be posted on the CERF website. The CERF Secretariat will also inform all OCHA field offices of the timeline for each underfunded round.

ii. Country selection

16. General provisions: Following liaison with UN agencies, the CERF Secretariat recommends a limited number of countries with underfunded life-saving programs to the ERC, who takes the final decision on the selection of countries. As a result of frontloading during the first round, more countries will usually be selected during the first than during the second.

17. Country selection criteria: Selection is based on the following criteria:

- (a) *Degree of funding shortfall:* The funding shortfall for core humanitarian activities/programmes implemented in a country is determined by putting funding received against total annual requirements.
- (b) *Severity of humanitarian needs and type of programs/activities:* Country programmes in selected countries must address core humanitarian needs and provide relief in line with the *CERF Life-Saving Criteria*. Countries in a transitional or developmental state, in which mainly recovery or development-oriented interventions are implemented, shall not usually be considered.
- (c) *Implementation capacity:* Humanitarian agencies in selected countries must be able to effectively address existing core humanitarian needs, i.e. must have operational capacity, access and be able to implement CERF funds in time and monitor their projects accordingly.

18. These criteria will be applied for both CAP and non-CAP countries, as per the following process:

Step 1: Initial Shortlisting

Eligible CAP Countries

19. The funding status of CAP countries, including those contained in regional CAPs, is determined based on data from the Financial Tracking Service (FTS). For the first round,

funding levels for CAP countries during the previous year will be taken into account; the CERF Secretariat will also analyze the extent to which requirements for the present year have increased or decreased. For the second round, present-year funding levels will be put in relation to revised annual requirements for the present year, following the CAP mid-year review. CAPs which are funded below the average funding level of all CAPs are shortlisted.

20. In liaison with OCHA's CAP Section, shortlisted CAP countries are then analyzed as to the types of programs they include. CAPs which are transitional and recovery-oriented in nature will be excluded. In general, a CAP is considered transition or recovery-oriented if a significant proportion⁵ of programs included do not focus on core humanitarian interventions, as by the *CERF Life-saving Criteria*. In order to enable comparison with non-CAP countries at a later stage, requirements of UN agencies and NGOs/other partners are analyzed separately.

Eligible non-CAP countries

21. Each headquarters of eligible UN agencies may propose four to five non-CAP countries to a UN lead agency which volunteers to consolidate recommendations by all agencies. Based on all agency-specific recommendations, the lead agency seeks to establish inter-agency consensus on a consolidated shortlist of no more than ten non-CAP countries, ranked by number of agencies recommending, which is submitted to the CERF Secretariat.

22. Agencies may recommend countries which have recently received CERF rapid response and/or underfunded allocations, provided this is justified by the level of funding, the severity of the crisis in question, and implementation capacity on the ground. If one country is proposed in two consecutive rounds, the CERF Secretariat cross-checks agency implementation capacity with the RC/HC.

23. For the jointly recommended non-CAP countries to be considered eligible, each agency must provide full funding and narrative information on core humanitarian operations in each of the countries recommended (as applicable, as not all agencies may run humanitarian programmes in all countries recommended). To that end, agencies complete the *Non-CAP Country Recommendation Form for Agencies* (see *Annex II*) for each of the ten countries and communicate it to the lead agency. In turn, the lead agency ensures that agencies provide all required information prior to the date on which the list of jointly recommended non-CAP countries is provided to the CERF Secretariat.

24. Given the need for a global analysis of countries with underfunded humanitarian operations, the CERF Secretariat together with UN agency HQs will oversee the selection process. At the same time, in order to ensure broad stakeholder awareness and consultation, agency headquarters should ensure that their field offices in non-CAP countries are aware of the timeline for each underfunded round as well as the selection criteria.

⁵ Identifying a CAP as 'recovery-oriented' cannot be done based solely on a quantitative approach, but requires a qualitative judgment. The reason for this is that, in CAPs, requirements for early recovery are usually difficult to separate from what may be considered core humanitarian requirements, as not all early recovery requirements are reflected in the economic recovery and infrastructure sector alone. Other sectors can include a significant proportion of programs which are essentially geared towards early recovery, but may not be labeled as such. Humanitarian country teams in different countries apply different logics in that regard and presently also differ on approaches for prioritizing specific humanitarian projects. Therefore, the CERF Secretariat will discuss the nature of different CAPs with OCHA's CAP section, which has a global understanding of CAPs.

25. A country with a Flash Appeal but without a CAP may be recommended as a non-CAP country if major humanitarian needs exist outside the scope of that Flash Appeal. In such a case, funding requirements and shortfalls for these needs shall be clearly separated from those for projects included in the Flash Appeal.

Step 2: Comprehensive Funding Analysis

26. Funding data for all eligible CAP and recommended non-CAP countries will be consolidated and analyzed. Countries funded below the average funding level for all CAPs are shortlisted. This method is chosen as funding data on CAP countries, as captured by FTS, is usually more robust and complete than that for non-CAP countries.

27. In addition, and in order to ensure an un-biased analysis, the CERF Secretariat and the CAP Section will calculate a country's funding level excluding particularly well-funded sectors/agencies. Countries whose funding level drop below the average funding level for CAPs, *following* the exclusion of disproportionately well-funded sectors in CAPs, will also be shortlisted.

28. In order to ensure a realistic analysis of funding gaps, agency HQs need to ensure that all information on funding throughout the year is quickly and accurately reported to FTS. Incomplete or delayed reporting on funding commitments for a CAP or the lack of information about agency allocations of flexible funds to specific projects/sectors will affect consideration of eligibility.⁶

Step 3: Analysis of Severity, Vulnerability, and Agency Recommendations

29. Following the funding analysis described above, the CERF Secretariat will cross-check information on crisis severity and country vulnerability for all shortlisted countries. For this purpose, it mainly relies on the IASC's quarterly *Early Warning/ Early Action Report*, ECHO's *Global Needs Assessment* (GNA) scores and, to the extent possible, other information, including recent country and sector-specific information.

30. An average vulnerability score, composed of ECHO's *Vulnerability Index Score* and the *Priority Score* contained in the IASC's *Early Warning/ Early Action Report* will be applied. Depending on the overall number of countries shortlisted in *Step 2*, the CERF Secretariat defines a specific average score as a threshold.

31. *Agency Recommendations (for non-CAP countries only)*: In cases where available data on severity and vulnerability is limited, the number of recommendations which specific non-CAP countries have received from UN agencies will be taken into account for shortlisting purposes.

Step 4: Internal and External Consultations

32. A shortlist composed of the total number of countries to benefit from UFE allocations will then be created. All information received for these shortlisted countries, including implementation capacity, will be shared and reviewed with different OCHA sections and field offices. Also, past CERF funding will be analyzed.

33. The preliminary shortlist will be shared with the ERC. Following his/her review, the CERF Secretariat will share the preliminary shortlist with focal points of recipient agencies,

⁶ To ensure an accurate funding analysis, UN agency and IOM headquarters should regularly report all funding pledged or committed, including any unspent balances, to FTS.

conveying the ERC's initial observations/questions and providing them with the opportunity to provide contextual information for countries considered. On that basis, the preliminary shortlist may be revised.

34. In a final meeting with the CERF Secretariat, the ERC will decide on the final list of countries.

iii. Apportionment

35. For each country selected, the CERF Secretariat will calculate an indicative allocation amount by dividing the total amount available for the UFE round among all countries in proportion to their respective funding shortfalls. Subsequently, in order to ensure that UFE grants have an impact and to avoid over-allocating to one country with particularly large requirements, amounts may be adjusted to increase the smallest allocations and reduce the largest.

36. Indicative country allocations will be informally shared with RC/HCs in the selected countries, who will be asked to confirm that their country has core humanitarian needs which should be addressed by CERF UFE grants, and that agencies on the ground are able to absorb the amount proposed and to implement projects in line with the *CERF Life-Saving Criteria*. RC/HCs will be informed of the rationale for including their specific country. They will further be asked whether their country would benefit from surge support during the UFE process.

37. The indicative amount may be modified following feedback from RC/HCs, discussions with different OCHA sections and focal points of recipient agencies, taking into account the evolving situation on the ground, including deterioration of humanitarian indicators, changes in implementation capacity and foreseeable changes on humanitarian requirements. The final allocation decision rests with the ERC.

38. The ERC's decision on the final list of countries and the apportionment per country will be circulated to focal points of recipient agencies and posted on the CERF website. The ERC may adjust amounts allocated at any point in the process, if new information emerges that affects the global funding analysis, especially as pertaining to CAPs.

39. The ERC will inform RC/HCs in the selected countries of the final amount of CERF funding allocated to their country and invite them to submit proposals for life-saving activities, the total amount of which should not exceed the amount allocated. Through this letter, the ERC may decide to direct the allocation or parts thereof to particular underfunded sectors or regions; the ERC may also provide additional information on underfunded humanitarian sectors in order to facilitate the process of prioritizing proposals.

iv. Prioritization and Proposal Submission by RC/HCs

40. Once country allocations have been decided by the ERC, the RC/HC is responsible for determining priority life-saving activities for which funding requests will be submitted to the CERF Secretariat. Under his/her leadership, the humanitarian country team should review needs assessment data, identify gaps in the humanitarian response, set priorities, and determine which humanitarian activities to propose for funding. When reviewing and prioritizing agency proposals, the HCT should take into account the funding status of agency programmes which the CERF funds could aim to support, as reflected in FTS or in information provided by the requesting agency. This funding analysis should also include considering the immediate availability of humanitarian funding from other sources, including multi-donor trust funds or in-country humanitarian pooled funds (e.g. ERFs or CHFs). With a view to ensuring that UFE grants are implemented in time the RC/HC should also consider

whether endorsed proposals can be implemented by the proposing agency in terms of scale, access, and capacity.

41. The RC/HC is responsible for leading an inclusive and transparent prioritization process, usually with support from the OCHA country office. If there is no OCHA office, the OCHA regional office may provide remote support or the CERF Secretariat may be able to deploy surge staff. For the in-country prioritization process, the inclusion of all relevant humanitarian partners – at the humanitarian country team level or through cluster/sector or ad-hoc arrangements - is essential.

42. In terms of the size of requested grant amounts, CERF UFE grants should be accorded to core humanitarian programmes in such a way that they yield the highest impact. This notwithstanding, the amount requested for a CERF project should constitute only a part of the overall costs for the larger humanitarian programme which it seeks to support.

43. RC/HCs usually are provided with four to five weeks for preparing and submitting to the CERF Secretariat (cerf@un.org) consolidated country applications (which can also be submitted before the official submission deadline, to speed up disbursement). In order to ensure that applications can be processed efficiently by the CERF Secretariat, the submission deadline for CAP countries is typically one week earlier than that for non-CAP countries.

v. Review Process: Approval and Rejection

44. Once the country application is submitted by the RC/HC, the CERF Secretariat – through the RC/HC office or the facilitating OCHA office – will seek clarifications on the narrative and budgetary components of proposals from applying agencies, typically through one to two rounds of consolidated feedback. Agencies are requested to address all clarifications sought by the CERF Secretariat as quickly as possible in order to ensure the efficiency of the process and increase the probability of final project approval by the ERC.

45. Received applications are reviewed by a 'Review Committee', composed of staff from the CERF Secretariat, OCHA CRD and OCHA country or regional offices, as needed (OCHA's CAP Section may also be involved for applications from CAP countries). Terms of Reference for Review Committees are available from the CERF Secretariat.

46. Projects are processed in the order by which they are received. Once the final version of a specific proposal is received, including sufficiently detailed answers/clarifications to questions posed by the CERF Secretariat, the CERF Secretariat seeks clearance from the ERC within five days.

47. If a project proposal does not meet the approval criteria, in particular the *CERF Life-Saving Criteria*, the CERF Secretariat will inform the RC/HC and may subsequently work with the applicant agency to submit a revised proposal which is in-line with the approval criteria.

48. If a project is not revised following a suggestion by the CERF Secretariat and does not meet the *CERF Life-Saving Criteria*, the CERF Secretariat may recommend to the ERC that he/she reject the project.

49. If the ERC rejects a project, the RC/HC will be informed in an official letter; if the UFE window is still open at this point the RC/HC will also be invited to re-prioritize, select and submit to the CERF Secretariat another project of the same amount as the previously rejected project, in liaison with the HCT. If no 'replacement project' is submitted, the humanitarian country team will in effect have requested an overall grant amount lower than the amount initially allocated to the country by the ERC.

vi. Closure of the UFE Window

50. Four to five weeks after the submission deadline, the UFE window will be 'closed', i.e. no more (revised) applications will be considered and processed. This is to ensure that the remaining time is sufficient for project implementation.

51. At the end of each UFE round, humanitarian country teams will be invited by the CERF Secretariat to share observations and recommendations regarding the completed UFE process.

vii. Implementation Period

52. Underfunded grants for specific agency projects will be disbursed as soon as possible following the CERF Secretariat's receipt of the Letter of Understanding, signed by the particular agency for which the ERC has approved a project. Information on the date of disbursement of CERF funds to agencies can be obtained from the CERF website or by contacting the CERF Secretariat. UN agencies are encouraged to inform their partners at their earliest convenience on CERF funds received.

53. CERF underfunded grants must be implemented by 31 December of the same calendar year (for the first annual round) and 30 June for the next calendar year (for the second annual round). As with CERF rapid response grants, agencies should undertake all efforts to implement CERF underfunded grants in time. Any reprogramming requests for CERF underfunded grants must be well-justified, endorsed by the RC/HC and submitted to the ERC for approval, copying the CERF Secretariat (cerf@un.org). An agency may also request a no-cost extension through the RC/HC, specifying the current status of the project, the reasons for which an extension is requested, and a plan outlining how the project will be implemented in the course of the extension period.

viii. Project Completion and Reporting

54. Reporting by RC/HCs: To account for CERF grants, recipient agencies are requested to submit to RC/HC offices a results matrix for CERF-funded projects. RC/HCs are requested to submit, by 30 March, a comprehensive annual narrative report for all CERF grants received during the previous year.

55. Reporting by recipient agencies: To account for CERF grants, headquarters of recipient agencies are requested to submit the following financial reports:

- *interim* financial reports by 15 February (covering expenditures during the previous year);
- *final* financial reports by 30 June (covering expenditures during the previous year).

Further information on CERF reporting requirements, including templates, can be found on the CERF website.

56. After each UFE round an overview of UFE grants provided in that period is published on the CERF website and communicated to focal points of recipient agencies.

C. COMPLIANCE and ACCOUNTABILITY

57. Adherence to these guidelines will be monitored by ERC, as fund manager, with support from the CERF Secretariat. Accountability for the use of CERF grants at the country level predominantly rests with the recipient agency and the RC/HC. It is imperative that all relevant actors follow the guidelines in order to ensure a timely, effective and transparent use of the CERF UFE window.

D. REFERENCES

Normative or Superior References

- *A/60/432 Improvement of the Central Emergency Revolving Fund: Report of the Secretary General*
- *A/60/124 Strengthening of the Coordination of Emergency Humanitarian Assistance of the United Nations*
- *ST/SGB/2006/10 Secretary-General's Bulletin: Establishment and Operation of the Upgraded Central Emergency Response Fund*
- *A/46/182 Strengthening of the Coordination of Humanitarian Emergency Assistance of the United Nations*

Other Documents available from the CERF Secretariat:

- *CERF Life-Saving Criteria* (revised 2009)
 - *Funding Guidelines for Common Telecommunications Activities* (2009)
 - *Funding Guidelines for UNHAS* (2009)
 - TOR for Surge Support to a CERF UFE Country Prioritization Process (2009)
-

E. TERMS AND DEFINITIONS

Consolidated Appeal (Process) (CAP) is the humanitarian community's main tool for coordination, strategic planning, and programming. It is an inclusive, coordinated programme cycle to respond to humanitarian emergencies and operates on a 12 month planning horizon. A consolidated appeal contains information on the humanitarian strategy, as agreed by the humanitarian country team, as well as programmes set up and their funding requirements in response to a humanitarian emergency.

Financial Tracking Service (FTS) is a web-based searchable database of humanitarian requirements and contributions. It is accessible at <http://ocha.unog.ch/fts>.

Inter-Agency Standing Committee (IASC) is an inter-agency forum for coordination, policy development and decision-making involving key UN and non-UN humanitarian partners.

Humanitarian Country Team (HCT) is an inclusive governance structure at the field level. Led by the RC or HC, it could be co-chaired by a UN representative and a representative of IOM, an NGO or the Red Cross/Red Crescent Movement. The HCT should be broad-based and representative, i.e. include all relevant humanitarian actors from UN Agencies, IOM, the Red Cross/Red Crescent Movement or NGOs. When relevant – on an ad hoc or regular basis – national authorities, donors and other in-country key players such as bilateral, military and private sector responders may be invited to meetings. It should dovetail with government coordination mechanisms as well as with relevant development coordination mechanisms.

Agency Focal Point Meetings on CERF: With support from the CERF Secretariat, the Director of OCHA New York holds regular meetings on the CERF to provide a consistent forum for inter-agency consultations on the development of CERF procedures and the management and use of the Fund. During the planning, country selection, and apportionment stage of the UFE process, meetings usually take place twice a month.

Life-saving activities (LSC) are activities that within a short time span remedy, mitigate or avert direct physical harm or imminent threats (whether violence, disease, or deprivation) to a population or major portion thereof (see *CERF Life-saving Criteria*, revised 2009).

F. CONTACT

CERF Secretariat
+1 (917) 367 4116
cerf@un.org

<http://cerf.un.org>

SIGNED:

DATE: 1 January 2010

Annex I

CERF Underfunded Window

Non-CAP Country Recommendation Form for UN Agencies

Funding and Narrative Country Information

- Shortlisted countries for which agency information on the funding status, humanitarian context, and CERF's expected value added is missing, will not be considered by the CERF Secretariat.

Agency:			
Contact Name/Phone Number:			
Recommended country:			
Overall agency <u>humanitarian</u> funding requirements for recommended country <i>(please only include requirements/funding for core humanitarian programs, excluding those for economic recovery and/or transition-oriented programs):</i>	Year	Humanitarian Requirements (USD)	Amount received
	2009		
	2010		
Total number and type of people affected:			
Implementation constraints:			
<p>From your agency's (sectoral) perspective, what are the most critical humanitarian needs and how does your agency respond to them? <i>(Please refer to key humanitarian indicators, how specific groups (e.g. women and children) may be differently affected, and geographic focus regions).</i></p>			
<p>From a humanitarian funding perspective, how would CERF funds support your humanitarian program(s) in the country? <i>(Please refer to the funding status of your humanitarian program(s) and its implications for your operational capacity).</i></p>			