

# Appeal

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## **ACT Emergency Management Training & Capacity Building Program 2003 – AEMT31**

**Total Appeal Target: US\$ 569,060**  
***Balance Requested from ACT Network: US\$ 558,658***

Geneva, 17 December 2002

Dear Colleagues,

The ACT mandate requires an investment in Capacity Building and Emergency Preparedness within its operational members and structure. Since 1998 the ACT Alliance has been working on strengthening of local capacities to prepare for and respond to disasters through a Emergency Management Program that aims at enhancing the human and organisational ability of the members and their partners to respond effectively to emergency situations. The vision of the ACT/EMT program is to achieve:

- A common body of knowledge and experience at all levels
- An understanding of a common set of standards
- A commitment to the alleviation of human suffering and ensuring human dignity through an affirmation of hope

The results of the program have been very satisfactory, however, a continued and sustained effort is required in order to achieve the objectives proposed as the needs continue to increase. The ACT Emergency management training program in 2003 will include the following activities:

### **Africa University (AU)**

- Development of ACT/AU manual
- 1 six-week training of trainers in disaster management
- 1 one-week workshop in a technical/topical issue to be defined

### **Church World Service (CWS)**

- 2 Regional two-week EMT training courses in the Pacific and Middle East Regions
- Update database

### **Fund for Regional/National EMT Initiatives**

The ACT CO is proposing the creation of a fund to support national/regional EMT initiatives from the ACT implementing members. The initiatives must involve all the ACT members and partners in the countries/regions; have a significant local contribution; and be co-ordinated with the ACT national/regional Forum. Training on reporting and dissemination of Sphere Standards will be encouraged.

### **Sphere Project Contribution**

The Sphere Project will finalise its activities at the end of 2003. WCC and LWF, the ACT parent bodies, as members of the Steering Committee for Humanitarian Response, have the responsibility for contributing to the project.

### **Summary of Appeal Targets, Pledges/Contributions Received and Balance Requested**

	<b>AU</b>	<b>CWS</b>	<b>Local initiatives</b>	<b>Sphere</b>	<b>Total Targets</b>
Targets	277,760	115,300	146,000	30,000	569,060
Less: Pledges/Cont Recd	0	10,402	0	0	10,402
<b>Balance Requested from ACT Network</b>	<b>277,760</b>	<b>104,898</b>	<b>146,000</b>	<b>30,000</b>	<b>558,658</b>

Ms. Geneviève Jacques  
Director  
WCC/Cluster on Relations

John Nduna  
Acting Director, ACT

Robert Granke  
Director  
LWF/World Service

Full details of programmes and budgets are on following pages.

## BACKGROUND

The number, scope and complexity of disasters worldwide is increasing. It is critical that the ACT Alliance works together to strengthen the capacity of its members to prepare for and respond to disasters. The development of improved capacity derives from the need to better serve those most affected by disaster situations, particularly vulnerable groups such as women, children, the disabled and the elderly.

At the community level, vision of what disaster preparedness and response systems should be, is an important attribute of effective leadership. Strong, capable leadership and local ownership of the response increases the likelihood of more rapidly restoring damaged systems and structures in the community. By effectively asserting local leadership and organizing its administrative capability, a community can maximize its ability to prepare for and recover from disasters.

Strengthened local capabilities in preparedness and response provide networks of local partners who are better able to supply assessment information, define immediate and longer term needs and initiate appropriate systems to receive both financial and material assistance when disasters occur. Furthermore, skilled local leadership can be utilized to train others in their region who are working at developing their disaster preparedness and response capabilities.

Since 1998, the ACT Alliance has been working on the strengthening of local capacities to prepare for and respond to disasters through a Emergency Management Program that aims at enhancing the human and organisational ability of the members and their partners to respond effectively to emergency situations. The vision of the ACT/EMT program is to achieve:

- A common body of knowledge and experience at all levels
- An understanding of a common set of standards
- A commitment to the alleviation of human suffering and ensuring human dignity through an affirmation of hope

The prioritised capacity development needs are:

- Adequate and effective "Emergency Management Tools"
- Knowledge/skills in Assessments, Planning, Human/Material Resources Analysis, Setting Goals/Objectives, Beneficiary Targeting, Selection/Criteria, Implementation Process, SPHERE Standards, Financial Procedures/Control, Budgeting, Monitoring, Security, Evaluation. Application of cross cutting issues in disaster response as Gender, Environment and HIV/AIDS
- Effective communication skills and process during emergencies. Preparing, sharing and disseminating information, including use of and relations with communications, media, effective process and tools, other.
- Effective organizational skills and structures, coordination mechanisms/process. skills for coordinating and working with the national and international community, mobilization of local resources, effective local leadership.
- Knowledge and understanding of the relief to development continuum. The links between relief and development. How to create strategic links and how to effectively transition from Emergency.
- Knowledge and understanding of ACT policy documents, guidelines, procedures, the ACT appeal /RRF process, the Code of Conduct, ACT structure, ACT CO roles/responsibility

Criteria for the selection of the participants are:

- Be currently involved in responsibilities for the direct management, implementation, and administration of emergency preparedness and disaster response programs within an ACT member

or partner.

- Be recommended and approved by an ACT member or partner.
- Be committed to continue working in his/her organization upon return
- Be committed to reproduce and disseminate the knowledge acquired among his/her organization and their partners

To develop the EMT program the ACT Alliance has counted on the support of all of its members. Two specialized members the Africa University (AU) and Church World Service (CWS) have been instrumental in putting in place the program.

So far, six comprehensive courses in disaster response for local staff and leaders of organizations working in disaster response in the Africa Continent have been developed. They were organized and held in the campus of the Africa University in Zimbabwe. The outcome of the program has been very satisfactory and is reflected in a steadily improvement of the quality of the response from the local organizations related to the ACT Alliance in the Africa continent. It has also created more awareness on the need for preparedness as in Mozambique and Rwanda where disaster preparedness appeals have been proposed for Alliance support.

Furthermore, five specialized workshops on issues relevant to the Africa context as “Responding to women’s needs” “Conflict Resolution” “Children in armed conflicts” “Peace and Democracy” and “Leadership, communication and disaster management skills” have been developed, contributing to enhancing the skills of the ACT partners in sensitive issues in the continent.

Church World Service, CWS has specialized in short term EMT workshops oriented to provide basic knowledge and skills to staff and leaders of local organizations working in disaster response. The workshops are organized in co-ordination with the local organizations and responding to the needs identified by them. Fifteen workshops have been held in different parts of the world. Some at regional level : the Middle East, Central America, The Caribbean, West Africa, South America and East Europe; and some at country level as in Rwanda, Bangladesh, Afghanistan, Poland, Madagascar and Indonesia.

Add to strengthening capacities in disaster response, these workshops have promoted exchange of knowledge and experience; strength co-ordination and communication among the Alliance and with all other relevant actors in disaster response; and raised awareness on preparedness and risk management.

An ACT/EMT manual has also been developed by CWS and is available for the use of members of the Alliance. A database that provides information on the participants and contents of the activities of the ACT/EMT program is available in CWS and ACT web pages.

The program is in the process of being evaluated and the final report will be available in January 2003. The current proposal is based on the preliminary findings of the evaluation, however, these might be reviewed once the outcome of the evaluation has been processed.

The 2003 program focus on strengthening the impact and follow-up activities of the training through:

- Engaging the members in a thorough selection of the participants and its commitment to follow-up the training
- Giving emphasis to training of trainers
- Developing the ACT/EMT manual
- Supporting local/national initiatives to disseminate the EMT training
- Focussing the training in critical areas for the performance of the Alliance such as reporting and application of Sphere Standards

## ACT/AFRICA UNIVERSITY PROJECT

### I. REQUESTING ACT MEMBER

#### > Africa University (AU)

**Africa University** is located at Old Mutare, Zimbabwe and was opened on 23 March 1992. Africa University has had a strong longstanding relationship with the United Methodist Church UMCOR. The relationship between Africa University and UMCOR began in 1989, when United Methodists accepted a proposal to provide funding and support to establish the University. The church approved through its apportionment system, \$2,5 million per year during the 1989-1992, 1993-1996 and 1997-2000 quadrennial. During the same time period, an additional commitment was made through special gifts to provide a permanent endowment fund for scholarships and other needs.

The faculties of Africa University include: Theology, Agricultural and Natural Resources, Management and Administration, Education and Humanities and Social Sciences. There is also an Institute for Peace, Leadership and Governance (IPLG) which was launched in June 2002. A student union building and an administration building are available as centres of student daily activities. Eight dormitories have been completed, as well as the Africa University chapel, and the construction of the first phase of the student sports complex. Current construction projects underway include more student dormitories, a communications centre, premises for the Faculty of Health Sciences which will open in 2003 along with the IPLG complex.

Africa University is a fully accredited, private and ecumenical institution. It is the only United Methodist related, degree granting university in Africa. The majority of the faculty and administrative staff are Africans. Professors and policy makers include permanent and visiting educators from the United States, Europe and other parts of the world. The official language of the university is English, the official language of Zimbabwe. All students entering the university with a working knowledge of English are required to study Portuguese and French which are the two languages spoken widely on the continent. The student body comprises diverse ethnic and religious backgrounds.

### II. GOAL & OBJECTIVES

Since 1998 Africa University has carried out the Emergency Management Training programme in conjunction with ACT with the aim of enhancing and strengthening the human, institutional and organisational capacity of ACT participating agencies/churches in Africa, ACT related and/or partner agencies, and other humanitarian NGOs/organisations. The aim is to help increase the capacity of people stationed in key positions in Africa to respond effectively to natural and human-made disasters within the continent. Since 1998 Africa University has carried out six 6-week workshops under this agreement and 5 two-week workshops, building the capacities of 280 persons and their agencies.

#### **Objectives**

- > Provision of one six week course that will be specifically designed for the Training of trainers.
- > Provision of a one week seminar, topic to be agreed with ACT according to the needs raised in the ACT Capacity Building Evaluation Report
- > Publication of a manual in Emergency Management Training specifically oriented to the African context for the participants of the six-week workshop.

### III. TARGETED PARTICIPANTS

#### **Direct Beneficiaries - ACT members**

- 1 Six-week Training Seminar for Trainers in Disaster and Emergency Management (AT AU) for 30 persons.
- 1 One-week Seminar (focus to be decided) - 30 persons
- Provision of an Africa Disaster Response Curriculum/Training Manual/Resources - ACT Members

#### **Indirect beneficiaries**

The total number of indirect beneficiaries is very significant, and will include the staff and structures of ACT member agencies, churches and organisations throughout Africa. The ultimate beneficiaries will be the countless numbers of disaster affected persons throughout communities and countries of Africa.

#### **Selection of Participants**

AU will work closely with the ACT Co-ordinating Office to convene participants for the various capacity development initiatives - and to complete the actual selection and registration for the training seminars. This process would commonly include the following steps:

- AU will directly send announcements and information concerning the training seminars to all ACT Operational members in Africa
- On behalf of AU, the ACT Co-ordinating Office will forward the announcements and information to ACT members-donors outside Africa.
- ACT members will bear the responsibility to provide the announcements and information to their local implementing partners who may be interested in participation.
- AU will establish firm deadlines for receiving application forms and will provide the complete listing of interested ACT member participants to the ACT Co-ordinating Office. The ACT/CO will indicate to AU their recommendations concerning ACT member participants. The final selection will reflect a fair and equitable selection of ACT member participants from across Africa - in accordance with the established criteria. The identified needs of ACT members and current country and/or emergency situation will also be considered.
- AU will register participants from local partners of ACT members and other humanitarian organisation for the training seminars on a first come-first serve basis, in accordance with available space.

#### **Criteria for Participants**

- All ACT members and local partner participants must be Emergency Response Staff. This means that they must be currently involved in responsibilities within their church or agency structure - for the direct management, implementation, and administration of emergency preparedness and disaster response programs.
- All ACT members and local partner participants must be recommended and approved by their member church or agency.
- All ACT members and local partner participants must express their commitment to continue working in emergency preparedness and/or disaster response upon completion of the training within their organisation
- All ACT members and local partner participants must express their commitment to disseminate within their organisation the knowledge acquired in the training
- Priority will be given to participants who display strong leadership skills as well as a desire to learn new professional skills and information

#### **Participants Costs**

- The total travel, transport, food, lodging, course materials and other related training costs provided to ACT member participants are only reimbursable from AU upon submission of invoices and receipts. No honorariums or stipends will be provided to ACT member participants. However, a

small and appropriate allowance will be provided by AU to each ACT member course participants to cover the costs for laundry and other personal needs during the training seminar.

- Participants from local partners of ACT members must provide the full costs of travel, transport, food, lodging, and course materials - from their own funding sources and/or relationships. No curriculum/tuition fee will be requested from these participants.

#### **IV. PROPOSED ACTIVITIES**

##### ***Six-week Training Course for Trainers in Emergency and Disaster Management***

The objectives of the workshop are:

- Strengthen the participants' knowledge and skills in organising and running training workshops in disaster response and emergency management in their respective national and regional settings;
- Strengthen the participants' skills for training community members in various aspects of emergency response;
- Strengthen co-ordination and communication systems among humanitarian and disaster agencies in the area of training;
- Increase a pool of trained disaster officers who will be available to serve as trainers / resource persons in the various regions in Africa and other areas;
- Ensure the training of women in disaster related areas in order to better assess and meet the needs of women, children and other vulnerable groups following a disaster.

The contents of the course will be outlined by Africa University and ACT after due consideration of the ACT Capacity Building Evaluation Report, due in January 2003. All seminars and training sessions will be presented in English, but translated simultaneously into French for any participants from Francophone Africa. All efforts will be made to provide training seminar materials and resources in both English and French.

##### ***One-week seminar***

The one-week seminar will focus on a capacity building need identified by the ACT Capacity Building Evaluation Report which will be presented in January 2003.

##### ***Publication of Emergency Management Training Manual***

Considerable work was done previously to collect the modules that need to be included in this training.

Therefore the task that lies ahead is basically three-fold:

- To review the modules already drafted in light of developments since their collection
- To complete the writing of modules that are not yet in the draft
- To collate and print the material

This activity will require a small team of 3 persons who have been involved in the production of the modules to date, to meet together for a week of work. Already some materials were gathered by UMCOR at the end of the first three workshops that they assisted, and some editorial work has taken place.

#### **V. IMPLEMENTATION SCHEDULE**

- One week Emergency Training Manual Writing Session April 2003
- One-week regional seminar on a topic to be decided July 2003
- Six-Weeks Emergency/ Disaster Response Management September 2003

## VI. CO-ORDINATION

ACT/AU/CWS will co-ordinate all aspects of the project with the ACT Co-ordinating Office. CWS, AU-UMCOR representatives will continue their involvement and participation in the ACT working group for emergency capacity building. AU/CEMCR will ensure effective communication and co-ordination with AACC, and other regional agencies active in capacity building efforts. The project headquarters will be located at the Africa University in Mutare, Zimbabwe, and AU/CEMCR resources will be made readily available to other ACT network members and initiatives for Emergency Capacity Building.

## VII. BUDGET - ESTIMATED EXPENDITURE 2003

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
<b>SIX WEEKS WORKSHOP SESSION (for 30 participants)</b>				
International travel	Each	30	1,250	37,500
Local transport	Each	30	100	3,000
Accommodation (30 persons)	Day	45	900	40,500
Food 30 Persons	Day	45	600	27,000
Living allowances	Each	30	100	3,000
Language translators	Lump sum	1	1,000	1,000
Training course material	Each	30	50	1,500
Miscellaneous costs (medical & other)	Lump sum			500
Field visits	Lump sum			<u>5,000</u>
<b>Sub Total</b>				<b>119,000</b>
<b>Resource Persons Costs</b>				
International travel	Each	10	1,250	12,500
Local transport	Each	10	100	1,000
Accommodation (10 persons)	Day	5	350	1,750
Food (10 Persons)	Day	5	250	1,250
Honorariums/stipends	Lump sum			<u>3,000</u>
<b>Sub Total</b>				<b>19,500</b>
<b>Total for six-week sessions</b>				<b><u>138,500</u></b>
<b>ONE-WEEK TOPICAL SEMINAR (For 30 participants)</b>				
International travel	Each	30	1,000	30,000
Local transport	Each	30	50	1,500
Accommodation (30 persons)	Day	7	1,050	7,350
Food (30 persons)	Day	7	750	5,250
Language translators	Week	1	1,000	1,000
Training course material	Each	30	25	750
Field visits	Session	1	2,000	2,000
Miscellaneous costs (medical & other)	Lump sum			<u>500</u>
<b>Sub Total</b>				<b>48,350</b>

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
<b>Resource Person Costs</b>				
International travel	Each	3	1,000	3,000
Local transport	Each	3	50	150
Accommodation (3 persons)	Day	7	105	735
Food (3 persons)	Day	7	75	525
Honorariums (3 persons)	Session	1	1,500	<u>1,500</u>
<b>Sub Total</b>				<b><u>5,910</u></b>
<b>Total for One-Week Workshop</b>				<b><u>54,260</u></b>
<b>Curriculum Development</b>				
Travel for one participant from the UK				<b>1,500</b>
Collation team expenses – accomm, meals	per person	3	600	<b>1,800</b>
Publication of training materials, manuals & tool kit development	Lump sum			<b><u>5,000</u></b>
<b>Total</b>				<b><u>8,300</u></b>
<b>PERSONNEL, ADMINISTRATION, OPERATIONAL AND SUPPORT COSTS</b>				
<b>Project Staff Salaries</b>				
Project co-ordinator	Month	12	2,000	24,000
Project secretary	Month	12	500	6,000
Project driver	Month	12	400	4,800
Finance assistant	Month	12	700	8,400
<b>Staff Travel</b>				
Regional tvl & tvl for follow up on activ.	Month	12	667	8,000
<b>Communications</b>				
Telephone, fax, e-mail and postal	Month	12	1,000	12,000
<b>Office Operations</b>				
Office supplies	Month	12	417	5,000
<b>Vehicle Operations</b>				
Maintenance, fuel and insurance	Month	12	250	3,000
<b>Public Relations/Promotion</b>				
Printing, media network and other	Lump sum			<u>3,000</u>
<b>Total Personnel, administration etc.</b>				<b><u>74,200</u></b>
<b>AUDIT AND EVALUATION</b>				
Audit of ACT funds	Lump sum			<u>2,500</u>
<b>TOTAL REQUESTED FROM THE ACT NETWORK:</b>				<b><u>277,760</u></b>

## ACT/CHURCH WORLD SERVICE PROJECT

### I. REQUESTING ACT MEMBER

**Church World Service (CWS) USA** represents 34 Protestant, Anglican and Orthodox communions in the US, co-operating world-wide in programs of development, emergency response and assistance to refugees. In partnership with indigenous organisations in more than 70 countries, CWS supports sustainable self-help development, meets emergency needs, and helps address the root causes of poverty and powerlessness.

Within the US, Church World Service assists communities in responding to disasters, resettles refugees, promotes fair national and international policies as well as providing educational resources. It also offers opportunities to join a *people-to-people* network of local and global caring through participation in CROP WALKS, the CWS Blanket, Kit and Layette Program and the Tools of Hope Program.

The Church World Service Emergency Response Office's mission is "... timely and effectively meet the physical, psychological and spiritual needs of communities (particularly the marginalized) who experience natural and human kinds of disaster". In 1997, the Church World Service Emergency Response Executive Committee adopted a five-year strategic plan for the Emergency Response Program that included designing and implementing a model for capacity development within international faith based and other partner organizations. This plan was revised in late 1998 to reflect the need to expand certain objectives.

### II. GOAL & OBJECTIVES

**Goal:** To enhance the human and organisational capacity of ACT members and implementing partners to respond effectively and co-operatively to emergency situations.

#### Objectives

- Build capacity of local churches and NGO leaders to efficiently and effectively develop, manage and sustain disaster mitigation, preparedness and response programs
- Strengthen local capacities for utilising the ACT system to apply for emergency assistance funds
- Promote effective co-ordination between church and NGO leadership and governmental partners in preparing for and responding to disasters
- Provide a forum for the exchange of knowledge, experience and information in the areas of disaster mitigation, preparedness and response
- Strengthen co-ordination and communication systems between ACT members, local churches and NGO partners
- Provide resources which will assist in replicating similar training or key program development in local communities
- Increase the pool of trained disaster managers who are available to serve as trainers/resource persons in their regions
- Promote the institutionalisation of the ACT emergency management training program in regional academic/training institutions
- Provide a web based site for the provision of information about ACT members, training participants and training opportunities
- Ensure the training of women in order to better assess and meet the health and safety needs of women and children following a disaster
- Familiarise ACT members with Sphere Minimum Standards for Humanitarian Assistance

### III. TARGETED PARTICIPANTS

Church World Service proposes facilitating 2 seven-to-ten-day workshops in Disaster Management and Sphere Standards during 2003. The direct number of beneficiaries will number approximately 60 persons. There will also be a large number of persons who will benefit indirectly from effective leadership in their communities in the development/management of disaster preparedness and recovery systems.

The database CWS will operate will serve as a useful information tool for a potentially large number of persons, both ACT member agencies and implementing partners as well as other humanitarian aid organisations. It includes a training schedule, a list of training participants in AU and CWS training initiatives and reports/evaluations from each training. While new information will be added after each training, the ability to consistently update participant contact information from previous training events is predicted on receiving financial support as outlined in this proposal.

#### **Criteria for Participants**

All ACT members and local partner participants must be Emergency Response Staff. This means that they must be currently involved in responsibilities within their church or agency structure - for the direct management, implementation, and administration of emergency preparedness and disaster response programs.

- All ACT members and local partner participants must be recommended and approved by their member church or agency.
- All ACT members and local partner participants must express their commitment to continue working in emergency preparedness and/or disaster response upon completion of the training within their organisation
- All ACT members and local partner participants must express their commitment to disseminate within their organisation the knowledge acquired in the training
- Priority will be given to participants who display strong leadership skills as well as a desire to learn new professional skills and information.

#### **Participants Costs**

- The total travel, transport, food, lodging, course materials and other related training costs will be provided to ACT member participants
- Participants from local partners of ACT members must provide the full costs of travel, transport, from their own funding sources and/or relationships. No curriculum/tuition fee will be requested from these participants.

### IV. PROPOSED ACTIVITIES

#### ***Two 7-10 Day Training***

Two regional Emergency Management Training Courses – Pacific and Middle East.

Duration: 7-10 days

Number of participants: approximately 30 persons per training

Methodology for the preparation: training assessment visit by CWS staff; appointment of a local planning committee that includes some of the ACT members in the country/region; development, by local planning committee and CWS staff person, of training agenda and potential local facilitators for various modules of the training.

Included in the CWS emergency management training curriculum (which is co-ordinated with the curriculum utilised at Africa University) are the following modules:

- Hazards and Disasters (Terminology, Disaster Cycle, Types of Disasters)
- Disaster Preparedness (Assessing Risk/Vulnerability, Designing Interventions)
- Disaster Response (Needs Assessment, Recovery Programs, Rehabilitation and Reconstruction)
- Disaster Mitigation (Reducing Risk, Building Disaster Resilient Communities)
- ACT (Code of Conduct, Mission Statement, Appeal Process, Project formulation, Reporting and communication)
- Sphere Minimum Standards for Humanitarian Aid

Cross cutting issues – gender issues are a thread throughout all modules of the curriculum and are discussed within the context of the particular module focus. Case studies from the country/region are utilised as a means of reflecting on the particular cultural aspects of a response that differ from area to area.

These training workshops will be held utilising selection criteria developed by an ACT Emergency Management Training/Capacity Building Working Group in the following regions:

- Middle East
- Pacific

#### ***Web Database***

CWS has developed a database which is linked to the ACT web site. This database includes reports/evaluations from training sessions that have been held and the list of participants who attended training sessions. There is also a schedule of upcoming AU and CWS training sessions that are planned. For the year 2003 the database will be updated to include information from any training held by both AU and CWS in 2003.

#### ***Other activities***

CWS follows-up with participants in the year following the training to provide them with information on such things as new resource materials they might find useful in their emergency response work, further training opportunities available in their region, and connections to web-sites that might provide them with useful information.

CWS participates in a forum in the US related to Sphere Standards and their utilisation and in an Interaction Committee on Capacity Building where they often have the opportunity to promote the emergency management training activities that are going on through the ACT Alliance. Furthermore, they have provided articles and other materials about the CWS/ACT EMT for the Interaction newsletter and at their yearly Forum.

CWS will participate in the annual meeting of the ACT Emergency Management Training Advisory Group.

## **V. ADMINISTRATION, FINANCE, MONITORING & REPORTING**

Church World Service has two part-time staff who work specifically in the area of Emergency Management Training carrying out the planning assessments, working with the local planning committees in preparation for training sessions and assisting in the facilitation of aspects of each training. Moreover, administrative support for the program is provided by the CWS Associate Director for International Emergency Response in Washington, DC. The services of facilitators from

the University of Wisconsin Disaster Management Center are also used for some of the training sessions.

## VI. IMPLEMENTATION TIMETABLE

One year - 2003

## VII. CO-ORDINATION

Church World Service Emergency Response Office will co-ordinate the program with input from the ACT Emergency Management Training/Capacity Building Working Group, the CWS Emergency Response Program Executive Committee and implementing partners in local communities/regions. There will also be co-ordination/collaboration with other agencies outside the ACT Alliance.

## VIII. BUDGET

### INCOME US\$

Balance on hand	<u>10,402</u>
<b>TOTAL INCOME</b>	<b>10,402</b>

### EXPENDITURE

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
<b>Training, Seminars and Workshops</b>				
Two Workshops ( 7-10 Day)	Workshop	2	40,000	80,000
<b>Training Materials</b>				
Manual Reproduction	Manual	30	26	780
<b>Database</b>				
Information Input	Lump Sum			<u>5,000</u>
<b>Sub total</b>				<b>85,780</b>
<b>Personnel, Administration, Operational &amp; Other Support Costs</b>				
Salaries/benefits (2 persons part-time)	Month	12	1,960	23,520
Administrative Support Services	Lump Sum			<u>1,500</u>
<b>Sub total</b>				<b>25,020</b>
<b>Audit fees</b>	Lump Sum			<b>4,500</b>
<b>TOTAL EXPENDITURE</b>				<b>115,300</b>
<b>Less Balance on Hand</b>				<u>10,402</u>
<b>BALANCE REQUESTED FROM THE ACT NETWORK</b>				<b><u>104,898</u></b>

## FUND FOR NATIONAL/REGIONAL INITIATIVES

Since 1998 the ACT alliance has made continuous efforts to strengthen the capacity of its members to prepare for and respond to disasters. 6 six-week courses facilitated by the Africa University and 15 short term workshops facilitated by Church World Service provided the network with an important number of trainees (719) in different parts of the world. Furthermore, 16 staff persons from ACT members in different regions have been trained as trainers on the Sphere Standards.

However, the skills demanded from the humanitarian workers continue to grow as the humanitarian response becomes more professional. As it is not possible that the global ACT/ EMT activities fulfil the training needs of all ACT members and partners, dissemination activities, based on the resources already trained, have to be encouraged. These follow-up activities will ensure the download of the EMT knowledge and skills to the field staff and community leaders.

Although, these activities are the responsibility of the ACT members in the field, the reality is that the lack of financial resources has prevented a proper and comprehensive follow-up and dissemination of the ACT/EMT training activities in the field.

Therefore, the ACT CO is proposing the creation of a fund oriented to support national or regional initiatives on Emergency Management Training that contribute to strengthen the capacities of its members and partners in the field to prepare for and respond to disasters.

The access to this fund will be based on the following principles:

- Be a collective initiative of the ACT members in a country or group of countries/region
- Be a complementary contribution. The activities must be based on substantial local efforts and contributions
- Strengthen the disaster response capacities of all ACT members and partners in the country or group of countries/region
- Follow-up the ACT/EMT guidelines regarding selection criteria of the participants
- Use of the ACT/EMT trained resources and materials available

### I. GOAL & OBJECTIVES

**Goal:** To support national/regional initiatives from ACT members to enhance the human and organisational ability of ACT members and partners to respond effectively and co-operatively to emergency situations.

#### **Objectives**

- Develop capacity building activities based on existing capacities, gaps and national/regional challenges.
- To strengthen ACT national/regional co-ordination
- To promote a common body of knowledge and experience at all levels and understanding of a common set of standards

## II. TARGETED BENEFICIARIES

Staff of the ACT members and partners and community leaders involved in disaster response.

## III. ACTIVITIES

Emergency Management Training activities based on assessment of existing capacities, gaps and national/regional challenges.

## IV. ADMINISTRATION

- The fund will be administered by the ACT CO.
- Proposals should be presented by ACT members in the ACT format.
- The ACT CO Director together with Regional Appeals Officer and ACT CO focal point for Capacity Building will decide on the support.
- The ACT members will report following the ACT reporting guidelines.
- The ACT CO will be responsible for compiling the reports and sending them to the funding members.

There is included in the budget an amount to cover the expenses of the ACT/EMT advisory group which provides support to the ACT CO on the orientation of the program. The advisory group is composed by two representatives of local implementing members; one representative of an international agency implementing member; and one representative of a funding member. The Advisory Group has one annual meeting and communicate on mail between the meetings as required.

## V. IMPLEMENTATION TIMETABLE

Year 2003

## VI. BUDGET – ESTIMATED EXPENDITURE 2003

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost USD</u>	<u>Budget USD</u>
National/Regional Initiatives*	Lump sum			140,000
Annual meeting EMT Advisory Group	Lump sum			<u>6,000</u>
<b>TOTAL REQUESTED FROM THE ACT NETWORK:</b>				<b><u>146,000</u></b>

\*The ACT CO has already received a proposal from the ACT Nairobi Forum for the Eastern Africa and Great Lakes Region for U\$ 62.618 that is included as appendix 1. The contribution from the local members will be all the travel expenses for the participants and U\$3,750 for the expenses of the training.

## **WCC & LWF CONTRIBUTION to the SPHERE PROJECT**

The Sphere project is an extensive international, interagency effort to improve the quality of humanitarian assistance and the accountability of humanitarian agencies to their beneficiaries.

WCC and LWF, parent bodies of ACT, have been participating in this initiative since its inception as members of the Steering Committee for Humanitarian Response. The ACT director participates in this Sphere Management Committee on behalf of WCC. The ACT alliance has endorsed the Sphere Standards and is committed to supporting their dissemination and application.

The following are some of the activities developed to fulfil this commitment:

- All the members have received the handbook in their working language: English, Spanish, French Portuguese, etc.
- 16 staff persons from ACT members in different regions of the world have been trained as Sphere Trainers
- Sphere Standards have been incorporated systematically into all ACT/EMT activities and specific workshops on the dissemination of the SPHERE standards within the Alliance are in process.
- 3 ACT members were part of the 20 pilot agencies to incorporate the Humanitarian Charter and Minimum Standards into their agency's policy and practice.
- Various ACT members have participated as host agencies for Sphere inter-agency workshops

The Sphere Project is finishing its third phase that was extended until October, 2003. The main activities in process are:

### ***Evaluation***

An evaluation of the project is ongoing and will finish on September 2003. A team of two evaluators is working on a one year evaluation on the impact of the project.

### ***Piloting/training***

The pilot programme had come to an end and a lessons learned document was circulated to all participants for feedback. The final document has already been circulated. The management committee has prioritised focusing on three countries/regions: India, El Salvador/Honduras and one country in Africa.

### ***Revision Sphere Handbook Management***

The revision of the handbook is in process. The purposes are: to strengthen the link between the Humanitarian Charter and the Minimum Standards; to update the qualitative and quantitative indicators and guidance notes as needed; to address cross-cutting issues such as those related to children, women, the elderly, disable, HIV-AIDS and the environment; to enhance linkages between sectors.

### ***Video***

A second video is in process to illustrate that Sphere is a bridge between principles and action.

**BUDGET**

As members of the Steering Committee for Humanitarian Response, WCC and LWF have the responsibility of contributing and participating in the promotion, further development and dissemination of the Sphere Project for the finalisation of the third phase.

<b><u>Description</u></b>	<b><u>Type of Unit</u></b>	<b><u>No of Unit</u></b>	<b><u>Cost of USD</u></b>	<b><u>Budget USD</u></b>
WCC participation	Lump sum		15,000	15,000
LWF participation	Lump sum		15,000	<u>15,000</u>
<b>TOTAL REQUESTED FROM THE ACT NETWORK</b>				<b><u>30,000</u></b>