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Coordinating Office

# Appeal

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## Rapid Response Fund 2004 – RRF- 41 Total Appeal Target : US\$ 700,000 *Balance Requested from ACT Network: US\$580,000*

Geneva, 20 January 2004

Dear Colleagues,

In 2003 and January 2004, 18 payments totalling approximately US\$ 690,000 were made to various ACT implementing members. While most of these were one-off payments where no appeals were issued, a few grants were also made in the form of advances towards appeals while waiting for pledged funds to be realised. From the appeals where funds were advanced, \$133,779 was recovered. The grants were made for the assistance to the victims of the cold spell in Asia, the mud landslides in Peru, the floods in Argentina, IDPs in Monrovia, flood affected families in Eastern Afghanistan etc. In January 2004, the grants were made for the purposes of relief action related to the storms and tornado in Swaziland, the cyclone in the Pacific islands, consequences of the political turmoil in Haiti and the cold spell in Bangladesh.

The purpose of the RR Grants and Advances is to provide resources up to USD 50,000 per year per country to meet urgent requests by local churches and other members during sudden emergencies, resulting from natural disasters such as floods, earthquakes, hurricanes, etc., or from human causes such as major accidents or war. RRF is also utilised in cases where urgent and unforeseen need arises in ongoing emergency programs. Priority is given to vulnerable groups, such as women, children, the disabled, the sick and the elderly. RRF projects are implemented within the general policy framework and operational guidelines of ACT and are given on the basis of need, regardless of race, gender, belief, nationality, ethnic origin or political persuasion.

Currently, **the balance for the RRF (grants) is negative** which is preventing us assisting our members to provide immediate response to sudden emergencies. We appeal for your urgent attention and support.

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

	<u>US\$</u>
Amount Budgeted for the Rapid Response Teams (CATs)	200,000
Amount Budgeted for the Rapid Response Grants and Advances	<u>500,000</u>
Total Appeal Budget	<b>700,000</b>
<b><u>Less:</u></b> Estimated Unspent funds for CATs	<u>120,000</u>
<b>Balance Requested from ACT Alliance</b>	<b><u>580,000</u></b>

John Nduna  
Acting Director, ACT Co-ordinating office

Full details of programme and budget are on following pages.

# CO-ORDINATION ASSESSMENT TEAMS

## I. BACKGROUND

The need and importance of the Co-ordination Assessment Teams (CATS) has its roots in the concept of a Rapid Response Mechanism which was proposed soon after the establishment of the ACT Co-ordinating office in 95/96.

Having covered considerable ground these past few years, experience reveals the need for a much more comprehensive approach which would go beyond just assessments and cover, if and when required, but also response and management. It was evident that the absence of such a mechanism had handicapped ACT response and operations in several critical emergency situations.

The initiation of the CATS mechanism was discussed at the ACT EMCOM Working Group meeting at Baltimore, USA in May of 2000 and the ACT ExCom in its September 2000 meeting when the ExCom mandated ACT CO to start the implementation of this mechanism.

To date, two training sessions for CAT members have been held in Geneva.

The ACT CO has developed a policy for the Rapid Response Mechanism (also includes CAT), which has been included in the ACT Manual.

Two policy related questions have arisen during the reporting period:

- possible extension of mandate to allow for a better utilization of the emergency roster
- participation of non-roster individuals in the CAT missions

Following the departure of some members and inclusion of three field communicators, the database has been brought up to date showing 23 members of the roster.

During this reporting period, one mission has been undertaken – Liberia. Only five missions have been undertaken since the inception of the program.

ACT CO continues to seek advice from the Alliance and the Emergency Roster as to improvement of RRM policy and the best utilisation of the existing mechanism and resources.

The ACT CO is planning to hold an annual forum of the roster members on 2 – 4 February 2004 (activity carried forward from 2003). The third day (optional) is reserved for a comprehensive security training (including First Aid) to be delivered by Centurion UK, Risk Assessment and Security Company. The proposed agenda will include (but is not limited to) the following items:

- ACT Guidelines for the Rapid Response Mechanism (Rapid Response Fund and CATs) and other revised ACT policy documents (presentation and discussion)
- CAT missions in 2001 - 2003: Pakistan, Jordan, Iraq, Ivory Coast, Liberia, Palestinian Territories (presentation by team members)
- Lessons learned from the missions (presentation and discussion)
- Better utilization of the emergency roster (discussion)
- ACT CAT Regional teams: geographical scope, structure

## **RAPID RESPONSE GRANTS AND ADVANCES**

In 2003-2004, ACT responded to 18 emergencies by releasing RRF to the following ACT members:

- Christian Commission for Development in Bangladesh: Assistance for the cold spell in Asia
- LWF Nepal: Assistance for the cold spell in Asia
- CWS Pakistan: Rainstorms in Gadap, Pakistan
- Methodist church of Peru: Mud landslides in Peru
- Federacion Argentina de Iglesias Evangelicas: Floods in the NE Argentina (recuperated from appeal LAAR31)
- The NCC Sri Lanka: Response to damages inflicted by heavy monsoon (recuperated from appeal ASSL-31)
- Liberia network through LWF: Assistance to IDPs in Monrovia
- Diakonie Emergency Aid: Assistance to flood affected families in Eastern Afghanistan
- Sudan Council of Churches: response to the floods in Kassala
- YMCA Liberia: Advance against ACT Netherlands pledge for AFLR-31 (recuperated from appeal AFLR-31)
- Amity Foundation: Assistance to the victims of Dayao County earthquake
- Ecumenical Agency for Social Development in Angola: to cover funds paid in error to EASDA
- Yakkum Emergency Unit (previously CD Bethesda): Assistance to the victims of the flash floods in Bahorok, North Sumatra
- CASA: Assistance to the victims of the cyclone in SW bay of Bengal
- RDRS Bangladesh: Assistance to the victims of the cold spell
- WCC Regional Desk Pacific: Assistance to the victims of the cyclone in Pacific islands
- ACT Haiti Committee: Assistance to the victims of the political turmoil in Haiti
- LWF Swaziland: Assistance to the affected by the heavy storms and tornado

## **II. GOAL & OBJECTIVES**

### **Goal 1 – RR Grants and Advances**

To maintain the level of funding which would enable a timely response to requests for Rapid Response grants and advances for sudden emergencies.

#### Criteria for the use of the RR GA

- Life-saving actions
- Sudden onset emergencies resulting from natural causes (floods, earthquakes, hurricanes etc)
- Human-made emergencies such as major accidents affecting communities, civil conflicts and wars
- Where an urgent and unforeseen arises in an on-going emergency program

### **Goal 2 - CAT**

To maintain and further improve functioning of the Co-ordination Assessment Teams (CATS), working under ACT Co-ordinating Office's terms of reference, to be deployed at any time or place as required and with the following mandate:

- To assist local ACT members in co-ordinating assessment information and appropriate program plans and budgets, which result in a timely appeal.
- To assist in establishing an appropriate field-based and sustainable ACT co-ordination mechanism if considered necessary.
- To provide communication assistance in liaison with the international media as well as provide a timely flow

of information to be used in response planning and the furthering of public awareness and fundraising. This should be done with tact and sensitivity to the local situation.

- ◆ In co-ordination with the ACT CO facilitate and/or assist the locally based members with the relevant offers of technical expertise from ACT member-agencies

### **III. ACTIVITIES**

#### **1. Rapid Response Grants and Advances**

Due to the limitation in the funds available, the following principles are used:

- RRF interventions will be of a short nature, normally not exceeding 3 months. This would normally be for the provision of relief in the crisis phase.
- Maximum RRF per emergency is USD 50,000. This may be divided among several implementing members requesting RRF. Therefore, on-site co-ordination is crucial. An exception may be made for a major crisis where there are several implementing members and where the above amount would not suffice. This is subject to approval by the ACT CO Director.
- RRF applications are to be submitted within 7 days of the emergency occurrence. A Rapid Response Fund request format is provided in the ACT Manual.
- RRF may be utilized as a source of advance funding when an appeal is anticipated:
  - only within the above limits
  - only when a donor commitment to the appeal is known and in sufficient amount to replace the RRF
  - any unspent balance from the RRF must be repaid to the ACT CO

#### **2. Coordination Assessment Teams (CATs)**

##### **a. Roster maintenance of potential participants in the CATS**

The members of the roster come from National Churches/Councils/NGO's/ACT partners, as well as the INGO ACT members. It is important to have staff in the teams that know and/or are from the disaster prone areas, as well as have competence in management, project planning and implementation, finance and accounting, logistics, technical communication and information / communication.

During the second half of 2001, 20 people were selected for the program and went through a one-week training program organised by the ACT CO in Geneva. In September 2002, another one-week training was held for a further 16 persons nominated by ACT members and selected by ACT Co-ordinating office. Now that the emergency roster is complete, ACT CO may consider sending individual members to a specialised training, for example, SPHERE (Training of Trainers), Security, Needs Assessment etc.

ACT CO will ensure a continued exchange of information with the roster and circulation of updates relative to the ACT programs.

##### **b. Co-ordination Assessment Teams (CATs) Interventions**

Six interventions during one year are foreseen. This may include assessment missions, assistance with operations set-up, monitoring, appeal writing, assistance with reporting, co-ordination etc.

The timeframe of CATS assignments should be a maximum of one month or a minimum of 1-2 weeks. For budget purposes, an average of two weeks per intervention is foreseen.

The ToR for each intervention will be defined according to the situation and needs. It will be necessary to be clear and precise when phrasing the ToR, and to handle the work of the CATS in a sensitive and diplomatic manner, so as not to create resistance towards the mechanism. The teams should have a liaison role.

It is expected that the participants in the CATS will be paid by their own organisation (ACT members) during the mission. ACT CO will cover their expenses for transport, accommodation and the local expenses for mobilisation (transport) and communications. Some fees are included in the budget for technical staff, not available within the network, who may have to be hired.

In putting together the teams it is important to bear in mind the traditional and existing relationships between certain donors and implementers. Another important feature of the teams would be their ability to interface with local personnel and to work under difficult conditions.

For more detailed information on Co-ordination Assessment Teams, please see Annual report – CATs 2003 and RRM policy which are available on request.

#### IV. SCHEDULE

1 January 2004 to 31 December 2004.

#### V. BUDGET

<b>INCOME RECEIVED/PLEDGED</b>	<b>US\$</b>
Estimated Pre-closing balance (RRF)	<b>0</b>
Estimated Pre-closing balance (CATS)	<b><u>120,000</u></b>
<b>Total estimated pre-closing balance</b>	<b>120,000</b>

#### EXPENDITURE

Estimated grants and advances for year **500,000**

#### ESTIMATED EXPENDITURE CATS

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost US\$</u>	<u>Budget US\$</u>
<b>Interventions (4)</b>				
Travel (app. 12 persons)	Ticket	12	1,500	18,000
Accommodation and per diem	lumpsum			30,000
Local mobilization (transport)	lumpsum			12,000
Local operations communication	lumpsum			20,000
Contingency				<u>120,000</u>
<b>Sub total</b>				<b>200,000</b>

Less estimated CAT funds on hand **120,000**

**TOTAL REQUESTED FOR CAT TEAMS** **80,000**

**RAPID RESPONSE FUND BUDGET** **500,000**

**BALANCE REQUESTED FROM ACT ALLIANCE** **580,000**

**REPLENISHMENT OF RRF PAYMENTS:**

The ACT Co-ordinating Office would like to encourage you to consider making special donations to replenish those Rapid Response Fund payments made during the year which cannot be recuperated from appeals.