

TIMELINE FOR THE SOMALIA CAP 2010 PROCESS

DATES	EVENT	RESPONSIBLE PARTIES/PARTICIPANTS
First week July	Venues contacted for availability and quotes	OCHA
Second week July	Begin preparations at field level for workshops (government notification: Somaliland and Puntland letters to Officials drafted)	OCHA
Monday 20 July	Notification of CAP process given at ICWG, draft timeline shared for comment	OCHA, ICWG
Third week of July	Materials for field workshops developed	OCHA, Cluster leads
Fourth week July	Consultations on the CAP 2010 Process (at UNCT and ICWG/IASC)	HC, UNCT, IASC, NGOs and Cluster leads and participants, OCHA
Wednesday 29 July	Deadline for inputs to OCHA on the CAP 2010 process and timeline	HC, UNCT, IASC, NGOs and Cluster leads and participants
Monday 17 Aug	2010 Somalia CAP Guidance Note circulated with revised timeline	OCHA
First week Aug	- Workshop preparations finalized, materials finalized and dispatched; consult with gender and other cross-cutting issues focal points - Support staff dispatched to Hargeisa and Garowe	OCHA, Cluster leads and field participants
Monday 10 Aug	Field workshop 1: Somaliland Workshop (one day) (Hargeisa)	OCHA, Cluster leads and field participants
Wednesday 12 Aug	Field workshop 2: Puntland Workshop (one day) (Garowe)	OCHA, Cluster leads and field participants
Tuesday 18 Aug	Field workshop 3: South/Central Workshops (NBO)	OCHA, Cluster leads and participants
Thursday 20 Aug	CAP 2010 Nairobi Workshop	Humanitarian community (Nairobi based and field representatives)
Friday 21 Aug	Circulate 2010 strategic priorities	OCHA
Monday 24 Aug	OCHA sends out final templates for Year in Review 2009 (Mid-year Plus), Cluster Response Plan, Project Sheets	OCHA
Friday 28 Aug	Clusters submit Year in Review 2009 (Mid-year Plus)	Cluster leads
Friday 28 Aug	Guidance Note along with Cross Cutting Issue material made available.	OCHA
Fourth week Aug	Train Cluster Support Officers (CSO) on uploading projects to OPS	OCHA, CSO
Thursday 3 Sept	Donor brief: key concerns such as size, remote, risk management	Donors, OCHA
Tuesday 8 Sept	Cluster Leads give two page cluster response plans to OCHA	Cluster leads
Monday 14 - Tuesday 15 Sept	Cluster Leads present their response plans to the IASC and HC (2 half days)	HC, Cluster leads
Friday 18 Sept	OCHA circulates cluster response plans to agencies	OCHA
Monday 21 Sept - Friday 2 Oct	NGOs and agencies draft one page project sheets	Clusters, IASC, Agencies and NGOs
Thursday 1 Oct - Thursday 15 Oct	OCHA compiles first draft of Consolidated Appeal Document including cluster/sector plans (excluding project sheets)	OCHA
Monday 5 Oct (COB)	DEADLINE The draft project sheets submitted to respective cluster leads	Clusters, IASC, Agencies and NGOs
Tuesday 6 - Friday 9 Oct	Cluster Groups peer review project sheets to ensure that they meet criteria and contribute to at least one sector objective	Cluster Leads and Cluster participants
Monday 12 - Wednesday 14 Oct	Project sheets uploaded to OPS by cluster support officers and approved by cluster chair	Cluster support officers, OCHA, Cluster Chairs
Friday 16 Oct	Humanitarian Coordinator distributes first document draft to agencies and NGOs. Agencies have three full working days to read first draft. It is recommended that agencies consult their headquarters to discuss draft	HC, Agencies and NGOs
Tuesday 20 Oct (COB)	DEADLINE Agencies provide comments on first CAP draft to OCHA	Cluster leads, Agencies and OCHA
Wednesday 21 - Thursday 22 Oct	IASC/UNCT, led by the Humanitarian Coordinator, peer reviews project sheets to ensure that they meet the criteria and contribute to at least one strategic priority, as per IASC Guidance (half days)	IASC, CT, HC
Wednesday 21 - Sunday 25 Oct	OCHA completes second draft, considering agencies' comments and includes one page draft project sheets	OCHA

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Monday 26 Oct	Humanitarian Coordinator distributes second document draft to agencies and NGOs. Agencies and NGOs have three full working days to read draft. It is recommended that agencies consult their headquarters to discuss draft	HC, Agencies and NGOs
Last week of Oct	Half Day Donor Consultation – draft 2 of CAP doc – to be confirmed	OCHA, Cluster leads and Donors
Wednesday 28 Oct	DEADLINE Agencies and NGOS and Cluster Leads provide final comments on the complete field document to OCHA	OCHA, Agencies, NGOs and OCHA
Thursday 29 Oct – Sunday 1 Nov	OCHA incorporates comments and completes final field draft of document including project sheets	HC, OCHA
Monday 2 Nov COB	Humanitarian Coordinator signs off on final field draft and sends to OCHA CAP Section	HC, OCHA
Tuesday 3 Nov – Wed 11 Nov	OCHA's CAP Section circulates appeal doc to agency UN HQs who have 7 working days to return amendments on the document. (The deadline for editing agency projects on OPS comes in the middle of this span.)	HQ Agencies
Friday 6 Nov (COB)	DEADLINE for agency HQs for changes/adjustments to project texts and budgets on OPS.	HQ Agencies
Monday 9 Nov – Tuesday 10 Nov	HCs review project changes (if any) by agency HQs; <u>projects are FROZEN thereafter.</u>	HC
Wednesday 11 Nov (COB)	DEADLINE for final comments from headquarters on CAP document.	HQ Agencies
Friday 13 Nov	OCHA HQ incorporates HQ comments	OCHA
Monday 30 Nov	Secretary General launches Global 2010 Consolidated Appeals	OCHA Geneva/New York
First week of Dec (TBD)	Launch of Somalia Consolidated Appeal 2010 in Nairobi	Humanitarian Community Nairobi and Somalia including donors

ACRONYMS AND ABBREVIATIONS

CAP	Consolidated Appeals Process
CERF	Central Emergency Revolving Fund
CHAP	Common Humanitarian Action Plan (strategy portion of the CAP)
CSO	Cluster support officers (4 technical support focal points shared across the clusters)
HC	Humanitarian Coordinator
IASC	Inter-Agency Standing Committee
ICWG	Inter Cluster Working Group
NGO	Non-Governmental Organisation
OCHA	Office for the Coordination of Humanitarian Affairs
UNCT	United Nations Country Team (heads of agencies)

ELEMENTS OF A CAP:

Part I

- 1 EXECUTIVE SUMMARY
Summary Funding Table
- 2 INTRODUCTION
Methodology
Coordination Structure for Somalia
- 3 2009 IN REVIEW
Humanitarian Operating Environment
Progress Report on 2009
Funding Analysis
Lessons Learned
- 4 THE 2010 COMMON HUMANITARIAN ACTION PLAN, analysis by region: Puntland, Somaliland, South-Central
The Context and Humanitarian Needs Analysis
Humanitarian Response in 2010
Scenarios
Strategic Objectives for Humanitarian Response in 2010
Cluster Response Plans
- 5 CRITERIA FOR THE PRIORITISATION OF PROJECTS
- 6 MONITORING STRATEGY
- 7 CONCLUSION

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ANNEX 1 ACRONYMS AND ABBREVIATIONS
ANNEX 2 CLUSTER PLANS

Part II

CAP PROJECTS

RECOMMENDATION:

To review the Mid-year Review of Somalia CAP 2009 and related documents and projects see ReliefWeb CAP pages, deep link below:

<http://www.reliefweb.int/rw/rwb.nsf/db900SID/SODA-7TXL29?OpenDocument>

For more CAP 2010 guidance materials see the OCHA Somalia website below:

<http://ochaonline.un.org/somalia/cap2010>