gFSC Workplan 2015-16

Objective	Activities	Deliverables	2015				2016			
			Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Result 1. Strengthened and developed National clusters' capacity										
1.1. Cluster coordinators skills are broadened	1.1.1. Conduct L3 Cluster Coordinator trainings in English and French	4 trainings/year	x	x	x	x	x	x	x	x
	1.1.2. Finalize, distribute and update as necessary the e-learning	1 package of training elements		x						
	1.1.3. Development of briefing packages for CCs (including revision of the handbook)	1 revised package		x			x			
1.2. Country Clusters trainings demands are met	1.2.1. programme quality-related trainings: (i) How to integrate people-centric issues and AAP in the FS cluster work (on-demand); (ii) Linking joint need analysis to joint strategic response analysis (livelihoods and resilience)	3 trainings/year		x	x		x	x		
	1.2.2. Facilitate in-country trainings by matching demands from country clusters and offers from lead agencies and partners at global level	On-demand	x	x	x	x	x	x	x	x
1.3. Country clusters are adequately supported and backtopped	1.3.1. Maintain regular contacts with cluster teams and lead agencies in priority countries in order to (i) Exchange information and identify areas/activities requiring advice and/or support (reminder: define the services that that GST can/cannot offer to countries); (ii) Analyze requests for advice and/or support, make research as necessary, and propose and carry out actions to address them; (iii) Support countries' HPC process	15 Countries with activated clusters and 20 countries with other coordination solutions	x	x	x	x	x	x	x	x
	1.3.2. Backstopping and capacity development support missions (demand driven)	At least 1 mission/year to each L3 and on-demand missions to other countries	x	x	x	x	x	x	x	x
1.4. Country Clusters awareness and capacity on issues related to preparedness and resilience programming are strengthened	1.4.1. Define the role and responsibilities of the FS cluster in preparedness, develop, test and circulate minimum guidance for country clusters. This includes as well looking at regional contectual preparedness efforts (e.g. Sahel) and regional cluster options	1 guidance document produced and circulated		x	x	x				
	1.4.2. Provide best practices examples and exchanges of experiences in disaster-prone countries on cluster preparedness and resilience	8 disaster-prone countries practices documented			x	x	x	x	x	x
	1.4.3. Define and implement preparedness activities for the gFSC to improve its efficiency in responding to emergencies at country level	Preparedness actions in place					x	x	x	x
	1.4.4. Define role and responsibilities of the FSC in resilience and areas of support, including through consultation with other clusters	1 guidance document produced and circulated			x	x	x			
1.5. Standard Operating Procedures are developed and/or updated	1.5.1. Revise existing SOPs to highlight additional aspects, i.e. gFSC's role is in relation to the HPC protocols, evaluations	1 set of SOPs on-line (gFSC web)			x				x	
Result 2. Harmonised and globalised Information Management System										
2.1. Deployed and deployable Information Managers are systematically trained on FSC IM function and tools	2.1.1. Conduct face-to-face Information Management trainings in English and French, incl. logistics and administrative issues; reviewing and updating training content, materials and approach based on what is being developed in 2014; and facilitating trainings.	4 trainings (English and possibly French over 2 years)		x		x		x		x
	2.1.2.Develop e-learning approach (video lectures, excercises, handbook) for continuous learning and as an "exit strategy" for face-to-face trainings, given short-term nature of IMO assignments	E-learning approach for IM-tool developed	x	x						
2.2. Information Management Tool support system is developed and rolled-out	2.2.1. Provide "help desk services" to countries that use the IM Tool	On-demand	x	x	x	x	x	x	x	x
	2.2.2. Provide technical maintenance for the IM Tool	Technical maintentance	x	x	x	x	x	x	x	x
	2.2.3. IM Tool Hosting	Hosting of IM Tool	x	x	x	x	x	x	x	x

			2015				2016			
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2.3. Information Management Briefing Package is developed and disseminated	2.3.1. Prepare an updated package that includes standardized templates (template for meeting minutes, agenda, report form, sit reps) for IM/cluster activities to be ready for use in a sudden onset emergency, available in print, online and on a flash drive	Briefing package prepared		x	x					
2.4. Website and social media platforms are kept running and updated	2.4.1. Provide global admin services for the website (updating front page, creating new country profiles, creating new user profiles, managing taxonomy, liasing with hosting and technical support for any issues)	Global admin services provided	x	x	x	x	x	x	x	x
	2.4.2. Providing support for country clusters in using the website (skype calls, guidance, trouble shooting)	On-demand	x	x	x	x	x	x	x	x
	2.4.3. Enhancement of the website based on user feedback (website enhancement to ensure effective information management)	Website enhancement completed		x	x					
	2.4.4. Technical support for the website (new features, security updates, development work)	Technical issues solved, enhancements made as needed	x	x	x	x	x	x	x	x
	2.4.5. Hosting of the website	Website hosted	x	x	x	x	x	x	x	x
	2.4.6. Social media: twitter for general FSC information management, Facebook groups for sudden onset emergencies, Yammer to communicate between country clusters Additional media interfaces to assess). Providing guidance for country clusters on the use of social media, finalizing FSC guidelines on social media	Active social media, increased followers, FSC guicance finalized	*x*	*x*	*x*	*x*	*x*	*x*	*x*	*x*
2.5. gFSC performances are yearly monitored	2.5.1. Conduct yearly survey (by survey monkey) to monitor gFSC Support Team performance. Send survey to partners and country clusters prior to November's Global Meeting	1 survey/year conducted and results analysed and disseminated				x				x
2.6. Country-cluster performance are adequately monitored	2.6.1. Country-cluster performance monitor tool (lime survey) hosted by WFP and provided to country-cluster use. GST to provide administrative services and trouble shoot in case of technical issues.	1 survey/year for each country cluster/sector conducted and results discussed at country level				x				x
2.7. gFSC IM system is cross-fertilised with other clusters	2.7.1. OCHA IMWG once per month	Active participation in the WG	*x*	*x*	*x*	*x*	*x*	*x*	*x*	*x*
	2.7.2. WFP IMWG once per month	Active participation in the WG	*x*	*x*	*x*	*x*	*x*	*x*	*x*	*x*
2.8. Connectivity and networking is provided to country clusters	2.8.1. Provide foodsecuritycluster.net email address for country-cluster use (trouble shooting when problems, liaising with WFP/FAO IT and provider company, setting up new accounts, providing guidance on setting up new accounts)	On-demand	*x*	*x*	*x*	*x*	*x*	*x*	*x*	*x*
Result 3. Improved Operational and Surge Support to National Clusters										
3.1. Country clusters staffing needs are timely met	3.1.1. GST deployments in response to humanitarian crises (L3 mainly)	On-demand	x	x	x	x	x	x	x	x
	3.1.2. Deployments of CCs and IMOs to humanitarian crisis (L3 and L2) from gFSC roster (identify candidates, propose to country offices, brief and debrief)	On-demand	x	x	x	x	x	x	x	x
	3.1.3. Deployments of CCs and IMOs to humanitarian crisis (L3 and L2) from Stand-by Partners rosters (facilitate requests to SBP and contact with country offices, brief and debrief)	On-demand	x	x	x	x	x	x	x	x
	3.1.4. Deployments of CCs and IMOs to humanitarian crisis (L3 and L2) from partners and lead agencies (facilitate requests, participate to the selection process when possible, brief and debrief)	On-demand	x	x	x	x	x	x	x	x
3.2. Rosters are developed and maintained	3.2.1. gFSC roster: identify roster CC and IMO candidates for selection, conduct interviews, update availabilities, follow up deployments, define and roll out a performance appraisal system	Functional gFSC roster	x	x	x	x	x	x	x	x
	3.2.2. Lead agencies emergency rosters: coordinate with gFSC roster, participate in screening of CC and IM candidates, participate in interviews, provide briefings as necessary	Functional lead-agency rosters	x	x	x	x	x	x	x	x

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Result 4. Advocacy, Communications and Resource Mobilization										
4.1. gFSC advocacy and communication strategy is developed and implemented	4.1.1. Monthly Newsletter with updates from gFSC, country clusters and partners, including highlights from IASC, gFSC, partners and countries	Newsletter written, edited, sent out, mailing lists updated and recipients activity analyzed	x	x	x	x	x	x	x	x
	4.1.2. Regular email correspondence in addition to newsletter	Emails sent out as needed	x	x	x	x	x	x	x	x
	4.1.3. Annual Report	1 Report/year				x				x
	4.1.4. Additional communication products as needed (print products such as brochures, standard PPT presentations, web stories, information sessions, presentations etc.)	Communication products prepared and disseminated		x		x		x		x
	4.1.5. FSC Branding: develop and maintain branding material (e.g. logo, brochure template, binders, business cards, flash drives, pens, vests, etc.)	FSC branding mainstreamed (both global and country-levels), branding products prepared	x	x	x	x	x	x	x	x
	4.1.6. Advocacy Concept Note: Develop 8-10 key messages on what Cluster Lead Agencies and partners can get out of the cluster at country and global level will be developed. The concept notes will also discuss responsibilities and accountabilities to the humanitarian community.	Concept note prepared and key messages disseminated		x		x		x		x
	4.1.7. Website and social media as communications channel: increased number of news stories highlighting the impact food security clusters are having around the world, more photos and visually engaging material to introduce the FSC work	N/A	x	x	x	x	x	x	x	x
	4.1.8. Managing and updated FSC contact lists (Partners, country clusters, CLA regional offices, other clusters, etc.,)	FSC contact lists up-to-date	x	x	x	x	x	x	x	x
	4.1.9. Development and maintainance of a FSC dashboard	4 updates/year	x	x	x	x	x	x	x	x
	4.1.10. Internal Team Retreats: Hold QUARTERLY team retreats to support planning and operational progress	Meeting reports	x	x	x	x	x	x	x	x
	4.1.11. Regular result team meetings	Monthly minutes	x	x	x	x	x	x	x	x
	4.1.12. Monthly all results meetings	Monthly minutes	x	x	x	x	x	x	x	x
4.2. Resource Mobilization Strategy is developed and implemented	4.2.1. Develop a clear/systematic approach for addressing donors and partners and mobilize support, primarily for the gFSC, and advocate for support of FSC activities at country level (in collaboration with Head of agencies, CCs, regional offices, etc.)	Concept note for ED, CLA resource mobilization units etc.	x		x		x		x	
	4.2.2. Carry out planned resource mobilization initiatives (donor briefings, updates, bilateral meetings, country and regional level initiatives etc.), using key communication products.	Presentations, project proposals, missions to funding- raising events and donor capitals/ hubs.	x	x	x	x	x	x	x	x
	4.2.3. Establish framework for mapping and tracking all types of contributions to the gFSC (direct cash, in- kind transfers, partners support etc.) for planning, analysis and reporting purposes for donors and management	Budget tracking tool quarterly update	x		x		x		x	
Result 5. Deepened and diversified Global partnerships and operational collaborations (including with other clusters and IASC)										
5.1. gFSC views on humanitarian guidances and policies are acknowledged at GCCG and IASC level	5.1.1. Participate in the GCCG retreats	At least 1 retreats per year	x				x			
	5.1.2. Participate in HPC guidelines/review + 1 week/year support to country HPC	HPC (HNO/SRP) guidelines 2016		x	x	x			x	
	5.1.3. Participate in ad-hoc meetings (teleconferences or Geneva missions)	Yearly 4 missions to Geneva and 10 teleconferences	x	x	x	x	x	x	x	x
	5.1.4. Input to other cluster documents/strategies	On-demand	x	x	x	x	x	x	x	x
	5.1.5. Monitoring Technical Group	At least 4 teleconferences yearly	x	x	x	x	x	x	x	x
	5.2.1. Attend quarterly steering committees	3 to 4 meetings yearly	x	x	x	x	x	x	x	x

			2015				2016			
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5.2. The existing collaboration with IPC global support team is further enhanced	5.2.2. Attend IPC trainings and increase FSC awareness on IPC	At least 2 gFSC team members trained yearly; IPC awareness raising sessions held	x	x	x	x	x	x	x	x
	5.2.3. IPC and nutrition working group	3 to 4 meetings yearly	x	x	x	x	x	x	x	x
	5.2.4. Develop guidance for linking IPC and gFSC	1 guidance document produced and circulated			x	x				
5.3. Inter-cluster collaborations (e.g. WASH, Nutrition, Health, FS) are reinforced	5.3.1. Preparation and validation of SOPs	SOP drafted	x	x						
	5.3.2. Country studies	To be confirmed			x	x	x			
5.4. Rome-based Cluster consultation is systematised	5.4.1. Monthly cluster working group	10 to 12 meeting notes per year	x	x	x	x	x	x	x	x
5.5. Global Partners' capacity to play an active role in gFSC is increased	5.5.1. Conduct Global Partner Retreats	2 retreats/year (reports disseminated)		x		x		x		x
	5.5.2. Monthly Global Partner teleconferences	Meeting minutes written and disseminated	x	x	x	x	x	x	x	x
	5.5.3. Ad hoc teleconferences as needed, especially in connection with sudden onset disasters	On-demand	x	x	x	x	x	x	x	x
5.6. Strategic engagement of global partners with gFSC is defined	5.6.1. Establish and/or review modalities of partnership with IFRC	2 MoUs signed	x	x			x	x		
	5.6.2. Establish and/or review modalities of partnership with Global partners/NGOs	Al least 3 or 4 MoUs signed	x	x			x	x		
Result 6. Systematised learning and knowledge management processes										
6.1. Cross fertilisation between countries on strategic topics is facilitated by gFSC through thematic working groups	6.1.1. Develop an operationally oriented FS-Nutrition working group with a country focus (develop TOR/Concept Note, budget and deliverables)	To be confirmed	x	x	x	x	x	x	x	x
	6.1.2. Maintain urban / non-ag livelihood working group with TOR, budget and deliverables (i.e. to explore cluster role in broader settings)	Monthly teleconferences minutes (12/year); Face-to-face meetings (2/year); Country case studies (6)	x	x	x	x	x	x	x	x
	6.1.3. Maintain a Programme Quality Working Group	Monthly teleconferences minutes (12/year); Face-to-face meetings (2/year); Guidance documents (3 sets)	x	x	x	x	x	x	x	x
	6.1.4. Cash and markets Working Group (progressively transferred to NRC)	Monthly teleconferences minutes until full transfer to NRC; CashCap system in place, including steering committee (meeting quarterly)	x	x	x	x				
	6.1.5. New technology Working Group	Ad-hoc		x		x		x		x
6.2. Country clusters are exposed to good practices and lessons learned from other countries	6.2.1. Identify and share lessons learned / good practices across different country-clusters. Consolidate lessons learned on cluster functions and stages of an emergency. Find news approaches for disseminating good practices (webinars, etc.,). Lessons learned on the SRP process	1 Cluster Coordinators retreat/year; Regular communication between Cluster Cooridnators through Yammer	x	x	x	x	x	x	x	x
6.3. FSC field experiences contribute to the preparatory thematic discussions for the World Humanitarian Summit (WHS)	6.3.1. Participation in Humanitarian Summit thematic discussions and events	1 joint position paper with other global clusters and on-demand additional contribution	x	x	x	x	x	x		