



**Action by Churches Together**

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Coordinating Office

# Appeal

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## **Rapid Response Fund (RRF) 2003** **Total Appeal Target : US\$ 700,000** ***Balance Requested from ACT Network: US\$520,995***

Geneva, 31 January 2003

Dear Colleagues,

In 2002, 25 payments averaging US\$26,184 and totalling US\$654,606 were made to various implementing members. Some of these were in the form of advances towards appeals while waiting for pledged funds to be realised and others were one-off grants where no appeals were issued. From the appeals where there was RRF advanced, \$99,811 was recovered. The grants made were for the assistance to victims of torrential rains in China, for collapse of a dam and floods in Syria, victims of bombing in Bali, returnees from Ivory Coast and victims of snowstorms in Bolivia etc.

The purpose of the RRF 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. Also 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 is negative which is preventing us to enable our members to provide immediate response to sudden emergencies.

The balance of funds budgeted for the Co-ordination Assessment Teams (CATS) is at \$145,411 out of a \$200,000 target.

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ACT is a worldwide network of churches and related agencies meeting human need through coordinated emergency response.  
The ACT Coordinating Office is based with the World Council of Churches (WCC) and the Lutheran World Federation (LWF) in Switzerland.

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

	<u>US\$</u>
Amount requested from the Network for the Rapid Response Teams	200,000
Balance requested from the Network for the Rapid Response Fund	<u>500,000</u>
Total Appeal Request	<b>700,000</b>
<b><u>Less:</u></b> Pledges/Contr. Recd.	<u>179,004</u>
<b>Balance Requested from ACT Network</b>	<b><u>520,996</u></b>

Please kindly send your contributions to the following ACT bank account:

Account Number – 240-432629.60A (USD)  
 Account Name: ACT - Action by Churches Together  
 UBS SA  
 PO Box 2600  
 1211 Geneva 2  
 SWITZERLAND

**Please also inform the Finance Officer Jessie Kgoroadira (direct tel. +4122/791.60.38, e-mail address [jkg@act-intl.org](mailto:jkg@act-intl.org)) of all pledges/contributions and transfers, including funds sent direct to the implementers, now that the Pledge Form is no longer attached to the Appeal.**

We would appreciate being informed of any intent to submit applications for EU, USAID and/or other back donor funding and the subsequent results. We thank you in advance for your kind cooperation.

**For further information please contact:**

ACT Director, Thor-Arne Prois (phone ++41 22 791 6032 or mobile phone ++ 41 79 203 6055)

ACT Appeals officer and focal point for Rapid Response Mechanism, Leila Dzaferovic (phone ++41 22 791 67 10 or mobile phone ++41 79 757 92 06)

ACT Web Site address: <http://www.act-intl.org>

Ms Geneviève Jacques  
 Director  
 WCC/Cluster on Relationships

Thor- Arne Prois  
 ACT Director

Robert GRANKE  
 Director  
 LWF/World Service

## 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 were held and four field missions carried out.

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.

### II. GOAL & OBJECTIVES

**Goal:** To maintain and further improve functioning of 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:

#### Objectives

- ◆ To assist local ACT members in co-ordinating timely 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, with sensitivity to the local situation and context, and provide prompt flow of information to be used in response planning and the furthering of public awareness and fundraising.
- ◆ 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

#### a. Maintenance of the roster 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 are from the disaster prone areas, as well as having 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 another 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.

In 2003, ACT CO will call an annual meeting of the roster to discuss policy issues on lessons learned from past missions. By this appeal, ACT CO seeks financial support for this important gathering.

In 2003, the original scope of CAT role and missions will be somewhat expanded to include trouble-shooting related to program implementation, notably monitoring and reporting. This may call for more missions per annum than was originally planned.

#### **b. Equipment**

Communication equipment is vital in planning and executing an emergency response. The ACT CO in Geneva will make some communication equipment available to the CATs. Procurement is planned for 1 lap-top computer and 1 digital camera.

#### **c. Interventions of the Co-ordination Assessment Teams (CATs)**

Eight interventions during one year are foreseen. This may include assessment mission, 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 each intervention is foreseen.

The ToR for each intervention will be defined according to the situation and needs. It will be necessary to be careful and clear 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 2002 and RRM policy which are available on request.

## **V. SCHEDULE**

1 January 2003 to 31 December 2003.

**VI. BUDGET**

<b>INCOME RECEIVED/PLEDGED</b>	<b>US\$</b>
<b>Pre-closing balance (RRF)</b>	<b>33,594</b>
<b>Pre-closing balance (CATS)</b>	<b><u>145,411</u></b>
<b>Total pre-closing balance</b>	<b><u>179,005</u></b>

**EXPENDITURE**

**Funds for Emergency Response** **500,000**

**ESTIMATED EXPENDITURE CATS**

<b><u>Description</u></b>	<b><u>Type of Unit</u></b>	<b><u>No of Units</u></b>	<b><u>Unit Cost US\$</u></b>	<b><u>Budget US\$</u></b>
<b><u>Annual meeting</u></b>				
<b><u>Participants (30)</u></b>				
Travel (10 persons)	Ticket	10	1,500	15,000
Travel (10 persons)	Ticket	10	750	7,500
Accommodation	Day	60	100	6,000
ACT Hospitality	lumpsum			1,000
<b><u>ACT office (2)</u></b>				
Travel	Ticket	2	750	1,500
Accommodation	Day	6	100	600
Conference room/materials	lumpsum			<u>900</u>
<b>Sub total</b>				<b>32,500</b>
<b><u>Equipment</u></b>				
Communications equipment	Lumpsum			<b>5,000</b>
<b><u>Interventions (8)</u></b>				
Travel (15 persons)	Ticket	15	1,500	22,500
Accommodation and perdiem	lumpsum			40,000
Local mobilization (transport)	Lumpsum			20,000
Local operations communication	Lumpsum			<u>20,000</u>
<b>Sub total</b>				<b>102,500</b>
Contingency				<b><u>60,000</u></b>
<b>TOTAL FOR CATS TEAMS</b>				<b><u>200,000</u></b>
<b>TOTAL ESTIMATED EXPENDITURE</b>				<b>700,000</b>
<b>Less Income Received/Pledged</b>				<b><u>179,005</u></b>
<b>BALANCE REQUESTED FROM ACT NETWORK</b>				<b><u>520,995</u></b>

**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 recouped from appeals.

Thank you for your continuing support of ACT appeals. For further information please contact:

Thor-Arne Prois, ACT Director  
Telephone: ++ 41 22 791 6032  
Email: tap@act-intl.org

or

Leila Dzaferovic, ACT Appeals Officer  
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