**ADMAG Annual Action Plan 2018 - 2020**

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| **Outputs and activities** | **Timeframe** | **Responsibility** | **Indicators** | **Progress (green: on track, red: delay)** | **Comments** |
| **A. Improve the efficiency and relevance of ADMAG through better organisation & communication** | | | | | |
| **Thematic Leads : ICRC / IFRC / Kenya RC / Pns to be determined** | | | | | |
| **Overall organisation & membership** | | | | | |
| 1. Ensure the organisation of sub group meeting at least once a year |  |  | #sub regional meeting takes place with full ANS actively participating + action plans + minutes shared  # DM delegate in all clusters | Sahel, Southern and East Africa sub-regional DM meetings scheduled for Sept-Nov. Agendas focus on institutional preparedness, surge optimization, forecast based financing, response tools and guidelines, needs assessment, cross population movement, etc. | * No networks for central and West Africa clusters. These meetings can be organised with or through other events like DM meetings at CCST levels. * Agenda of the sub-regional groups should account for: 1) dissemination of priorities set through ADMAG 2) additional regionally-identified priorities to be presented back to ADMAG. * **Action: ADMAG** advocate DM delegate has important role in revamping sub regional groups as key for trickle up/down ADMAG priority areas. * **Action:** partners to look at efforts in supporting financial cost connected with sub-regional working groups. |
| 1. Ensure feedback/input from sub regional networks is incorporated into global discussions |  | ANS, IFRC Head of Clusters, IFRC Head of DCPRR | # reports in line with ToR (including SMCC and SO agenda points) |  | * **Action:** promote continuity and ownership at sub regional ADMAG level in order to ensure mid/long term sustainability, for instance rotating ANS lead |
| 1. Establish a Steering Committee for the ADMAG composed of IFRC, ICRC, 1 ANS & 1 PNS |  |  | Reporting on Federation Roadmap Africa Partnership Meeting, next in Jan 2019.  Reporting also done in information about ADMAG progress takes place towards senior ICRC and IFRC mgm at annual bilateral meeting. Report, 4 priority action points from May meeting 2018: see comments\*: |  | * Steering committee discussed at Partnership meeting in Dakar Jan 2017 on having steering committee for all 8 groups but not materialized and not necessarily required new layer. * knowledge sharing page on the Federation platform Ops room * lessons learned, useful tools and practice on EPR (e.g. contingency plan etc are promoted * election-preparedness and contingency plan are pursued * ICRC staff is encouraged to attend training and included in the surge (RDRT) roster; well-coordinated efforts in terms of election-preparedness and contingency plan. |
| 1. Carry out annual face-to-face meetings as well as regular skype calls based on thematic |  |  | # ADMAG meetings taking place + minutes shared | F2F meeting is scheduled for first week of September. Monthly virtual meetings over skype are taking place to discuss progress, contemporary issues and inform agendas for F2F meeting. | Funding on rotational basis by PNS. |
| 1. Link the communication to global DM network especially DMWG/new name & Partnership meeting |  | IFRC Head of DCPRR, | # Minutes ADMAG meetings |  | Include a feedback from ADMAG to the next DMWG/new name |
| 1. Broaden the ADMAG membership to 10 ANS (two per cluster, nominated by the sub-regions) |  | ANS, IFRC Head of DCPRR and ICRC |  | Following decision in last F2F meeting, membership has increased from 5 NSs to 10 NSs, 2 each for geographical cluster. | * 10 ANS Members have been increased (2018). Action: continue work towards geographical and gender diversity. * Action: Set up a rotation system to ensure a turnover of members. Criteria’s shall be the awareness and commitment to contribute actively to such group |
| 1. Update TOR |  |  | # Updated ToR |  | Done 2017   * By insisting on the Advocacy role, the strategic mandate and the role of Sub-Groups. * Action: More ANS need to be reflected in ToR and potential new members from Austria, France and Switzerland. |
| Communication | | | | | |
| 1. Create a Mailing list with ALL DM focal point of NS |  | IFRC Head of DCPRR | # updated list available and shared on relevant platforms | An Africa wide org chart of all DM/operation functions is well underway. Input through IFRC COs and Clusters have been received. The org chart is taking shape. |  |
| 1. Communicate using different tools (newsletters, dashboards, etc) |  |  | # DM platforms, IFRC go etc. | IFRC has shared new plan and budget EPoA and EA package. DREF and ERF guidelines have been shared with NSs on occasions of trainings, workshops, reviews. |  |
| 10) Communicate regularly on topic that require direct communication from ADMAG to all DM focal points |  | IFRC Head of DCPRR | # minutes from communication shared with all ANS and other movement partners in both languages. | Monthly skype meetings provides a platform to update on new tools, procedures and changes/modifications on strategies, policies | Including the global initiatives like Surge Opt and also upcoming trainings. |
| 1. Explore the possibility of developing the Advisory role of ADMAG by having meeting or potentially visit for a specific operation |  |  |  |  | Ad hoc in connection with sub regional working group meetings, eg Kampala autumn 2018. |
| **B. Provide a platform to accelerate Movement coordination and cooperation and contribute to the implementation of the SMCC Plan of Action related to Disaster Management support to African National Societies** | | | | | |
| **Thematic Leads : ICRC / IFRC / Swedish / CAR RC** | | | | | |
| 1. Disseminate/promote the SMCC tools at the national and sub-regional and cluster level trainings or meetings . |  | ADMAG ICRC Cooperation delegate and IFRC Head of DCPRR support  Head of IFRC Cluster and ICRC representative at corresponding level.  B) IFRC surge/Alberto, ICRC Cooperation | Indicator:  # of SMCC sessions in Africa | It has started to happen In e.g. RDRT trainings include a specific session on SCMCC tools.  Standardization of training curriculum is underway and expected to be ready for use by end of November 2018 | * Progress: RCRCM coordination related to SMCC clearly improving, people have a reflex to talk. Ebola crisis in DRC good example, good concrete steps such as sharing analysis and plan of action from the beginning of the crisis. * Room for improvement: We need to promote more in e.g. sub regional working groups and leadership meetings and share success stories. It is suggested that any DM meeting, training in Africa includes a SMCC point at the agenda. * Action: update Power point and concept note on DM related action SMCC (ICRC and IFRC joint presentation) and share at suggested fora. * Relate to SMCC website and 6-monthly newsletter, video. |
| 2) Involve the ICRC into DREFs and EAs, which should also capture other contributions from partners | Ongoing | ADMAG ICRC cooperation and IFRC Head of DCPRR to provide support to and monitor  Host NS,  IFRC & ICRC at country level, | # of well-coordinated DREFs |  | * Action fully implemented. On track and well-functioning. * **Action:** We have to encourage our respective country colleagues to more systematically coordinate and discuss it at field level. When a crisis, NS starts to initiate DREF and work on doc. Exchange of info should preferably be done already between IFRC and ICRC at country level, before sharing with DCPRR, regional level |
| 3) Support the implementation of SMCC at country level and ensure to take into account and capture NSs’ views and opinions |  | ADMAG ICRC cooperation and IFRC Head of DCPRR to provide support to IFRC & ICRC + NS (operating and participating) |  |  | See point 1. |
| 4) To capture lessons learned from existing NS election preparedness planning (contingency planning) and promote good practices | Ongoing | ADMAG ICRC cooperation and IFRC Head of DCPRR and experienced NS including Zimbabwe RC and XXXXXXXXX RC (sharing documents with group B, review questions, take part in skype interview, review the draft, contribute picture), with Swedish RC | “ the produced guiding document for election preparedness” | Joint Movement contingency plans for Zimbabwe RC has been developed and same is being developed for Nigeria elections contingency plans. IFRC, ICRC and in-country Movement partners are supporting this initiative. | Progress: Discussed at ICRC/IFRC sen mgm meeting in May 2018.  Suggestion to capitalize on the Zimbabwe RC recent well written election contingency planning 2013 for different levels (country, province) and since generalized it and it can be used as a model/example to other National Societies, with help/agreement of Desmond from Zimbabwe.  Zimbabwe RC reviewing strategy for 2020, what are the new scenarios with RCRCM partners. How specific contingency planning can feed into programmes  **Action:** to work in support of a RCRCM vision regarding contingency planning   * It is proposed to have all positive and successful contingency plans been posted on the Federation Go Platform for Africa on a “knowledge sharing page”. (To be created)   There is a proposal to develop basic and sound guidelines/recommendations on how to develop a contingency plan for election preparedness and response. 2-3 pages. 10 key recommendations based on successful preparedness. To be discussed. Interested NS: Zimbabwe, Kenya, Nigeria, Mali? |
| 5) Promote the use Field MCA (movement coordination agreement) including use of Joint Assessment Tool, joint planning etc. |  | All ADMAG members | # Joint assessment | Steps were taken towards multi-sector needs assessment with in-country Movement partners (ICRC contributed to design of the IFRC assessment) to inform operational strategies for DRC population movement EA. | Progress: discussed at ICRC/IFRC sen mgm meeting in May 2018.  Many conversations around possible joint assessment but so far no concrete initiatives have been taken.  Joint assessment approach still under discussion, as Joint assessment is just the first step of all the chain of project management. ADMAG could try to identify contexts and themes/interventions where Joint Assessment could be promoted/piloted.  **Action:** ADMAG to promote close dialogue/trust building, JA at every relevant operational opportunity, promote clarification of steps to facilitate more joint planning based on joint assessment. |
| 6) Pilot Movement Wide Contingency Planning in 3 countries |  |  |  |  | It has been mentioned that these CP needs to include a clear understanding of role and responsibilities between IFRC and ICRC especially in protracted crisis where conflicts. |
| 7) Pilot and promote the use of the Joint Assessment Tool |  |  |  |  |  |
| 8) Expertise on Movement Coordination to be developed : Include module of SMCC and Movement Coordination within the current trainings especially RDRT but not only |  |  |  |  |  |
| **C. Advocate to resource the D&C teams adequately to ensure minimum support to NS is guaranteed** | | | | | |
| **Thematic Leads : IFRC / BRC** | | | | | |
| 1) Produce a HR priority list of DCPRR across the region for 2018 |  |  |  | Done (Oct. 2017) |  |
| 2)Develop a minimum skeleton of key/core position in the Regions and DCPRR for 2018-2019 and circulate it amongst partners |  |  |  | Done (ADMAG Meeting) |  |
| 3) IFRC Africa SMT to share and advocate for these positions towards PNS – to be continued and accelerated, with more structured approach (e.g SMT circulate HR plan to PNS on quarterly basis) |  | BRC & IFRC |  | Immediate |  |
| 4) ADMAG members to advocate internally and externally to secure a core/skeleton D&C structure for 2018-2019 – to be continued and accelerated |  | BRC |  | Immediate |  |
| 5) DCPRR Annual plan to include key DM roles, helping attract further funding |  | IFRC |  | TBC |  |
| 6) Explore potential for PNS playing more formalised role in supporting NS with key DM processes |  | BRC |  | Q1 2019 | **To bring to the DREF advisory group.** |
| 7) Explore potential for job rotation system, with NS DM staff joining IFRC teams to support with key DM functions  8) Explore co-funding for NS DM focal points |  | BRC |  | Q1 2019  TBC |  |
| **D. Improve adequate support to NS through a more relevant Regional Surge pool & systems and increase Operational Management expertise across Africa**  **Prioritization:**  Top priority: SOP, Learning and Development (internships, NDRT standardized curricula, ops management) and gender  Secondary priority: DRC lessons learned on surge, dashboards | | | | | |
| **Thematic Leads : IFRC / CRC & NL RC/ Ghana RC**  **Focal point names:**   * **IFRC-** Alberto Cabrera **(**[alberto.cabrera@ifrc.org](mailto:alberto.cabrera@ifrc.org)) * **Canadian RC**- Emma Sturrock ([Emma.Sturrock@redcross.ca](mailto:Emma.Sturrock@redcross.ca)) * **Ghana RC –** Saladin Mahama ([mahama.saladin@yahoo.com](mailto:mahama.saladin@yahoo.com)) * **Netherlands RC –** Cecile de Milliano ([CdeMilliano@redcross.nl](mailto:CdeMilliano@redcross.nl)) – to be confirmed | | | | | |
| **Regional Surge** | | | | | |
| 1. **Complete draft of Africa region Surge SOP annex in line with global surge SOP[[1]](#footnote-1) and pilot. (Priority #1)** | Global Surge SOP planned to be completed by Dec 2018.  Draft of Africa annex expected by Dec 2018. Pilot Q1 & Q2 2019 | Surge delegate with consultation with sub regional DM focal points (who will engage NS in drafting and piloting). ADMAG support with dissemination and advocacy. | Draft document completed | Green(on track) | Removed Harmonize Africa D&C SOP which was in original ADMAG work plan– feel outside of scope of group D.  Linked with RG6 (Harmonized regional and global surge) - working on Global Surge SOP. |
| 2) Map out and analyse the needs for regional surge across the region | Completed and included in Surge Concept note | Surge delegate | Concept note containing data and analysis of trends and stats. | Green – (Complete) | Surge alerts issued and data analysed over last 6 years of deployments. Surge concept note to be shared with NS in Africa and PNS. |
| 3) Create a dashboard to visualize deployment timeframes and alert types (Secondary priority) | Draft dashboard expected to be shared with ADMAG membership and sub regional DM by Dec 2018 | Surge delegate | Dashboard operational and disseminated | Yellow (planned to be implemented, draft dashboard exists) | This is a new line added to ADMAG work plan: Dashboard will provide the data and evidence to track deployment mobilization times, requests we are able to fill and gaps. Will help inform how to improve processes and to inform learning and development strategies. |
| **4) Learning and Development:**  **Develop, launch and pilot internship and development program with a focus on Support services and DM. (Priority # 2)**  **Standardized NDRT curricula piloted in the region (Priority #2)** | Launch internship pilot by January 2019 and pilot standardized competency based NDRT curricula by Q1 2019 | Surge delegate with support of CRC to draft ToR. ADMAG to feed in**.** | # internships | Yellow (planned to be implemented) | Shift in approach: Use ADMAG to focus on new ways of learning and development beyond face to face training. Indicator has been updated. Focus may be on developing females through this initiative.   * Internship take place in IFRC office and shadowing is in field (roving ops managers and DM can supporting shadowing missions).   Links with RG7 of Surge Optimization (Learning and Development). Adjusted indicator as training calendars happening at global level.  Pilot standardize curricula– Q1 2019 |
| 5) Promote NDRT tool deployment and ensure ADMAG enforces the concept of transparent selection based on competencies | ongoing | Africa surge team | # of examples | Green (process started). | Already happening. Use ADMAG to share examples of success and learnings to allow for further dissemination at sub regional level. ADMAG to promote competency based model.  National Societies needs to be informed of the shift towards deploying based on competencies. Surge Optimization developing communication material and ADMAG to ensure materials meet need of NS and are disseminated and feedback of African NS are included in the process. |
| 6) Promote gender inclusiveness in Surge pool by running a female only training and by making all female DM in Africa permanent members of ADMAG. (Cross cutting priority – links with priority 1 and 2) | ongoing | DCPRR team – to ensure participation of all female head of DM in Africa. | Female NS DM made permanent members of ADMAG | Yellow (planned to be implemented) | ADMAG recommend/ endorse gender balance trainings. Current Surge roster is very imbalanced for females.  Pilot concept of a female only training (and maybe add a day for women leadership or special considerations for female leaders in DM). Could focus on tier 3 development (linked to indicator on ops management). Females trained may not be able to deploy at the same frequency but will bring other added value to their NS. Could be a pilot that could extend beyond Africa or learnings could be shared with other regions. |
| 7) Improve selection of participants by having Pre-deployment commitment by NS SMT | Draft of Africa annex expected by Dec 2018. Pilot Q1 & Q2 2019 |  |  | Green (on track) | Pilot concept (with generalist profiles) through the piloting of the SOP annex planned for Q1 and Q2 of 2019. Surge delegate to update ADMAG on outcomes of pilot. Test pilot concept with a couple NS (potentially members of ADMAG). This is linked to the SOP annex. |
| 8) Increase mutual learning between regional and global surge tools through profiling examples of success. Use recent DRC Ebola operation as a profile case study. (Secondary priority) | Canadian RC to do profile story of surge team in DRC (successes and lessons learned on surge). CRC to work in coordination with IFRC. Aim to be completed by 2018. | Surge delegate work on dashboard and SOP. | Profile piece on DRC completed and disseminated | Yellow (planned to be implemented) | Indicator revised slightly. We are seeing this happening in the field.  Another way to increase learnings is through improved appraisals and dashboards.   * All briefings and debriefing of surge start at cluster level to ensure adequate briefing and debriefing and appraisal. Deployment to start and end at the cluster closer to the operation (the cluster supporting the request).   Dashboard and appraisals will address learning more holistically. Proposing to not introduce new processes but to improve dashboard and appraisals (two way feedback). To be incorporated into SOPs. |
| **Increase operational Management Capacities** | | | | | |
| **10) Build capacity of regional surge in Ops Management through specific trainings and through mentoring and internship opportunities focused on developing tier 3 competencies (Priority #2)** | Ops Management training Q1 2019 (focused on developing tier 3). Could be delivered in Southern Africa region (tbc) |  |  | Yellow (planned to be implemented) | Run ops manager training Q1 2019 Southern Africa focused on ops management (emphasis on female ops managers) and open to other regions as per standard processes (for decentralized trainings). Initiative to build tier 3 in Africa.  Removed two indicators linked to ops management:   * Develop roster ops managers- removed as this exists and is managed at Geneva level and Africa region has access to this roster.   Roving ops manager – this position has now been filled so removing from ADMAG work plan. |
| 13) Make funding available for ops managers to be trained and deployed | ongoing | Surge team and DM IFRC | Deploying right person to the right place - dashboard | Green (on track and ongoing) | Not specific to ADMAG but ADMAG can advocate for competency based approach and that the system allows for the right person deploys to the right and is not restricted by funding parameters. |
| **E. Scale-up Disaster Preparedness at Regional, sub-regional and national levels** | | | | | |
| **Thematic Leads : IFRC / NLRC / Burkina& Zimbabwe RC** | | | | | |
| 1. Advocate for more Risk reduction, Climate change action, and Contingency planning to be carried out at country level |  |  |  |  |  |
| 1. Map the current countries with hazard specific CP and make the information available on Go Platform |  |  |  |  |  |
| 1. Map Climate Change impacts at country level which will enhance better contingency and preparedness planning |  |  |  |  |  |
| 1. Advocate Climate Change and DRR tools to be translated in various languages. |  |  |  |  |  |
| 1. Explore Learning solution like Webinars for CP, CC, and DRR. |  |  |  |  |  |
| **F. Increase Relevance of tools like DREF to the African context through regional measures and advocacy for Global adaptation** | | | | | |
| 1. Develop and advocate for a simplified EPOA for DREF. Ensure that operational, DM, and some national societies are consulted in the revision. (Top Priority) |  |  |  |  |  |
| 1. Explore the possibility of deploying regional surge or in-country PNS to prepare DREF Requests (2nd priority). |  |  |  |  |  |
| 1. Increase NS and CCST awareness of DREF guidelines,& mechanism, through training sessions, workshops, and lessons learnt etc. (3rd priority) |  |  |  |  |  |
| 1. Advocate at Global level to identify solution to speed-up for; (i) finance process to ensure to have the funds at country level in a relevant manner, and (ii) Speed up the process through calls between NS/CO, CCST, RO. (Fourth priority) |  |  |  |  |  |
| 1. Advocate at global level to promote local procurement and cash transfer. (Fifth priority) |  |  |  |  |  |
| 1. Advocate at global level to be able to process and publish (and have the relevant resources to do so) DREF in French (6th priority) |  |  |  |  | **DREF Delegate to map out events where this will be done in 2018 & Coordinate with other regions who are working on similar initiatives (CRC to support)** |
| 1. Include more operational capacity building measures for NS within DREF (7th priority) |  |  |  |  |  |
| **G. Increase the relevance of our response to Protracted crisis through regional measures and global advocacy** | | | | | |
| **Ensure NS leadership buy-in in Africa towards the global tools and contingency plans (Top priority)** |  |  |  |  |  |
| **Promote country-level contingency or preparedness plans in protracted crisis which include references to international surge capacity (Priority 2)** |  |  |  |  |  |
| Disseminate awareness-raising materials regarding the surge tools (in relevant languages) through the sub-regional DM working groups (Priority 3) |  |  |  |  |  |
| Ensure right profile of NS staff and volunteers are trained according to global tools and contingency plans (Priority 4) |  |  |  |  |  |
| Incorporate ADMAG feedbacks to the Surge Optimization process, especially the RG4 as well as RG 5 (CEA) (Priority 5) |  |  |  |  |  |
| Update IM dashboard for Africa (or GO platform) with info regarding the Surge tools (priority 6) |  |  |  |  |  |

1. The Surge Personnel Deployments SOPs aim at harmonizing the way to conduct IFRC surge deployments within the IFRC emergency and crisis response system, both during a crisis or during peacetime. The Surge SOPs aims at giving overall guidance and coherence to all personnel deployments including what was previously called as FACT, Interregional, RDRT/ RIT or ERU-HR deployments. This document replaces previous FACT SOPs, and shall be considered as an umbrella document applicable to all regions. Each region would have their own annex which outlines the specificities of their region and the precise roles and responsibilities for surge deployments as per their structure. [↑](#footnote-ref-1)