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| Division of labor between the Cluster Coordinator and Cluster Co- Coordinator |

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| **Topic** | **Coordinator (Lead: UNICEF)** | **Co-Coordinator (Co-Lead: NRC)** | **Collaboration--Both** |
| **Emergency Response** | * Coordinate critical emergency response
* Provide primary coordination oversight of key hot spots areas in Jonglei, Unity and Upper Nile
* Provide strategic guidance for mobile response teams (EP & R/RRTs/RRMs)Coordinate EP & R meetings
 | * Co-Lead EP&R meetings
* Ensure ‘non-conflict affected’ States are provided with appropriate support
 | * Priority locations and priority setting for mobile response
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| **Information management** |  | * Provide support to establish and operationalize info management working group (provide support to IMO)
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| **Core Pipeline** |  | * Coordinate management of the Core Pipeline
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| **Funding mechanisms & processes:****CHF Processes****CERF (UNICEF)** | * manage partner correspondence and administration of proposal consolidation and short listing for CHF processes
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 | * Manage the CHF processes
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| **Contingency Plan** |  | * Facilitate SFP and partner input into plans
 | * Manage contingency planning (consolidate state level plans and write national plan)
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| **INGO, NNGO Representation** |  | * Attend NGO Forum policy meetings for Co-Leads
* Track partner participation (meeting attendance and reporting)
 | * Attend ICWG meetings at OCHA
* Engage with donors and advocate for partners
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| **State Focal Points** |  | * Provide support for State Focal Points and manage corporate liaison with SFPs - specifically send out a weekly email update to all SFPs
* Keep SFP contact list up to date
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| **Cluster Reporting (monthly Activity, Cholera, Stocks, 5Ws, assessment reports, intervention reports…)** |  | * Give dedicated time to reading/processing reports and meeting minutes
 | * Facilitate partner monthly reporting (activities and stock), 3Ws reporting and CHF reporting by supporting M&R Specialist and IM Officer
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| **Technical Working Groups** | * Attend Technical Working Groups meetings (HP)
* Provide strategic leadership for TWG Chairs
 | * Attend Technical Working Groups meetings (safe water supply)
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| **Strategic Advisory Group (SAG)** |  |  | * Plan and direct regular SAG meetings
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| **Cluster Coordination Unit** | * Manage Cluster Coordination Team HR eg. Recruitment to key positions
* Lead weekly Cluster Coordination Team meetings
 | * Provide input to Cluster Coordination Team HR eg. Recruitment to key positions
* Co-Lead weekly Cluster Coordination Team meetings
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| **Donor Engagement** |  |  | * Engage with donors and advocate for partners
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| **GoSS MWRI Engagement** | * Serve as a primary liaison for coordination with the MWRI
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*\*The Coordinator and Co-Coordinator should provide back-stopping or coverage for the other’s tasks, in case the other is absent or due to unpredicted changes in workload.*

Havent had time to finish updating this because have to think through what the key roles should be, been to busy, etc, etc, but just to give you an idea? We’ll dicuss when I’m back and hopefully will have properly populated this by the time I come from bentiu.