Checklist for cluster coordination

DONE	TASK (RESPONSIBLE/ CLEARANCE)	CONSULT
	Determine CO role in sector/cluster coordination and identify immediate additional surge requirements (CO Rep/ GEC)	
	Assess capacity of existing national coordination structures, and determine if these are adequate for coordinating the response;	CO Section Chiefs CCs
	Identify potential areas for UNICEF leadership and/or support;	RD/REA?
	Consult with Government counterparts and potential co-lead agencies at country level	PD/GCCs EMOPS
	Consult with OCHA/HC on level of geographic decentralised coordination that may be needed.	
	HQ to provide guidance (as needed)	
	Contact/meet government partners (CC/ CO Rep)	
	Get details of existing structures, systems, capacities and key informants.	CO Section Chiefs
	Clarify role of UNICEF as lead agency/support agency	
	Contact/meet key sector actors (CC/ CO Rep)	
	Bilateral meetings with key partners	CO Section Chiefs
	Engage with joint/multi-sector initial rapid needs assessment processes (CC)	
	Ensure critical sector indicators are included in MIRAs;	CO Section Chiefs
	Share global tools for rapid assessment at first cluster meeting	
	Preliminary agreement on common key indicators/ formats	
	[*in coordination with OCHA, repeat action*]	
	Convene (or support) sector coordination meeting (CC) (*repeated action*)	
	Share key situation information.	CO- Section Chief
	Clarify any non-negotiable national policies/standards	
	Provide templates for actors to use (e.g. assessment formats, 4W templates).	
	Discuss initial sector priorities, strategy/plan, TORs, standards/monitoring indicators for response, etc.	
	Determine capacity and allocation of tasks/responsibilities among collective stakeholders	
	Convene/Contact Global Cluster Partners for each GC/AoR (GCCs)	
	Provide update on: - activation of clusters - plans for CC staffing/function - any available info on situation, needs, appeal process - advocate/mobilise partners to fill response/capacity gaps (based on CO initial analysis)	CC CO Section Chiefs
	Collection of available information (CC/IM)	
	- pre-emergency data, any available assessment info, etc - sector actor profiles and initial mapping of 4W	Programme staff Cluster partners
	Establish Strategic Advisory Group (if needed) (CC)	
	Agree on TOR (use template).	Programme staff Cluster partners
	If necessary, advocate for inclusion of Cluster/AoR projects in appeals (GCCs)	
	With OCHA Geneva and key donors	PD
	CCs/Representative to alert HQ over any difficulties regarding inclusion of certain sectors/clusters within appeal documents.	EMOPS PARMO CO Rep CCs
	Provide inputs to sitreps (both internal and external) (CO) (*repeat action*)	
	Done in coordination with OCHA	CC/IM

	Provide updates on cluster coordination mechanisms and on results of cluster partners for UNICEF and IA sitreps	CO Section Chiefs
	Engage in inter-sector/cluster coordination mechanisms (CO Rep)	
	Identify and include options for integrated response delivery in sector/cluster strategies;	CC/IM
	Clarify accountabilities for delivery and monitoring of potential areas of overlap (e.g. WASH in schools)	