

### L3 Cluster Activation Checklist (Self-Assessment)

**Background:** The Coordination Performance Checklist is a simple tool designed to monitor progress of coordination arrangements, including cluster activation and implementation for the first three months after the declaration of a level 3 emergency or in other contexts after the activation of clusters. The checklist assesses the status of the cluster activation, staffing, core functions, and deliverables. It can be used as both an ongoing performance checklist as well as a management and reporting tool. The checklist can also be used to guide other coordination solutions like sectors or thematic working groups.

**Directions:** It is suggested that a checklist should be completed for each country cluster/sector per location (capital, province/region). Some sections of the checklist should be completed by global clusters/cluster lead agencies, while others need to be filled in by the country cluster/sector coordinator. The blue shaded areas indicate by when action should be completed. An 'X' should be added to the appropriate cell when an action has been completed, automatically changing the color to green (adding '0' will change the color to red = significant constrains; adding '1' will change the cell to yellow = constraints, deliverable / function will be implemented with delays). The checklist includes a column for comments to indicate required follow-up action and additional support or to explain significant delays in completing an action. Checklists should be completed/updated **two weeks, one month and two months** after the declaration of a level 3 emergency, and should be made available to both the global clusters/ cluster lead agencies as well as the RC/HC and HCT. After the three month period, a Coordination Performance Report should be used when there is more time available to assess the quality of cluster operations in relation to the commitments to the principles of accountability to affected populations and the six core functions of country clusters. **\*\* The first 14 days are included in this tab. The following tabs record activities at 3-4 weeks and 5-12 weeks.**

#### Leadership

Action	Deliverable	Location of action focus	Lead	Timing	DAYS														Comments	
					0	1	2	3	4	5	6	7	8	9	10	11	12	13		14
IASC Principals (including GCLA) meet and determine level of emergency	Determination of Level 3 response status	Global	IASC Principals and CLA	within 48 hours																
Global Cluster Lead Agency / Global Cluster deploys L3 capable sector/cluster coordinators as required	staff in place	Global	GCC + GCLA	within 72 hours																
GCLA / Global Cluster deploys IM specialist(s) on 'no regrets' basis	staff in place	Global	GCC + GCLA	within 72 hours																
GCLA and Global Cluster Partners deploy additional technical staff for needs assessment, strategic planning and elaboration of flash appeal	staff in place	Global	GCLA + Global Cluster Partners	within 72 hours																
Global Cluster Lead Agency / Global Cluster provides briefing notes to the IASC Principal of GCLA on leadership arrangements, rapid response deployments and cluster/sector coordination mechanisms	briefing note	Global, consulting country and region	GCLA + GCC	in 7-10 days																

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#### Coordination

Action	Deliverable	Location of action focus	Lead	Timing	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Comments
Country office of GCLA reviews if there is a coordination gap for its sector	note of findings	Country	CLA	within 48 hours																
HCT meeting where arguments are discussed for cluster / sector activation where there are gaps, including detail at subnational level and designation of (co-)leads	Verbal arguments in HCT meeting and record of meeting	Country	HCT + CLA	within 48 hours, review at 3 months																
Cluster/sector inputs to MIRA Preliminary Scenario Definition	Sector needs analysis as input to the MIRA PSD	Country	cluster / sector IM + CC	within 72 hours																
Cluster / sector coordinators identify priority projects and resource requirements for staffing, based on MIRA/PSD strategic response priorities, for initial CERF allocation	list of cluster / sector staffing requirements, prioritised project needs, estimated costs	Country	CC + Partners	within 72 hours																
Cluster/sector (co) lead agency presents priority projects and cluster staffing requirements to HC, for initial CERF allocation by HC	list of cluster / sector staffing requirements and prioritised project needs, estimated costs	Country	HCT + CLA	within 72 hours																
Core Function 1 - Provide platform to support service delivery	Activate cluster / sector coordination meetings, Meeting Agenda, minutes, actions points	Country	CLA + CC	within 72 hours, then daily for first two weeks and bi-weekly till 8 weeks																
Core Function 1 - A mechanism to avoid duplication	Establish 4W database	Country	IM	<72 hours, update as required																
Core Function 2 - Sectoral needs assessment and gap analysis	Report on needs and gaps (for sector and as input to MIRA, initial strategic plan, initial flash appeal, MIRA report at 14 days, revised flash appeal, etc)	Country	CC + IM	<72 hrs, update within 5 days, further update <14 days																
Core Function 2 - Analysis for response, including cross cutting issues	Report on response analysis (for sector and as input to MIRA, initial strategic plan, initial flash appeal, MIRA report at 14 days, revised flash appeal, etc)	Country	CC	<72 hrs, update within 5 days, further update <14 days																
Core Function 2 - Prioritisation, grounded in response analysis	Defined priorities (also as input to MIRA PSD, HCT initial strategic plan, etc)	Country	CC + Partners	< 72 hours, update within 5 days																

### L3 Cluster Activation Checklist (Self-Assessment)

#### Accountability

Action	Deliverable	Location of action focus	Lead	Timing	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Comments
Core Function 3 - Develop sectoral plan	Sectoral plan, with objectives and indicators	Country	CC + Partners	within 5 days																
Core Function 3 - cluster / sector coordinators provide input to the HC initial strategic plan	sector input to initial strategic plan covering the first 3 months, including objectives and indicators	Country	CC + Partners	as of day 3, within 5 days																
Core Function 3 - cluster / sector coordinators review final draft Initial strategic plan	final feedback to the HCT initial strategic plan	Country	CC + CLA	within 5 days																
Core Function 3 - Application and adherence to existing standards and guidelines	Promotion of standards and good practice	Country	CC + Partners	<72 hours and periodic update																
Core Function 3 - Clarify funding requirements	Cluster budgets in flash appeal, CAP, ERF/CHF, CERF	Country	CC + IM	as per document timeline																
Core Function 4 - Identify Advocacy concerns	Input to HC/HCT messaging	Country	CC + IM	within 5 days and periodic as required																
Core Function 4 - Undertake advocacy activities on behalf of cluster / sector partners and affected population	Press release/Sitreps	Country	CC + Partners	at least twice per week for first two months																
Core Function 5 - cluster / sector coordinator reports to CLA on progress and achievements towards cluster / sector objectives, based on defined indicators	Cluster/sector response monitoring and progress report	Country	CC + IM	weekly as of day 7																
Core Function 5 - Cluster Lead Agency reports to HC on progress and achievements towards cluster objectives, based on defined indicators	Cluster/sector progress report (as contribution to the humanitarian dashboard)	Country	CLA	weekly as of day 7																
Core Function 5 - cluster / sector coordinator facilitates consensus among operational partners on incorporating core Commitments on Accountability to Affected Populations.	CAAP integrated in partner programming	Country	CC + Partners	as of day 5																

## Coordination

Action	Deliverable	Location of activity	Lead	Timing	Week 3	Week 4	Comments
Core Function 1 - Provide platform to support service delivery	Activate cluster / sector coordination meetings, Meeting Agenda, minutes, actions points	Country	CLA + CC	within 72 hours, then daily for first two weeks and bi-weekly till 8 weeks			
Core Function 1 - A mechanism to avoid duplication	Establish 4W database	Country	IM	<72 hours, update as required			

## Accountability

Action	Deliverable	Location of activity	Lead	Timing	Week 3	Week 4	Comments
Core Function 3 - Application and adherence to existing standards and guidelines	Promotion of standards and good practice	Country	CC + Partners	<72 hours and periodic update			
Core Function 3 - Clarify funding requirements	cluster / sector budgets in flash appeal, CAP, ERF/CHF, CERF	Country	CC + IM	as per document timeline			
Core Function 4 - Identify Advocacy concerns	Input to HC/HCT messaging	Country	CC + IM	within 5 days and periodic as required			
Core Function 4 - Undertake advocacy activities on behalf of cluster / sector partners and affected population	Press release/Sitreps	Country	CC + Partners	at least twice per week for first two months			
Core Function 5 - cluster / sector Coordinator reports to CLA on progress and achievements towards cluster / sector objectives. based on defined indicators	Cluster/sector response monitoring and progress report	Country	CC + IM	weekly as of day 7			
Core Function 5 - cluster / sector Lead Agency reports to HC on progress and achievements towards cluster / sector objectives. based on defined indicators	Cluster/sector progress report (as contribution to the humanitarian dashboard)	Country	CLA	weekly as of day 7			

## Coordination

Action	Deliverable	Location of activity	Lead	Timing	Month 2	Month 3	Comments
HCT meeting where arguments are discussed for cluster activation where there are gaps, including detail at subnational level and designation of (co-)leads	Verbal arguments in HCT meeting and record of meeting	Country	HCT + CLA	within 48 hours, review at 3 months			
Core Function 1 - Provide platform to support service delivery	Activate cluster coordination meetings, Meeting Agenda, minutes, actions points	Country	CLA + CC	within 72 hours, then daily for first two weeks and bi-weekly till 8 weeks			
Core Function 1 - A mechanism to avoid duplication	Establish 4W database	Country	IM	<72 hours, update as required			

## Accountability

Action	Deliverable	Location of activity	Lead	Timing	Month 2	Month 3	Comments
Core Function 3 - Application and adherence to existing standards and guidelines	Promotion of standards and good practice	Country	CC + Partners	<72 hours and periodic update			
Core Function 3 - Clarify funding requirements	cluster / sector budgets in flash appeal, CAP, ERF/CHF, CERF	Country	CC + IM	as per document timeline			
Core Function 4 - Identify Advocacy concerns	Input to HC/HCT messaging	Country	CC + IM	within 5 days and periodic as required			
Core Function 4 - Undertake advocacy activities on behalf of cluster / sector partners and affected population	Press release/Sitreps	Country	CC + Partners	at least twice per week for first two months			
Core Function 5 - cluster / sector Coordinator reports to CLA on progress and achievements towards cluster / sector objectives, based on defined indicators	Cluster/sector response monitoring and progress report	Country	CC + IM	weekly as of day 7			
Core Function 5 - cluster / sector Lead Agency reports to HC on progress and achievements towards cluster / sector objectives, based on defined indicators	Cluster/sector progress report (as contribution to the humanitarian dashboard)	Country	CLA	weekly as of day 7			
Core Function 6 - Contingency planning /preparedness for recurrent disasters whenever feasible and relevant	Review existing contingency/preparedness plan and update as required (or develop new ones as required)	Country	CC + Partners	after 3 months, review every six months			