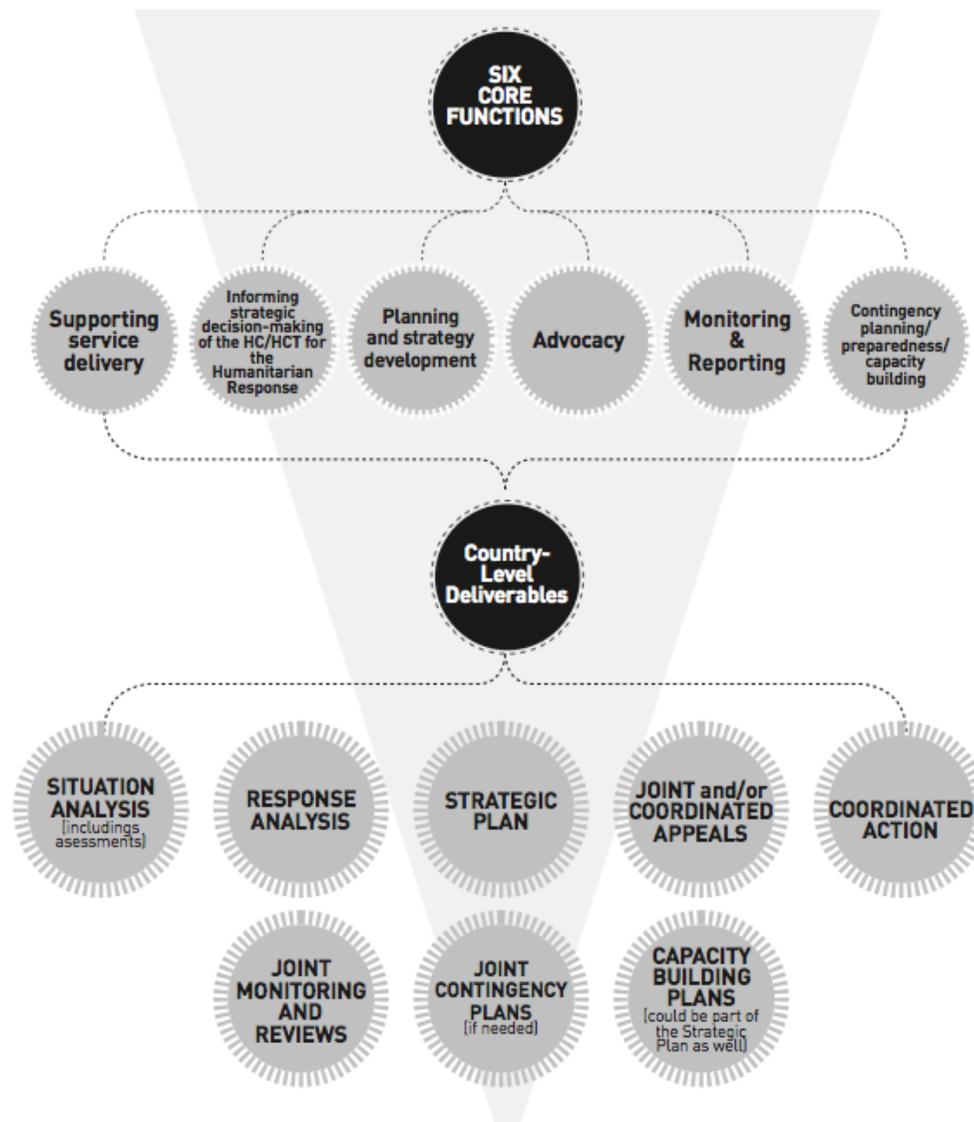*Food Security Cluster (FSC)*
Standard Operating Procedures. V January 7

SOP 4: Management of Surge Support Missions.

Standard Operating Procedures

SIX CORE FUNCTIONS

- Supporting service delivery
- Informing strategic decision-making of the HC/HCT for the Humanitarian Response
- Planning and strategy development
- Advocacy
- Monitoring & Reporting
- Contingency planning/ preparedness/ capacity building

Country-Level Deliverables

- SITUATION ANALYSIS (includings asessments)
- RESPONSE ANALYSIS
- STRATEGIC PLAN
- JOINT and/or COORDINATED APPEALS
- COORDINATED ACTION
- JOINT MONITORING AND REVIEWS
- JOINT CONTINGENCY PLANS (if needed)
- CAPACITY BUILDING PLANS (could be part of the Strategic Plan as well)

SOPs arise from the need to provide greater clarity and guidance to those assigned to lead and manage the Food Security Cluster (FSC) in countries with humanitarian crises.

SOPs are a quick guidance on what to do and achieve at all times and should be seen as complementary to other existing tools like the Food Security Coordination Handbook, where more detailed guidance is given.

This SOP describes concisely the main deliverables, key actions and tasks that Cluster Lead Agencies, Cluster Coordinators (CC), gFSC Secretariat and deployees should develop as part of their core functions in their management of surge support missions throughout a humanitarian crisis.

The aim is to fulfil the six core functions and deliverables of a country level cluster as illustrated in the scheme to the right. (Please also refer to the: IASC Coordination Reference Modules).

Please consult page 21 of the Food Security Cluster Coordination Handbook Draft 3 June 2012 for an overview of the indicative actions of FCS in response to a crisis:
http://fscluster.org/document/fsc-handbook-draft-3-final-web

Purpose: This procedure seeks to ensure that staff deployed follow the necessary steps to ensure that the support mission is carefully planned, successfully implemented and follows the established reporting procedures including recommendations that are the result of a wide consultation process.

Main Deliverable(s)

- Timely recruitment of adequate staff to be deployed following established pre-deployment procedures.
- Consultation with key stakeholders in the country about ToR as well as process and outcomes of mission.
- Report with recommendations from support mission.
- Evaluation Feedback form submitted to the CLAs.

Deliverable (s)	What (Main Tasks)	Who (Responsibility)					When (Deadline)
		gFSC	Co-lead agencies at national level	CC	Partners	Deployee	
	Before Departure						
	Security Brief	X				X	

		gFSC	Co-lead agencies at national level	CC	Partners	Deployee	When (Deadline)
Suitable candidates are identified and recruited.	Verify the need for support and ensure there is a well-articulated reason that explains the need to deploy support.	X	X				
	Decision is taken to deploy support.	X					
	Identify suitable candidates and consult with country for them to accept the candidate.	X	X	X	X		
	Jointly establish TORs with national CLAs and CC that incorporate concrete deliverables and results for the mission.	X	X				
ToR are agreed and well understood by in country key Co-lead agencies and the deployee	Follow pre-deployment procedures, as per pre-deployment TORs	X				X	
	Upon arrival to the affected country						
Key stakeholders are involved in recommendations.	Security Brief		X	X		X	
	Meet with country co-lead agencies and coordinators.		X	X			
	Meet with HC and OCHA		X	X			
	Meet with partners		X	X	X		
	Meet with national and local authorities.		X	X			
	Establish an agreed way forward		X	X	X		
		gFSC	**Co-lead agencies at national level**	**CC**	**Partners**	**Deployee**	**When (Deadline)**
Recommendations or follow-up action is agreed and effectively documented.	*Before Departure from the affected country*					X	
	Document recommendations and proposed action in a report and seek agreement by key stakeholders.		X	X		X	
	Follow a standard reporting format that is known to the operation in the affected country and that complies with global standards.	X	X	X		X	
	De-brief in country with key stakeholders before departing the mission.		X	X	X	X	
	Submit the Evaluation Feedback Form			X		X	
Mission is closed following established procedures. Final report is available.	*After completion of mission*						
	Ensure adequate end of mission HR procedures are followed.	X				X	
	Ensure end of mission finance and administration procedures are followed.	X				X	
	Submit end of mission report to gFSC and avail yourself to discuss it's contents.					X	