OCHA Access Team endorses the risk management and access sections of the AHF proposals. This document entails guidance on how to best complete these two sections.

1. Risk Management

The risk management section looks at the 3 to 5 main risks that might cause potential harm to your staff or your operations plus adequate mitigation measures. Remember that a risk is not something that already happened to you or your organization, rather it is something that might happen to you and against which you want to protect yourself. Think about risks throughout your project cycle (assessment missions, implementation as well as monitoring missions).

- **Be specific**
  - Insecurity in itself is not a risk. Staff being collaterally impacted by an IED might be a risk.

- **Be relevant**
  - Your risks will differ from project to project depending on the planned activities and the area you plan to operate in. A cash distribution might be more prone to the risk of receiving levy requests, while a female empowerment project might be more prone to the risk of conservative community elders opposing project activities due to disagreement over the treatment of women. Similarly, a project in one province comes with different risks than a project in rural areas of another Province.

- **Be clear about who or what is at risk**
  - Not every staff member might face the same risk. Consider whether there are any staff who are particularly at risk (eg. Female staff, expat staff, national staff, staff local to the area,…). In addition to your staff, your assets and facilities also might face risks. For example, the risk of your facility and staff members working there being collaterally impacted by an airstrike.

- Mitigation measures aim at reducing the impact and likelihood of a risk.
  - **Risk:** IED detonation along the Kandahar-Uruzgan Road collaterally impact staff members
  - **Mitigation measures to reduce the impact of the risk:** All staff are first aid trained, first aid kits in all vehicles, staff have coordinates and contact details of next health facility, travel in armored vehicles...
  - **Mitigation measures to reduce likelihood of the risk:** Maintain distance from potential targets, check road conditions with relevant stakeholders prior to travel, staff received mine awareness training.

2. Access

The access section looks at your access strategy, including local acceptance and engagement with De-facto Authorities and conflict actors.

- **Local acceptance**
  - Outline your local acceptance. Are you new to the area? Do you have existing contacts in the area? Have you implemented similar projects in the same area in the past? Even if you implemented similar programs in the same area in the past, there is need to analyse the current context and ensure that previous contacts still exist and have the same capacity.
• **Who do you have to engage with for this project?**
  This will include community members and depending on where you will implement your project, De-facto Authorities as well as other Armed Groups. Try to be as specific and indicate who exactly will be your interlocutor (e.g. Ministry of Economy, Provincial Governor, line departments (Health, Education, etc.)

• **How do you plan to engage them?**
  Do you focus on direct or indirect engagement? Who will facilitate engagement on your behalf if you engage indirectly? How do you convince them about the need of your project? If you engage conflict actors indirectly, remember that every facilitator engaging on your behalf comes with his own agenda. Think about the limitations of your facilitators.

• **Troubleshooting**
  What resources do you have available if an access issue arises? Think about resources within your organization (involve an access focal point, refer the issue to senior management) and outside of your organization (reach out to partner organizations for support, reach out to OCHA, the Humanitarian Access Group or ACBAR or advocacy with De-facto Authorities.

For OCHA endorsement of your risk management and access sections please send your proposals to OCHA Access (ocha-afg-access@un.org). While OCHA only endorses the risk management and access sections, we require the whole proposal to contextualize the information.