

Glossary

- 1 **Accountability:** the means by which individuals and organisations report to a recognised authority, or authorities, and are held responsible for their actions.
See: <http://www.hapinternational.org/>
- 2 **Aid Effectiveness Agenda:** name given to the process initiated at a 2002 conference in Monterey, Mexico – and subsequently leading to the Paris Declaration on Aid Effectiveness – to ensure effective use of aid and promote donor-recipient partnership.
See: http://www.cgdev.org/section/topics/aid_effectiveness
- 3 **Beneficiaries:** individuals, groups or organisations designated as the intended recipients of humanitarian assistance or protection in an aid intervention. The term has been criticised. Among many alternatives are: people affected by disaster; the affected population; recipients of aid; claimants; clients.
- 4 **Capacity:** a combination of all the strengths and resources available within a community, society or organisation to reduce the level of risk or the effects of a disaster.
- 5 **Central Emergency Response Fund (CERF):** a UN stand-by fund launched in 2006 to enable more timely and reliable humanitarian assistance to those affected by natural disasters and armed conflicts. CERF is funded by voluntary contributions from governments.
See: www.cerf.un.org
- 6 **Civil-military coordination/cooperation (CIMIC):** dialogue and interaction between civilian and military actors in humanitarian emergencies to protect and promote humanitarian principles, avoid competition, minimise inconsistency, and, when appropriate, pursue common goals. Basic strategies range from coexistence to cooperation.
See: <http://www.coe-dmha.org/ftp/IHLR/Complex%20Emergencies%20References/UN%20DPKO%20Civil-Military%20Coord%20in%20UN%20Integrated%20Peacekeeping%20Missions.pdf>
- 7 **Cluster approach:** the central component of the humanitarian reform process initiated in 2005, designating coordinators for sectors of humanitarian response involving coordination between UN agencies, NGOs, international organisations, and the Red Cross/Red Crescent Movement. There are now eleven clusters: agriculture, camp coordination/management, early recovery, education, emergency shelter, emergency telecommunications, health, logistics, nutrition, protection, and water sanitation and hygiene.
See: <http://www.humanitarianreform.org/> and <http://onerresponse.info/Coordination/ClusterApproach/Pages/ClusterApproach.aspx>
- 8 **Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Response:** developed by eight major disaster response agencies in 1994, over 400 NGOs have signed up to this attempt to devise a common operational approach based on international humanitarian law.
See: <http://www.ifrc.org/publicat/conduct/code.asp>
- 9 **Common Humanitarian Action Plan (CHAP):** a strategic plan for humanitarian response in a given country or region. The CHAP provides the foundation for developing a Consolidated Appeal and is thus central to the Coordinated Appeals Process (CAP).
- 10 **Common Humanitarian Funds (CHF):** a pooled-funding humanitarian financing instrument – originally piloted in Sudan in 2005 and subsequently in the Democratic Republic of the Congo (DRC) and the Central African Republic – to fund priority projects included in a crisis-affected country's Common Humanitarian Action Plan (CHAP). In recent years, donors have provided over \$US100 million annual to both the DRC and Sudan CHFs.
See: <http://ochaonline.un.org/OchaLinkClick.aspx?link=ocha&docId=1161988>
- 11 **Complex emergency:** concept used by the UN since the 1980s for a humanitarian crisis characterised by complete or considerable breakdown of state authority.
- 12 **Communicating with Disaster Affected Communities (CDAC):** a network promoting two-way communication between the humanitarian community and those they assist.
See: <http://crisescomm.ning.com/>
- 13 **Consolidated Appeal Process:** leading tool for humanitarian coordination, strategic planning and programming. CAPs foster cooperation between governments, donors, UN agencies, NGOs and the Red Cross/Red Crescent Movement to determine funding requirements in response to a major or complex emergency.
See: <http://ochaonline.un.org/humanitarianappeal/webpage.asp?Page=1243>
- 14 **Contingency Planning:** a management tool to ensure adequate arrangements are made in anticipation of a new humanitarian crisis or expected increase in severity of an existing crisis.
- 15 **Coping capacity:** the means by which people or organisations use available resources and abilities in response to adversity and vulnerability.

- 16 Delivering as One:** 2007 declaration of intent – building on a 2005 report of the same name – to make the UN system more coherent and efficient – to create “One UN”: a key element of the humanitarian reform process.
- See: <http://www.undg.org/?P=7>
- 17 Disarmament, demobilisation and reintegration (DDR):** essential element of peace processes, involving collection, control and disposal of weaponry; quartering, disarming and discharge of combatants and provision of assistance with intention of enhancing prospects for their sustainable post-conflict livelihoods.
- See: <http://www.unddr.org/whatisddr.php>
- 18 Disaster preparedness:** activities and measures taken in advance to facilitate early warning evacuation, rescue and relief in the event of a disaster.
- See: <http://www.unisdr.org/>
- 19 Disaster risk reduction (DDR):** the conceptual framework of elements which minimise vulnerability and disaster risk throughout a society to avoid (prevent) or limit (mitigate and be prepared for) the adverse impacts of hazards, within the broad context of sustainable development.
- See: <http://www.unisdr.org/eng/library/lib-terminology-eng%20home.htm>
- 20 Do No Harm:** the concept of identifying ways to ensure that humanitarian and/or development assistance in conflict settings does not exacerbate vulnerabilities.
- See: <http://donoharmproject.wordpress.com> and http://www.cdainc.com/cda/www/project_profile.php?pid=DNH&pname=Do%20No%20Harm
- 21 Double-hatting:** a term used in the humanitarian community to describe a UN official with multiple official roles: particularly used for those who are simultaneously Resident Coordinator (RC) and Humanitarian Coordinator (HC).
- 22 Early warning:** ensuring identified institutions provide timely and effective information prior to disasters.
- See: <http://www.unisdr.org/eng/library/lib-terminology-eng%20home.htm>
- 23 Early warning systems:** include a chain of concerns, namely: understanding and mapping the hazard; monitoring and forecasting impending events; processing and disseminating understandable warnings to political authorities and the population, and undertaking appropriate and timely actions in response to the warnings.
- See: <http://www.unisdr.org/eng/library/lib-terminology-eng%20home.htm>
- 24 Earmarking:** a device by which a donor specifies the geographic or sectoral areas in which a recipient agency may spend its contribution. There are different degrees of earmarking: by agency, by country, by sector, or by project.
- 25 Emergency Relief Coordinator (ERC):** the head of the Inter-Agency Standing Committee (IASC). Also has the title of UN Under-Secretary General for Humanitarian Affairs.
- See: <http://lib-unique.un.org/lib/unique.nsf/Link/R05641>
- 26 Emergency Response Fund (ERF):** in-country OCHA-managed mechanisms which primarily enable NGOs to cover unforeseen humanitarian needs. Advisory boards assist the Humanitarian Coordinator (HC) to make allocations.
- See: <http://www.humanitarianreform.org/humanitarianreform/Default.aspx?tabid=244> and <http://www.reliefweb.int/rw/lib.nsf/db900SID/EGUA-6Y7TH8?OpenDocument>
- 27 Failed state:** a state lacking the general attributes of sovereignty: physical control of territory, monopoly on the legitimate use of force and abilities to deliver services or formally interact with the international community.
- 28 Fair share:** the concept that all donors distribute the burden of humanitarian needs equitably, based on the share (or percentage) that a country's GDP represents compared to the total GDP of the OECD/DAC group.
- 28 Financial Tracking Service (FTS):** OCHA-provided web-based searchable system intended to record all international humanitarian aid provided by traditional donors, including that for NGOs and the Red Cross/Red Crescent Movement, bilateral aid, in-kind aid, and private donations. All FTS data is provided by donors or recipient organisations.
- See: <http://fts.unocha.org/>
- 29 Flash Appeal:** a UN tool for structuring a coordinated humanitarian response for the first three to six months of an emergency. Typically issued within a week of the onset of an emergency.
- See: <http://ochaonline.un.org/OchaLinkClick.aspx?link=ocha&docid=25530>
- 30 Forgotten Crises Assessment (FCA):** an annual exercise by the European Commission to identify severe protracted humanitarian crisis situations where affected populations are receiving no or insufficient international aid and where there is no political commitment to solve the crisis, due in part to a lack of media interest.
- See: http://ec.europa.eu/echo/policies/strategy_en.htm

31 Fragile states: states significantly susceptible to crisis with institutions unwilling or unable to provide basic services and often lacking in legitimacy. Also known as crisis states. Described by the World Bank as low-income countries under stress (LICUS).

See: <http://www.crisisstates.com>; <http://www.worldbank.org/ieg/licus/index.html>

32 Food security: a concept defined by the 1995 World Food Summit “when all people at all times have access to sufficient, safe, nutritious food to maintain a healthy and active life”.

See: <http://www.who.int/trade/glossary/story028/en/>

33 Gender-based violence (GBV): violence directed against a person on the basis of gender or sex: while women, men, boys and girls can be GBV victims because of their subordinate status, women and girls are the primary victims.

See: <http://www.unfpa.org/gender/violence.htm>

34 Geneva Conventions: four 1949 conventions and two 1977 additional protocols relating to the protection of victims in armed conflict – the lynchpin of international humanitarian law (IHL).

35 Good Humanitarian Donorship (GHD): initiative launched in 2003 to work towards achieving efficient and principled humanitarian assistance. 37 donor bodies have now signed up to these principles. The GHD initiative has become the leading framework to guide principled official humanitarian aid and encourage greater donor accountability.

See: <http://www.goodhumanitarianandonorship.org>

36 Guiding Principles on Internal Displacement: a series of principles articulating standards for protection, assistance and solutions for internally displaced persons (IDPs).

See: <http://www.idpguidingprinciples.org/>

37 Humanitarian access: where protection is not available from national authorities or controlling non-state actors, vulnerable populations have a right to receive international protection and assistance from an impartial humanitarian relief operation. Such action is subject to the consent of the state or parties concerned and does not prescribe coercive measures in the event of refusal, however unwarranted.

See: <http://ochaonline.un.org/>

38 Humanitarian Accountability Partnership (HAP): humanitarian sector self-regulatory body committed to accountability and quality management.

See: <http://www.hapinternational.org/>

39 Humanitarian action: name given to activities involving protection of civilians and those no longer taking part in hostilities; provision of food, water and sanitation, shelter, health services, and other items of assistance for the benefit of affected people and to facilitate their return to normal lives and livelihoods.

40 Human rights: the concept that all human beings, whatever their nationality, place of residence/origin, sex, nationality, ethnicity, colour, religion, political affiliation language, or any other status are equally entitled to enjoy his or her rights. The key instruments asserting human rights are the 1948 Universal Declaration of Human Rights (UDHR) together with the 1966 International Covenants on Civil and Political Rights (ICCPR) and Economic, Social and Cultural Rights (ICESCR).

See: <http://www.ohchr.org/en/issues/Pages/WhatAreHumanRights.aspx>

41 Humanitarian Coordinator (HC): the senior UN humanitarian official at country level. Appointed by the Emergency Response Coordinator (ERC) in consultation with the Inter-Agency Standing Committee (IASC) when a situation demands intensive management and/or massive humanitarian assistance. “Double-hatting” is a term applied when the duty of HC is combined with that of Resident Coordinator (RC).

42 Humanitarian reform: process launched in 2005 by UN and non-UN humanitarian actors to enhance humanitarian response capacity through greater predictability, accountability, and partnership.

See: <http://www.humanitarianreform.org/> and <http://www.icva.ch/ngosandhumanitarianreform.html>

43 Humanitarian space: term used to describe the environment in which humanitarian actors can operate without compromising principles of neutrality and impartiality or the safety of aid workers.

See: <http://www.humanitarian-space.dk/>

44 Humanitarian system: name given to the coalition of key crisis response actors: the UN, NGOs and the Red Cross/Red Crescent Movement.

45 Hyogo Framework for Action: outcome of 2005 World Conference on Disaster Reduction recognising the interrelated nature of disaster reduction, poverty eradication, and sustainable development and advocating a culture of disaster prevention and resilience through risk assessments, disaster preparedness and early warning systems.

See: <http://www.unisdr.org/eng/hfa/hfa.htm>

46 Impartiality: one of the seven fundamental principles of the Red Cross/Red Crescent Movement, affirming that responses to the suffering or individuals should be guided solely by their needs without any discrimination on the basis of nationality, race, religious beliefs, class or political opinions.

See: <http://www.ifrc.org/what/values/principles/impartiality.asp>

47 Independence: one of the seven fundamental principles of the Red Cross/Red Crescent Movement, affirming that humanitarian actors, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always be autonomous, so that the assistance may be given in accordance with the principles of impartiality and neutrality.

See: <http://www.ifrc.org/what/values/principles/independence.asp>

48 Instrumentalisation: a post-9/11 term used to describe the risk that humanitarian actors may, inadvertently or consciously, subordinate principles of impartiality and neutrality to serve the political and strategic interests of those who provide them with funding.

49 Inter-Agency Standing Committee (IASC): the primary mechanism for humanitarian coordination. Chaired by the Emergency Relief Coordinator (ERC), it brings together all UN operational humanitarian agencies, the Red Cross/Red Crescent Movement, the International Organisation for Migration (IOM) and representatives of three NGO consortia.

50 Internally displaced persons (IDPs): persons or groups of persons who have been forced or obliged to leave their homes or habitual residence as a result of, or in order to avoid, the effects of armed conflict, situations of generalised violence, violations of human rights, or natural or man-made disasters, and who have not crossed an internationally recognised state border. The non-binding Guiding Principles on Internal Displacement based on refugee law, human rights law, and international humanitarian law articulates standards for protection, assistance, and solutions for such internally displaced persons.

See: <http://www.internal-displacement.org/>

51 International Humanitarian Law (IHL): a set of rules seeking to limit the effects of armed conflict on non-combatants. Also known as the law of war or the law of armed conflict. IHL is primarily set out in the four Geneva Conventions of 1949 and their two Additional Protocols of 1977.

See: http://www.icrc.org/web/eng/siteeng0.nsf/htmlall/section_ihl_in_brief

52 International Refugee Law: the body of customary international law and international instruments that establishes standards for refugee protection. The cornerstone of refugee law is the 1951 Convention and its 1967 Protocol relating to the Status of Refugees.

See: <http://www.llrx.com/features/refugee.htm>

53 Livelihoods: the capabilities, assets and activities required for a means of living.

54 Local capacity: participation in the programme should reinforce people's sense of dignity and hope in times of crisis, and people should be encouraged to participate in programmes in different ways. Programmes should be designed to build upon local capacity and to avoid undermining people's own coping strategies.

See: http://www.sphereproject.org/component/option,com_docman/task,doc_view/gid,12/Itemid,26/lang,English/

55 Linking Relief, Rehabilitation and Development (LRRD): a concept urging emergency responders to identify and protect the livelihoods of crisis-affected populations and their coping strategies at the earliest opportunity in order to build on resilience essential for post-conflict recovery.

See: http://www.disastergovernance.net/study_groups/lrrd/

56 Millennium Development Goals (MDGs): set of eight time-bound development goals adopted by world leaders in 2000.

See: <http://www.un.org/millenniumgoals/>

57 Multi-Donor Trust Fund (MDTF): post-crisis recovery frameworks jointly developed by national governments and UN Country Teams intended to involve a broad range of stakeholders, avoiding creating new parallel structures, strengthen aid effectiveness, reduce transaction costs and promote transparency.

See: <http://mdtf.undp.org/>

- 58 Needs Assessment Framework (NAF):** a tool for cooperative collation of information on humanitarian needs.
- 59 Neutrality:** one of the seven, fundamental principles of the International Red Cross, Red Crescent Movement, affirming that humanitarian actors should not take sides in hostilities or engage at any time in controversies of a political, racial, religious, or ideological nature.
- See: <http://www.ifrc.org/what/values/principles/neutrality.asp>
- 60 NGO Coordination Mechanisms:** three NGO consortia are formally part of the international humanitarian system and represented on the IASC. They are the International Council of Voluntary Agencies (ICVA); InterAction and the Steering Committee for Humanitarian Response.
- See: <http://www.icva.ch>; <http://www.interaction.org/> and <http://www.humanitarianinfo.org/iasc/pageloader.aspx?page=content-about-schr>
- 61 Office for the Coordination of Humanitarian Affairs (OCHA):** UN body created in 1991 to coordinate UN response to complex emergencies and natural disasters. Headed by the Under Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator (USG/ERC), it is part of the UN Secretariat.
- See: <http://ochaonline.un.org/>
- 62 Official Development Assistance (ODA):** compiled by the Development Assistance Committee of the Organisation for Economic Co-operation and Development (OECD/DAC), it measures financing flows from bilateral donors and multilateral institutions to promote the economic development and welfare of developing countries.
- See: <http://www.developmentgateway.org/programs/aid-management-program/odadata.html>
- 63 OneResponse:** collaborative inter-agency website designed to enhance humanitarian coordination within the cluster approach and support country-level information exchange.
- See: <http://oneresponse.info>
- 64 Organisation for Economic Co-operation and Development/Development Assistance Committee (OECD/DAC):** the principal body through OECD members and multilateral organisation cooperate with developing countries to achieve the Millennium Development Goals (MDGs).
- See: www.oecd.org/dac
- 65 Oslo Guidelines:** informal name for Guidelines on the Use of Military and Civil Defence Assets in Disaster Relief. Promulgated in 1994, they were revised in 2007.
- See: <http://ochaonline.un.org/OCHALinkclick.aspx?link=ocha&docid=1112394>
- 66 Paris Declaration on Aid Effectiveness:** 2005 agreement brokered by the Organisation for Economic Cooperation and Development (OECD) to harmonise aid and enable developing-country governments to formulate and implement their own national development plans.
- See: <http://www.oecd.org/dataoecd/11/41/34428351.pdf>
- 67 Pooled Funding:** an important aspect of humanitarian reform, the term refers to mechanisms seeking to centralise and consolidate funding streams, such as Common Humanitarian Funds (CHF) and Multi-Donor Trust Funds (MDTFs).
- See: <http://www.undg.org/index.cfm?P=152>
- 68 Preparedness:** activities to minimise loss of life and damage, organise the temporary removal of people and property from a threatened location and facilitate timely and effective rescue, relief and rehabilitation.
- 69 Prevention:** activities to avoid the adverse impact of hazards and means to minimise related environmental, technological and biological disasters.
- 70 Proportionality:** principle in international humanitarian law (IHL) that humanitarian funding be distributed in proportion to needs established by objective assessments.
- See: <http://www.diakonia.se/sa/node.asp?node=887>
- 71 Protection:** activities seeking respect for the rights of the individual in accordance with human rights, refugee and international humanitarian law.
- 72 Provincial Reconstruction Team (PRT):** unit of military personnel and seconded civilian experts/INGOs delivering humanitarian/reconstruction assistance in Afghanistan and Iraq.
- See: <http://usacac.army.mil/cac2/call/docs/07-34/07-34.pdf>

- 73 Quality and accountability initiatives:** major platforms to improve accountability, quality and performance in humanitarian action are:
- Active Learning Network for Accountability and Performance in Humanitarian Action (ALNAP)
 - Humanitarian Accountability Partnership International (HAP-I)
 - People In Aid
 - Sphere Project
- See: <http://www.alnap.org/>; <http://www.hapinternational.org/>; <http://www.peopleinaid.org/> and <http://www.sphereproject.org>
- 74 Quick Impact Projects (QIPs):** small-scale rapidly-implementable post-conflict interventions.
- See: <http://www.unhcr.org/cgi-bin/texis/vtx/refworld/rwmain?page=search&docid=416bd5a44> and <http://webarchive.nationalarchives.gov.uk/+http://www.dfid.gov.uk/pubs/files/qip/booklet.pdf>
- 75 Recovery:** restoring the capacity of national institutions and communities after a crisis: the early recovery phase aims to generate self-sustaining, nationally-owned processes to stabilise human security and address underlying risks that contributed to the crisis.
- 76 Red Cross/Red Crescent Seven Fundamental Principles:** the seven Fundamental Principles bond together the National Red Cross and Red Crescent Societies, the International Committee of the Red Cross (ICRC) and the International Federation of the Red Cross and Red Crescent Societies (IFRC). They guarantee the continuity of the Red Cross/Red Crescent Movement and its humanitarian work. They are: humanity; impartiality; neutrality; independence; voluntary service; unity and universality.
- See: <http://www.ifrc.org/what/values/principles/index.asp>
- 77 Refugee Law:** the corpus of law whose principal instruments are:
- the 1951 Refugee Convention and its 1967 protocol
 - the two Protocols on Transnational Organized Crime
 - the 1954 Convention Relating to the Status of Stateless Persons
 - the 1961 Convention on the Reduction of Statelessness.
- See: <http://www.refugeelawreader.org/>
- 78 Resident Coordinator:** the head of a UN Country Team. In some emergencies the post of RC is combined with that of the Humanitarian Coordinator (HC). RCs are funded and managed by the UN Development Programme (UNDP).
- See: <http://www.undg.org/index.cfm?P=5>
- 79 Resilience:** capacity of a system, community or society potentially exposed to hazards to adapt.
- 80 Special Envoy of the UN Secretary-General (SESG):** UN appointee designated to deal with a specific issue. For example, Bill Clinton is SESG for Haiti.
- See: <http://www.un.org/en/peacekeeping/sites/srsg/index.htm>
- 81 Special Representative of the Secretary-General (SRSG):** UN appointee representing the Secretary-General in meetings with heads of state and negotiating on behalf of the UN.
- See: <http://www.un.org/en/peacekeeping/sites/srsg/index.htm>
- 82 Timeliness:** providing information and analysis in time to inform key decisions about response.
- 83 Un-earmarked:** in humanitarian usage, funds or commitment for which a donor does not require the funds to be used for a specific project, sector, crisis or country. Because there are degrees of earmarking (e.g. to a country or crisis or a sector), the Financial Tracking System (FTS) treats as “unearmarked” any funding that is not earmarked at least to the country level.