Roles and responsibilities in the Application Process

**Crisis**

- OCHA: Coordinates and facilitates multi-agency funding analysis, e.g., HRP, Flash Appeal, etc.
- AGENCY: Provides situational analysis.
- CLUSTER/ICWG: Participates in the RC/HC-led strategic prioritization process.
- HCT: Participates in the prioritization process.
- RC/HC: Decides to apply for CERF funds.

**Needs assessment**

- OCHA: Coordinates and facilitates multi-agency funding analysis, e.g., HRP, Flash Appeal, etc.
- AGENCY: Provides situational analysis.
- CLUSTER/ICWG: Participates in the prioritization process.
- HCT: Participates in the prioritization process.
- RC/HC: Decides to apply for CERF funds.

**Funding analysis**

- OCHA: Coordinates and facilitates multi-agency funding analysis, e.g., HRP, Flash Appeal, etc.
- AGENCY: Provides situational analysis.
- CLUSTER/ICWG: Participates in the prioritization process.
- HCT: Participates in the prioritization process.
- RC/HC: Decides to apply for CERF funds.

**Strategic prioritization**

- OCHA: Supports prioritization process, advises on coherence and strategic focus, ensures compliance with life-saving criteria.
- AGENCY: Participates in the prioritization process.
- CLUSTER/ICWG: Participates in the prioritization process.
- HCT: Participates in the prioritization process.
- RC/HC: Leads and decides on priorities for CERF request, ensures coherence of CERF request.

**Application preparation**

- OCHA: Liaises with CERF secretariat, acts as a focal point for application preparation and chapeau.
- AGENCY: Prepare project application, revise projects based on CERF feedback.
- CLUSTER/ICWG: Participates in the prioritization process.
- HCT: Participates in the prioritization process.
- RC/HC: Leads and decides on priorities for CERF request, ensures coherence of CERF request.

**Submission**

- OCHA: Liaises with CERF secretariat, acts as a focal point for application preparation and chapeau.
- AGENCY: Prepare project application, revise projects based on CERF feedback.
- CLUSTER/ICWG: Participates in the prioritization process.
- HCT: Participates in the prioritization process.
- RC/HC: Leads and decides on priorities for CERF request, ensures coherence of CERF request.

**Continual guidance to field colleagues, as needed**

- OCHA: Continual guidance to field colleagues, as needed.
- AGENCY: Continual guidance to field colleagues, as needed.
- CLUSTER/ICWG: Continual guidance to field colleagues, as needed.
- HCT: Continual guidance to field colleagues, as needed.
- RC/HC: Continual guidance to field colleagues, as needed.

**CERF Secretariat**

- OCHA: Continual guidance to field colleagues, as needed.
- AGENCY: Continual guidance to field colleagues, as needed.
- CLUSTER/ICWG: Continual guidance to field colleagues, as needed.
- HCT: Continual guidance to field colleagues, as needed.
- RC/HC: Continual guidance to field colleagues, as needed.

- CERF SECRETARIAT: Continual guidance to field colleagues, as needed.