### Roles and Responsibilities in the Reporting Process

![Diagram of the reporting process]

**OCHA**
- Send project reports templates to respective agencies and set the reporting calendar
- Plan for After-Action Review (AAR)

**AGENCY**
- Prepare inputs for After-Action Review (AAR)

**CLUSTER/ICWG**
- Participate in beneficiary validation
- Participate in AAR (suggested)

**HCT**
- Announce the upcoming CERF RC/HC report to the HCT/UNCT
- Appoint an in-country report focal point for the CERF reporting process

**RC/HC**
- Participate in the AAR meeting
- Share agency inputs for the AAR
- Lead the AAR meeting

**CERF SECRETARIAT**
- Send Interim Update template, Monitoring Guidance, RC/HC Report templates and guidance
- Reviews and approve/reject project revision requests

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

**After Action Review (AAR)**
- Support the AAR meeting
- Brief the RC/HC and OCHA HoO about the AAR
- Document AAR meeting

**RC/HC Report Preparation**
- Draft Part I of the report based on AAR inputs
- Circulate the draft report among agencies and cluster coordinators
- Provide inputs on each project pertaining to their agency in the RC/HC report.

**RC/HC Report Submission**
- Ensure format of the draft report adheres to the guidelines
- Submit RC/HC report to CERF secretariat
- Report review, clearance and publication on the CERF website
- Data extraction and analysis for the annual CERF Results Report