

Appeal – Modus Operandi

1) Purpose

The Appeal is a series of documents that provides an accurate description of the planned emergency response including the financial situation and requirements. If there is significant funding interest from funding members in the Concept Note, the Forum/requesting member(s) will subsequently submit an Appeal. The Appeal expands on the basis of the Concept Note by much more details. The Appeal consists of the following:

- i. 1 core narrative document
- ii. 10 mandatory annexes
- iii. 1 consolidate budget

Reports must be periodically submitted during the implementation of the Appeal and once it is complete. Three types of reports are required:

- I. Situation Reports (SitReps) – *submitted on a weekly, monthly or quarterly basis as agreed by the forum and ACT Secretariat*
- II. Interim reports – *submitted halfway through the Appeal's total lifespan*
- III. Final reports – *submitted 2 months after Appeal completion date*

An audit and audit report (3 months after Appeal completion date) are mandatory for all Appeals with a budget over 50,000 US\$.

Important delays:

Category 2 (Global/Large-scale) emergency	Category 3 (Complex) emergency
-Appeal issued 7 days after issuing the Alert. As mentioned above, the Appeal is submitted after the concept note.	-The Appeal will be issued 14 days after submission of the call for action (alert) for an Appeal with a lifespan of 1 year; and will be issued 21 days after the submission of the call for action (alert) Note for an Appeal with a lifespan of 2 years.

2) Need to know

Eligibility?

Eligibility for the Appeal is restricted to members who have signed the Membership Cooperation Agreement and are in good standing (positive compliance with reporting requirements from previous ACT emergency response and not suspended). The Appeal is a tool strictly used for category 2 (Global/Large-scale) and category 3 (Complex) emergencies.

Who can submit?

Only one Appeal per emergency will be issued. Accordingly, when there is more than one ACT alliance member in the country, there should be consultation within the forum/among members prior to the Appeal submission being sent to the ACT Secretariat; i.e. the concept request should be sent by the Forum or endorsed by all ACT members in a country where no Forum exists.

If the Forum/requesting member(s) would like to submit an Appeal outside of the set timeframe, the Appeal will need to be accompanied with a written supporting document explaining why the Appeal was not submitted on time. Please note that the ACT Secretariat reserves the right to reject an Appeal if the submission timeframe is not respected and the justification is deemed not suitable.

Funds and timeframe?

For a category 2 (Global/Large-scale) emergency, the response is limited to **0 - 24 months** implementation timeframe and the Appeal must be issued within 7 days of the onset of the emergency.

For a category 3 (Complex) emergency, the response is limited to **0-4 years** implementation timeframe and the Appeal must be issued within 14 days of the onset of the emergency for an Appeal with a lifespan of 1 year, or within 21 days of the onset of the emergency for an Appeal with a lifespan of 2 years.

Please note that no more than **15%** budget can be allocated to indirect costs.

Compliance?

- Appeal requests must be made in accordance with other ACT Alliance policies and guidelines. Furthermore, the proposed response must adhere to humanitarian principles, the ACT Alliance Code of Conduct, and the Core Humanitarian Standards.
- The Appeal and subsequent Appeal must be submitted to the ACT secretariat in English. Translation costs incurred by the member can be included in the Appeal budget. The final document will be issued by the ACT secretariat in English only.
- Expenditure will be reported against the original budget headings. The USD equivalent MUST be shown alongside with local currency reporting as was in the budget.

3) How to complete the Appeal format

Please follow the instruction in *Italic* written directly on the Appeal template. Please note that the Appeal consists of two templates: 1- the narrative template “word document” and the financial template “excel spreadsheet”.

4) Responsibilities for issuing an Appeal

The Forum/requesting member(s)

- Responsible for coordinating with other members in the country and issuing the Appeal on behalf of all members, as well as contacting the ACT Secretariat to let them know that an Appeal will be issued.
- The Forum/requesting member(s) is also responsible for writing the first draft of the Appeal and subsequently revising this draft accordingly to the inputs from the ACT Secretariat.

The ACT Regional Secretariat

- Responsible providing quick and pertinent feedback on the first draft of the Appeal to the Forum/requesting member(s) so that a revised draft can be written.
- The ACT Regional Secretariat is also responsible for disseminating the Appeal once it has been approved and signed off.

The ACT Global Secretariat

- Responsible for approving the Appeal
- Responsible for signing off the Appeal
- Responsible for contacting membership to enquire for funding the Appeal