

Annex 3

Checklist of actions for the FAO and WFP country offices

The FAO Representative (FAOR) and the WFP Representative and Country Director (R&CD) play an important, joint role in the successful completion of CFSAMs. Together, they are typically expected to assure the following; the list may be refined during the preparatory consultations.

Preparatory phase (pre-mission)

Once the decision has been taken to organize a CFSAM, the FAOR and WFP R&CD should:

- Secure a timely **request** from the government for the CFSAM and assurances that the relevant line ministry (usually the Ministry of Agriculture) is ready to host the mission and assign technical staff to act as counterparts and facilitators for field visits and arrange introductions to people that the team wishes to meet.
- Make sure that the Ministry/Government inform their **field staff** of the upcoming mission, and request them to make relevant information available.
- Arrange for **letters of introduction/authority** for the mission from an appropriate, high-level member or official of the government, see **Reference Note R5**. Inform the UN Country Team, donors, NGOs, and other stakeholders about the coming mission and, in agreement with the government, **invite** them to briefing meetings and, if they wish, to join the mission on field visits as observers.

(Ensure that everyone understands the independent nature of the CFSAM and the role of “observers” - see **Annex 5**.)

- Arrange **meetings** for the mission during the first few days in the capital.
- Prepare suggestions for the **areas** that might be visited during the mission and an **itinerary**, and estimate the number of sub-teams and the logistic support that would be required.

(The final decision on the areas and sites to be visited - and the number and composition of sub-teams - will be made by the CFSAM team leader(s) after their initial meetings in the capital, but some advance planning is essential.)

- Prepare a **budget** for in-country costs of the mission (to be co-shared between FAO and WFP).
- Gather food security background **information** (recent assessment reports, maps, studies, sitreps) from various in-country sources, including information on: the current food production and supply situation and forecasts for the coming year; markets; the food security situation at household level and the vulnerabilities of various population groups; and population numbers. (See **Annex 6**) Work with govern-

ment and other partners to expedite any already-scheduled in-country **assessments** that the CFSAM may need to draw on.

- Arrange for additional data collection or specific small/quick **studies** to fill any important information gaps prior to the mission, if needed and feasible, as agreed upon during the preparatory consultations.

(This may include, for example, up-dating existing market analyses, if needed, especially in a conflict-affected country, or arranging for such analyses to be prepared, if necessary.)

- Arrange for **national consultants**, if necessary (including for pre-CFSAM work), and identify any additional in-country personnel who might be mobilized for the fieldwork: ask them to hold themselves available.
- Arrange for **office facilities** - space, computers, printers and a fax - to be available for the Team throughout the duration of the mission.
- Arrange necessary **transport**.
- *If security is an issue*, ensure that all mission members have satisfied the UN security requirements, arrange for security **clearances**, if required, and appropriate security **briefings** on arrival in the country and before leaving on field trips.

At the beginning of the mission

When the core CFSAM team arrives in the country, the FAOR and WFP R&CD should:

- Provide an initial briefing of the mission (by the FAOR and WFP R&CD) on the general economic and food security situation in the country, on the security situation, and other appropriate country-specific information.
- Brief the government. The FAOR and WFP R&CD should introduce the mission members, state the purpose of the mission, and request the full co-operation of both headquarter and field staff of national agencies. During this briefing, the FAOR and the WFP R&CD may inform the government that the mission will provide a debriefing after the field visits. However, there should be no statement, direct or implied, that the mission report is to be submitted to the government for comments, approval or clearance before its release. The report is a UN (FAO/WFP) document and full independence of the process needs to be clearly maintained, in the interest of all parties.

Following the field visits

Once the team has completed its fieldwork and before it leaves the country, the FAOR and WFP R&CD should:

- Arrange and co-chair a debriefing with the government - usually Minister of Agriculture and relevant staff from MoA, National Early Warning, Food Security, Nutrition and Statistics Units; *and*
- Arrange and co-chair debriefings - separately or combined - with (i) interested donors; and (ii) interested NGOs and other legitimate stakeholders.

At these debriefings, the mission leader is expected to provide an overview of the mission's methodology and findings supported as necessary by the core team members. The WFP mission member should present likewise the results of the emergency food security assessment(s) carried out during the mission. However, in all instances, the findings should be presented in qualitative terms since data analysis is still at an early stage and no firm conclusions can yet be drawn. For the same reasons, at this stage there should be no press statements, press releases or interviews with the media.

Post Mission

The core team, while finalizing the report, may consult, if necessary, the FAO and WFP country offices to ensure the accuracy of the report. However, the findings and recommendations of the mission will not be "negotiated" but remain the responsibility of the team. The report must remain strictly confidential until cleared by the FAO/Rome and by the WFP Regional Director.

Once the report is cleared, the FAOR receives an advance copy to be delivered to the government, just before the report is made public. The FAOR and WFP R&CD also receive advance copies of any press releases prepared by FAO/Rome or WFP.

The country FAO and WFP offices are requested to keep track of comments or reactions by the government, and to transmit requests for clarification to FAO/GIEWS and WFP (RB and Food Security Analysis Service).

The FAOR and WFP R&CD should feel free to provide suggestions on potential improvements for future CFSAMs.