CTP internal coordination

## Roles and functions

Due to the range of disaster response operating contexts that the Movement is involved in, there are a number of different roles, skills and competencies required for efficient CTP for each Movement actor and for the overall coordination of CTP responses. Refer to IFRC and ICRC specific SOPs in the KEY DOCUMENTS BOX for specific functions.

## Programme teams will require the involvement of colleagues in other departments for Decision-making around key topics of programme design and implementation including:

1. Feasibility assessment analysis for CTP modalities, mechanism and delivery agents and methods
2. Risk analysis for CTP modalities, mechanism and delivery agents and methods
3. Coordination of cross-functional areas in support of CTP

Consider setting up a country level specific internal and external coordination groups:

* **CTP-Technical Working Group** whose function is to ensure that PRC is capable of delivering quality services using CTP when appropriate.
* **Cash Focal Point (CFP):**  to convene the CTP-TWG and be responsible for coordinating and mainstreaming TP responses and lessons from previous experience.

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| **Coordination Mechanism** | **Suggested members with the following functions** | **Main role** |
| **CTP Technical Working Group** | Programmes / DM /EcoSec  Finance / Admin  Logistics  HR  Security | To ensure the delivery of the CTP in line with SOPs and context analysis of assessed needs and feasibility |
| **Cash Transfer  Focal Point** | Identified staff member | * To convene the CTP-TWG and be responsible for coordinating * To provide regular monitoring reports to the Senior Management and Donors on status the status of CTP * To facilitate innovation and learning across all departments engaged in cash based programming |
| **External Coordination  with Movement** | Cash Focal Point / Movement Coordinator | To ensure CTP response by Movement actors is coherent and does no harm |
| **External Coordination  with other actors** | Cash Focal Point / EcoSec Delegate / Movement Coordinator | To ensure CTP response by Movement actors is communicated |

## Coordination Responsibilities of CT Working Group

A Movement Cash Transfer Working Group has responsibility for the coordination of CTP in the Movement for a specific response. It can be made up of the National Society staff involved in the CTP for internal coordination, or can be extended to include other Movement actors involved in CTP in the same response.

Like all coordination groups, there may be scope for having a national level CT Working group and similar structures at field level closer to where the operational areas are of there are more than one Movement actor operating place. Who attends these meetings will need to be decided on a case by case basis, but a Cash Transfer Focal Point for each Movement actor should be identified to ensure consistency.

Key Coordination Responsibilities of a CTWG include:

* Establish standards and common approaches
* Ensure cross-agency coordination of cash programming, including geographical mapping of activities, the timing of interventions and transfer values.
* Track information on cash interventions by agency, geographic area, type of cash programme and transfer mechanisms.
* Develop shared positions on cash transfer programming through advocacy, lobbying and influencing key actors, and policy formulation.
* Create a library of cash resources for the response.
* Make recommendations for enhancements of programming tools and guidelines and for further research (e.g. joint M&E tools, common feedback and response mechanisms, development of accountability materials, standardisation of payment rates).
* Undertake joint monitoring visits.
* Engage the private sector, academics and financial institutions in
* Link up with EMMA and other market assessments.
* Identify appropriate ways to ensure external actors are up to date on Movement CTP responses, and if appropriate select a representative to attend cluster coordination meetings or other coordination fora organised by th government where CTP are discussed..
* Document key lessons from cash interventions.

Source: Adapted from Harvey P. (2011) “Cash transfer programming in emergencies”