



Humanitarian Emergency Fund

HEF Secretariat Annual Report

2017 - 2018

Humanitarian Emergency Fund Secretariat Annual Report

April 2017 – March 2018

Humanitarian Emergency Fund: Introduction

Scotland has a longstanding history of contributing to international development, both through the UK Government's Department for International Development (DFID) and through its own non-government organisations, local charities and individuals.

In 2005, the then Scottish Executive established its international development policy with the signing of the Cooperation Agreement with the Government of Malawi. In 2008, the Scottish Government (SG) expanded its International Development Policy that included, among other programmes, one-off emergency funds available to Scottish organisations responding to humanitarian crises.

In 2016, the SNP Manifesto for the Scottish Parliament elections committed to establish a £1 million a year fund to respond to future humanitarian emergencies. In September 2016, the SG's Programme for Government set the timescales, committing that a new £1 million per annum Humanitarian Aid Fund would be established from Spring 2017. In consultation with international Non-Government Organisations (iNGOs) based in Scotland, the structure and methodology for disbursement of the emergency funds was shaped through a co-production process. Through this process it was agreed that emergency funds should be disbursed through a transparent and predictable sole funding mechanism, leading to the establishment of the Humanitarian Emergency Fund and an expert Humanitarian Emergency Panel (HEF Panel) comprising eight representatives from leading humanitarian aid organisations in Scotland. Launched in April 2017, the Fund is run based on recommendations from the newly created HEF Panel and administered by the Disasters Emergency Committee (DEC), who support the HEF Panel through the HEF Secretariat.

The Scottish Government's Humanitarian Emergency Fund

The Humanitarian Emergency Fund should provide immediate and effective assistance to reduce the threat to life and wellbeing (e.g. hunger, disease or death) for a large number of a population caused by disasters, disease or conflict.

In addition, the Fund should:

- Build public awareness in Scotland of humanitarian crises and raise additional funding;
- Demonstrate the SG's role as a responsible global citizen with a vested interest in responding to global humanitarian challenges; and
- Bring enhanced transparency and predictability to the SG's emergency funding.

The HEF Panel

The HEF Panel is comprised of leading humanitarian aid organisations in Scotland with expertise in responding to emergencies in developing countries, and has an independent Chair. HEF Panel organisations are signatories to the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief, and are members of the Core Humanitarian Standard CHS Alliance. Members of the Panel, appointed by the SG, advise on and access the fund.

HEF Panel members: British Red Cross, Christian Aid Scotland, Mission Aviation Fellowship (MAF), Mercy Corps Europe, Oxfam Scotland, Save the Children, Scottish Catholic International Aid Fund (SCIAF), and Tearfund.

Humanitarian Emergency Fund Secretariat Annual Report

April 2017 – March 2018

The Disasters Emergency Committee (DEC)

The DEC Secretariat has been appointed to administer the HEF and support the HEF Panel. The DEC brings together 13 leading UK aid agencies in times of humanitarian crises to raise money to help those impacted by disaster. The DEC appointed a Coordinator to deliver the HEF Secretariat function and liaise with the HEF Panel, the SG, and the DEC.

Humanitarian Emergency Fund: Summary Narrative Report

In this first year of the Scottish Government's Humanitarian Emergency Fund, the HEF Secretariat has administered the disbursement of the Fund in support of four humanitarian emergency responses across seven countries: £234,998 to East Africa Crisis (including South Sudan, Somalia and Ethiopia); £300,000 to South Asia Floods (India, Bangladesh and Nepal); £120,000 to the Rohingya Crisis; and £293,762 to the DR Congo Crisis.

In addition, the HEF Secretariat has engaged the collaboration of all eight Panel members, strengthening inter-agency relationships and bringing about a better understanding of each agency's ways of working.

In addition to the four Quarterly Panel meetings, members also participated in a range of further meetings (both physical and virtual) in relation to Fund Activations, Peer Review processes, Project Selections and recommendations, and the Operations Manual, while continually offering feedback on the operation of the HEF.

Based on reports to date¹, the Fund has made significant contributions to emergency responses. The [East Africa Crisis report](#) from the DEC details the wide-ranging interventions undertaken; providing assistance to almost 2.5 million people across four countries in what was one of the largest complex humanitarian crises in recent history. The reports from the non-DEC members of the HEF demonstrate the difference that even relatively small amounts of funding can make: the basic needs of almost 2,000 people were met, as well as essential aid delivered to vulnerable communities in remote locations.

This report presents an overview of the HEF Panel and Secretariat activities in the last twelve months. It highlights progress and main developments in managing the Fund.

HEF Funding

The Humanitarian Emergency Fund is divided equally into two funding streams:

Stream 1: Large-scale emergencies which lead to the launch of a DEC Appeal:

Stream 1 A allocates funding directly to the DEC;

Stream 1 B allocates funding to non-DEC members of the HEF Panel who are also responding to the emergency.

Stream 2: Medium to large-scale emergencies that are not anticipated to lead to a DEC Appeal:

Stream 2 funds are activated on the recommendation of HEF Panel members and approved by Ministers. Stream 2 allocates funding to HEF Panel members whose proposals have been approved by the Peer Review committee.

¹ Reports from emergency responses funded by the HEF will be published in due course.

Humanitarian Emergency Fund Secretariat Annual Report

April 2017 – March 2018

HEF Fund Tracker

| | Q1 | Q2 | Q3 | Q4 | Total |
|--|--------------------------|-----------------|------------------------|-------------------|-------------------|
| HEF costs | £38,590 | | £12,650 | | £51,240 |
| Stream 1 | | £234,998 | | | £234,998 |
| A | | £188,000 | | | £188,000 |
| B | | £46,998 | | | £46,998 |
| Stream 2 | | £300,000 | £120,000 | £293,762 | £713,762 |
| Total | £38,590 | £534,998 | £132,650 | £293,762 | £1,000,000 |
| Stream 2 | South Asia Floods | | Rohingya Crisis | DRC Crisis | |
| Number of Applications | 7 | | 3 | 7 | |
| Activation Request to submission of recommendations to SG | 13 working days | | 9 working days | 11 working days | |

HEF Allocations

| HEF Panel Member | Stream Allocations ¹ | Stream 2 Applications and allocations | | |
|--------------------------|---------------------------------|---------------------------------------|-------------------|-----------------|
| | | East Africa | South Asia Floods | Rohingya |
| DEC | £188,000 | | | |
| Christian Aid | | | £60,000 | £97,920 |
| MAF | £15,666 | | | |
| Mercy Corps | £15,666 | | | |
| Oxfam | | £100,000 | £60,000 | |
| Save the Children | | £100,000 | | |
| SCIAF | £15,666 | | | £97,922 |
| Tearfund | | £100,000 | | £97,920 |
| Total allocations | £234,998 | £300,000 | £120,000 | £293,762 |

For Stream 2 activations, 17 proposals were received, ranging between:

- Single interventions (e.g. Cash transfers); multiple interventions (e.g. WASH, health, cash transfers, education and protection); logistics (e.g. transportation of personnel and cargo);
- Contributions to a large-scale response; to specific, small-scale projects (within a larger response);
- Supporting from 600 to 20,000+ people;
- Six weeks to six months in implementation time-frame.

To note: Stream 2 was activated for the Rohingya crisis before the DEC Appeal for people fleeing Myanmar was launched. Clarification that Stream 1 would not be activated in the event of a DEC appeal following a Stream 2 activation was shared among organisations, and the Operations Manual has been amended to state that Ministers retain the right to review the situation on a case-by-case basis.

Humanitarian Emergency Fund Secretariat Annual Report

April 2017 – March 2018

HEF Panel

Four quarterly Panel meetings have been held between July 2017 and February 2018, in addition to Project Selection meetings and Activation conference calls.

The HEF Secretariat has worked closely with the members of the HEF Panel and the Scottish Government:

- Drafting and updating the Operations Manual;
- Recommending eleven projects for funding to the Scottish Government in addition to the DEC's East Africa appeal;
- Convening and documenting Panel meetings;
- Convening Peer Review Committees and Project Selection meetings;
- Updating the HEF Fund Tracker;
- Drafting and issuing Grant Letters of Agreement with Terms and Conditions;
- Revising agreed terms and conditions during the year, to take account of SG's [Safeguarding Policy](#) (published March 2018) and the new data protection regulations.

The eight Panel members have each signed their agency's MoU with the Scottish Government and copies have been retained by the DEC Secretariat.

HEF Chair and Deputy Chair

The Chair of the HEF Panel had been instrumental in guiding the Panel through the various Panel meetings as well as representing the Panel at several external events. Given the nature of the role and, on occasions the sense of urgency, the Panel now has a Deputy Chair to cover the role in the Chair's absence or non-availability.

Conclusion

The Scottish Government's Humanitarian Emergency Fund has had a successful first year, testing its strategy and processes, bringing together the Scottish Government, the Disasters Emergency Committee and the eight humanitarian organisations. The engagement and collaboration of the eight Panel members, and their deputies, have been a significant strength of the Fund. They have each shared their experience, and contributed their expertise in many of the discussions around best practice in addressing humanitarian responses. Their involvement, in terms of time and effort, including those of their colleagues, have been greater than perhaps originally anticipated and should be noted.

The HEF Secretariat administered the disbursement of the Fund in a coherent and streamlined manner and will continue to adjust and improve the Fund and its processes in Year Two.