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# Humanitarian Emergency Fund

## Year Two Annual Report



Reporting on 2018 – 2019 Activations and Completion of 2017 – 2018 Funded Projects



Produced on behalf of the Scottish Government by the  
Disasters Emergency Committee

**Humanitarian Emergency Fund Annual Report  
April 2018 – March 2019**

Cover page photo: Young boy in the aftermath of the October 2018 Indonesian Tsunami.

## **Humanitarian Emergency Fund: Overview of the Year 2 Annual Report**

This report presents an overview of the Scottish Government's Humanitarian Emergency Fund and the activities of its Secretariat in 2018-9, its second year of operation since it was established in 2017.

It details the global impact of the projects launched and completed in this period as well as developments in the management of the Fund, including areas for future improvement.

The first section briefly explains the fund; the second section details the 2018-2019 project 'activations'; the third section details the impacts of the 2017-2018 funded projects with the fourth section looking at the performance of the Secretariat, other activities and future requirements.

Where other reports and information are available on the humanitarian emergencies discussed in this report, links are provided.

### **1. Introduction: The Humanitarian Emergency Fund**

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 government, non-government organisations (NGOs), local charities and individuals.

In 2016, in consultation with international Non-Government Organisations (iNGOs) based in Scotland, the Scottish Government committed to establish a £1 million a year fund to respond to future humanitarian emergencies. The Humanitarian Emergency Fund (HEF) was established in April 2017 and is supported by an expert Panel (HEF Panel) comprising of representatives from eight leading humanitarian aid organisations based in Scotland. Funds from the HEF are allocated to crises that meet a range of criteria and based on recommendations from the expert HEF Panel, supported by the HEF Secretariat which is administered by the Disasters Emergency Committee (DEC).<sup>1</sup>

#### **1.1 The Aim and Objectives of the Humanitarian Emergency Fund**

The main aim of the HEF is to: 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 HEF 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 fund is activated in one of two-ways:

**1) Stream 1** – funds are awarded by Scottish Ministers after a UK wide humanitarian appeal is launched by the Disasters Emergency Committee. Smaller sums can also be released to

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<sup>1</sup> [www.dec.org.uk](http://www.dec.org.uk)

three Scottish based organisations who are part of the HEF Panel but are not part of the UK's DEC coalition via this channel.

**2) Stream 2** - When a UK wide DEC appeal is not immediately anticipated but a crisis, often a protracted crisis, meets the Fund's activation criteria, then projects can be approved by Scottish Ministers for funding after a competitive, peer reviewed process amongst all HEF panel members.

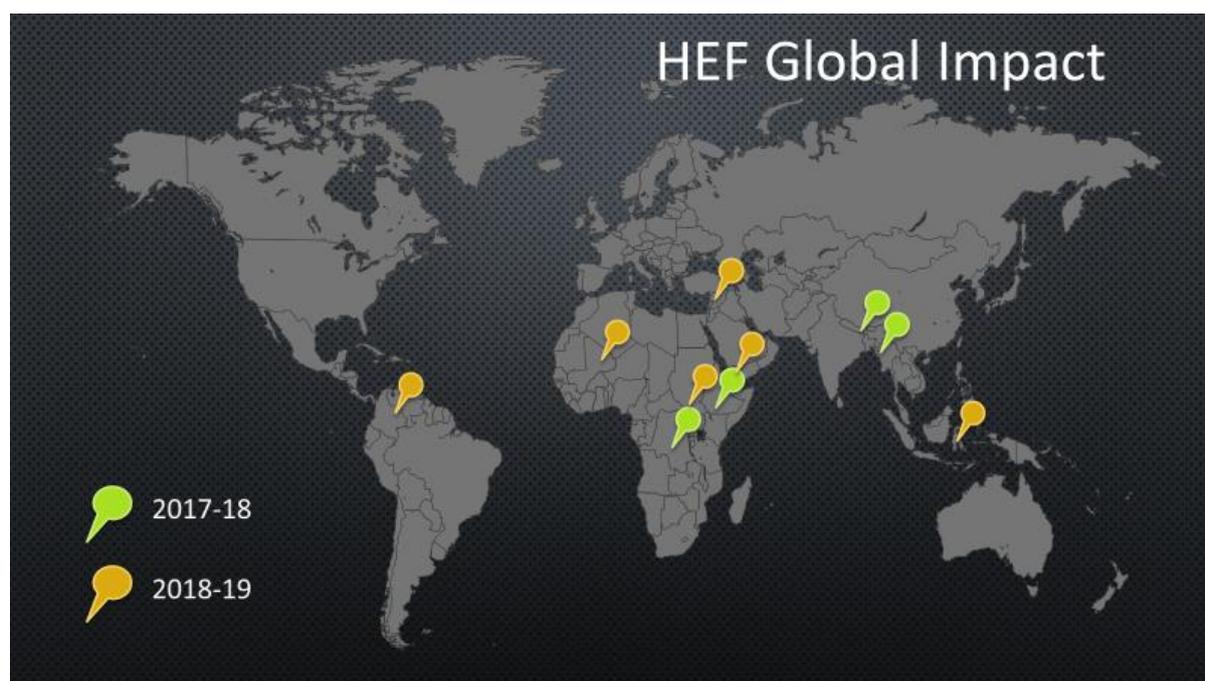
For more detailed information on the background to the HEF and its activation mechanisms please see Annexes.

## **2. HEF Project Activations 2018-2019**

In this second year of operation of the HEF, four projects were launched in response to six humanitarian emergencies across six countries (figure 1 – yellow pins).

These responses have been to natural disasters, regional conflicts, disease outbreaks and political instability resulting in population displacement and are briefly summarised below

*Figure 1: Global Impact of the Humanitarian Fund in its first two years of operation*



### **2.1 July 2018 - Syria, Yemen and South Sudan – Conflict Related Crises**

Stream 2 Activation: £300,000 shared equally between: **British Red Cross, Mercy Corps and Tearfund.**

With no acute, high-profile emergency during this period, HEF Panel members considered a strategic application of Stream 2 funds to offer humanitarian assistance to people affected by complex and protracted emergencies, particularly as there had been a rapid deterioration in the situations in Syria, Yemen and South Sudan. Despite the differing priorities among members, there was agreement that the 'urgent humanitarian needs' of the affected people

were paramount along with interventions that could have most significant impact with the limited available funding.

With £300,000 available, it was agreed that three projects, from the six submitted proposals, should be selected - with British Red Cross for Syria; Mercy Corps for Yemen, and Tearfund for South Sudan each receiving £100,000 from the HEF.

### **2.1.1 Syria – British Red Cross**

Intense battles in and around the South Western city of Dar'a in July 2018 led to one of the largest and fastest displacements in Syria's long and continuing civil war. Whilst many of the 325,000 people internally displaced (IDPs) were able to return a large number were not.

Working through its partner, the Syrian Arab Red Crescent (SARC), HEF funding allowed British Red Cross to provide water bottles and jerry cans to 25,000 of the remaining IDPs, the only way to collect and store water in extremely hot conditions (figure 2). This vital supply of water prevented dehydration and reduced the threat of disease amongst vulnerable people on the move until they could be offered safer shelters or housed with host communities.

The funding also supported SARC with extra volunteers to assess and respond to a range of urgent humanitarian needs. These volunteers assisted up to 90,000 households (450,000 people).

*Figure 2: Family receiving water from SARC worker*



### **2.1.2 Yemen – Mercy Corps**

The project aimed to support 4,500 internally displaced people and 1,500 host community families in the Al-Durayhimi district near the disputed strategic port of Al-Hudaydah. With existing WASH (Water, Sanitation and Health) activities already established in this cholera

hotspot, this project aimed to provide each household with a minimum of twenty litres of drinking water per person each day in line with Sphere<sup>2</sup> standards.

Despite continued military action in the area exacerbating security and accessibility to a mobile population, the project succeeded with 5,000 households supported with clean water, with newly installed water tanks and jerrycans distributed to the target population (figure 3).

**Figure 3: Mercy Corps water delivery in Al-Durayhimi**



### **2.1.2 South Sudan – Tearfund**

Despite South Sudan gaining statehood by 2011, violent conflict has continued for several years leaving more than seven million people in need of humanitarian assistance with a further 2.5 million refugees from the crisis in neighbouring countries. With another upsurge in violence during 2018, economic instability combined with poor harvests exacerbated food shortages, causing malnutrition and reduced disease resistance.

Working with long established local partners, Tearfund's project aimed to provide food supplies to 500 of the most vulnerable households in Mvolo County, North West of the capital, Juba.

The project was largely successful with all selected households receiving appropriate allocations of maize grain, beans and oil to set Sphere standards (figure 4). Previously these families had to skip meals or were forced to forage through limited vegetation for food. The project was extended by a month as rains had made roads impassable and diversions had to be taken to reduce security risks.

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<sup>2</sup> The Sphere standards are a set of principles and minimum humanitarian standards in four technical areas that guide humanitarian response - <https://www.spherestandards.org/humanitarian-standards/>

*Figure 4: Visually impaired families receiving Tearfund support*



## 2.2 October 2018 - Indonesian Tsunami - Natural Disaster

Stream 1 Activation: £192,000 directly to **Disasters Emergency Committee**, £16,000 each to **Mission Aviation Fellowship**, **Mercy Corps**, and **Scottish Catholic International Aid Fund (SCIAF)**

At the end of September 2018, an earthquake measuring 7.4 on the Richter scale rocked the Indonesian island of Sulawesi, triggering a terrifying tsunami that reached 18 feet in height and left a trail of destruction in its wake. More than 2,200 people are known to have died, more than 1,300 are still reported as missing and 4,400 were seriously injured (figure 5).

An appeal was launched shortly after by the Disasters Emergency Committee, triggering a release of HEF Stream 1 funding. The DEC received £192,000 through Stream 1A and a Stream 1B sum of £48,000 was shared equally by the three non-DEC members of the HEF Panel: Mission Aviation Fellowship, Mercy Corps, and SCIAF which contributed to their wider organisational response.

*Figure 5: Boy receiving medical assessment and treatment after the earthquake and tsunami*



The DEC six month report is available here

<https://www.dec.org.uk/article/2018-indonesia-tsunami-appeal-six-month-report>

### **2.3 December 2018 - Mali: Conflict and Climate Emergency**

Stream 2 Activation: Two awards of £100,000: **Mercy Corps and Tearfund.**

Mali has had a long standing institutional and security crisis since 2012, with widespread displacement of communities and serious disruption of livelihoods. There has been continual violence between communities with attacks by Islamist groups, bandits and other armed actors. The population remains extremely vulnerable to the combined effects of conflict and natural disasters such as drought and floods which has led to large unplanned population movements.

Towards the end of 2018, the central Mopti region was the epicentre of the inter-ethnic conflict and insecurity which led to a significant increase in the number of people who had become internally displaced (IDPs). This was the main focus for the two projects that were submitted and approved for funding.

**2.3.1 Tearfund** – This project aimed to support 320 extremely vulnerable households with cash transfers, access to emergency WASH (Water, Sanitation and Health support) and other vital household support.

The project succeeded in achieving its objectives by distributing cash to 340 households to purchase food & kitchen utensils, providing hygiene and sanitation kits and mosquito bed nets (figure 6). As well as increasing food security, the support also boosted the social status of these group and their hopes for the future. Access to clean water also supported improvements to hygiene and sanitation whilst mosquito nets helped protect from malaria risk and further reducing vulnerability of the target community.

*Figure 6: One of the internally displaced families supported by Tearfund*



**2.3.2 Mercy Corps-** This was a similar project to provide food vouchers and cash to provide essential food needs to 400 displaced households in conflict-affected communities.

Despite the extreme security challenges, the project succeeded in meeting food needs of 478 households in this period. The voucher-based system used helped give participants flexibility in their choices of food and provide an infusion of cash to support the recovery of local economies (figure 7). All voucher exchanges were carried out in a transparent and efficient manner, with participants reporting high satisfaction with the goods they were able to purchase. In a strongly patriarchal culture, 35% of the households supported were female led, 75% of the households were from the two main ethnic groups involved in the conflict.

*Figure 7: Mercy Corps project worker discusses use of cash vouchers*



## **2.4 February 2109 - Colombia (Venezuela crisis): Political and economic emergency**

### **Stream 2 Activation – £220,000 shared between SCIAF and Tearfund**

A crisis rapidly developed in Venezuela following contentious presidential elections and a related economic crisis, with people fleeing to neighbouring countries. The political nature of the emergency made operation within Venezuela very difficult, so it was agreed that any response should focus on Colombia where the majority of people had moved and/or transited to other countries nearby.

Five members submitted proposals, the two strongest projects from SCIAF and Tearfund were each awarded £110,000

#### **2.4.1 SCIAF**

This project is aiming to help more than 10,000 vulnerable migrants with meals or food parcels and other key household items as well as psychosocial support to reduce risks of sexual, drug or xenophobic abuse. In addition, a smaller number will be helped with temporary accommodation.

#### **2.4.2 Tearfund**

Tearfund's funding is enabling it to build on learnings from some of its existing work in Colombia to support a further 500 families in the Baranquilla area. The targeted families are being given water, sanitation and hygiene (WASH) supplies as well as other essential non-food items (NFIs) as well as food vouchers

The HEF Secretariat will produce its Integrated Response Report on the agencies' response in October 2019

## 2.5 Total Spend on HEF Activations in 2018-19

Funding allocated via Stream 1, i.e. in response to a UK-wide DEC appeal totalled £240,000 over the funding year. The majority of the HEF, £720,000, was activated via Stream 2, i.e. projects recommended by the expert HEF Panel, and the remaining £40,000 allocated for the administration of the HEF (table 1). Tearfund received a total of £300,000 across three emergencies; Mercy Corps received £216,000 across three emergencies; SCIAF received £126,000 across two emergencies; the DEC and BRC received £192,000 and £100,000 respectively in response to one emergency and Mission Aviation Fellowship (MAF) received £16,000 in response to one emergency (table 2).

**Table 1: Financial Summary of release of HEF funds 2018-19**

	Q1	Q2	Q3	Q4	Total
	Apr-Jun 18	Jul-Sep 18	Oct-Dec 18	Jan-Mar 19	
<b>Stream 1</b>			<b>£240,000</b>		<b>£240,000</b>
A			£192,000		£192,000
B			£48,000		£48,000
<b>Stream 2</b>		<b>£300,000</b>	<b>£200,000</b>	<b>£220,000</b>	<b>£720,000</b>
<b>HEF costs</b>	£20,000		£20,000		£40,000
<b>Total</b>	<b>£20,000</b>	<b>£300,000</b>	<b>£460,000</b>	<b>£220,000</b>	<b>£1,000,000</b>

**Table 2: HEF Member Allocations 2018-9**

HEF Panel Member	Stream 1 Allocations	Stream 2 Applications and allocations		
Organisation	Indonesian Tsunami	Syria, Yemen, South Sudan	Mali	Colombia
DEC	£192,000			
British Red Cross		£100,000		
Mission Aviation Fellowship	£16,000			
Mercy Corps	£16,000	£100,000	£100,000	
SCIAF	£16,000			£110,000
Tearfund		£100,000	£100,000	£110,000
<b>Total funding</b>	<b>£240,000</b>	<b>£300,000</b>	<b>£200,000</b>	<b>£220,000</b>

## 2.6 Additional Activation - March 2019 – Cyclone Idai – Natural Disaster

In March 2019 Cyclone Idai brought devastating winds and floods to Mozambique, Zimbabwe and Malawi in Southern Africa. The DEC launched an appeal but whilst the HEF for the funding year had been fully allocated, the Scottish Government were able to contribute a further £100,000 from other budgets to boost the DEC appeal funds available to its member charities for the response.

The DEC six month report detailing all its member responses on Cyclone Idai along with key learnings is due to be published in January 2020. At the same time, the three HEF members

outside the DEC will also provide summary reports outlining how HEF funds helped their overall responses to the cyclone.

## **2.7 Activation requests that did not progress**

### **Bangladesh (Rohingya) – June 2018**

An Activation Request was received about the deteriorating situation in the camps in Bangladesh hosting Rohingya people fleeing the violence in Myanmar. Whilst the need was recognised, the Panel took the view that there were other more critical emergencies at that time, so the request was declined.

### **Kerala, India – August 2018**

An Activation Request to respond to the floods in Kerala, India was agreed by the Panel and recommended to the Scottish Government. At the same time, it was reported that the Indian Government would not accept funds from foreign governments. Following a short delay in the activation, it became clear that the Indian Government had been active in the response and had not requested international support. Whilst acknowledging the emergency in Kerala, the Panel agreed that the recommendation should be recalled.

## **3. HEF Project Closure Reports**

In this financial year the HEF Secretariat received and reviewed the following Project Closure Reports. These reports summarise the activities which took place because of the funds that were released from the HEF in the previous financial year, which was the HEF first year in operation. Each project is briefly summarised below and there are full reports available for more detailed information.

### **3.1 August 2017 – South Asia Floods – Natural Disaster**

Stream 2 Funding: £300,000 shared between **Save the Children** in India; **Oxfam** in Bangladesh; **Tearfund** in Nepal.

Millions of people were forced from their home by monsoon flooding with huge damage to infrastructure and agriculture. With £300,000 of HEF funding, split equally between the three members

- **Save the Children** supplied temporary shelter and hygiene kits to 1,300 families along with hygiene training as well as creating child friendly spaces to help overcome trauma.
- **Oxfam** provided 2,500 cash grants, enabling families to choose their own priorities from food, medicine or agricultural supplies as well as hygiene kits to reduce disease risk
- **Tearfund** helped rebuild more flood and earthquake resistant homes for more than 200 families long with seeds, tools and training to help them grow new crops (figure 8).

*Figure 8: Roshan Nepali and wife in front of new Tearfund supported home and recently grown crops*



### **3.2 October 2017 - People fleeing from Myanmar in October 2017: Inter-ethnic crisis**

Stream 2 Funding: £120,000 shared between **Christian Aid** and **Oxfam**.

Inter-ethnic violence in Myanmar (Burma) forced a rapid massive influx of 800,000 Rohingya people into Bangladesh, quickly resulting in a chaotic and unpredictable crisis. With their £120,000 allocation, Christian Aid and Oxfam were able to provide emergency support to 46,000 people.

- Christian Aid supported 1,480 families with emergency shelter and WASH kits along with community hygiene campaigns along with medical treatment for 5,000 others (figure 9)
- Oxfam installed 60 tube wells and pumps and 200 toilets to serve 10,000 people along with a water treatment plant

*Figure 9: Rohingya boy receiving shelter kit supplied by Christian Aid*



### **3.3 February 2018 - Crisis in the Democratic Republic of Congo: Civil Conflict**

Stream 2: £294,000 shared equally between **Christian Aid; SCIAF; Tearfund.**

Intercommunal violence led to a huge increase in the number of international displaced people (IDPs) and the need for urgent humanitarian support. In 3 different areas, the 3 agencies delivered improved living conditions, health, safety and to improve the wellbeing of thousands of people.

- Christian Aid provided household items to 3,000 people with hygiene kits and family planning kits given to girls and mothers. They also provided training and material for shelters for vulnerable people – the elderly, expectant mothers and children living alone (figure 10).
- SCIAF provided food essentials, household items and agricultural support to 444 most vulnerable families. They also provided support for 1,200 survivors of sexual or gender-based violence along with wider training and communication to denounce the practice
- Tearfund provided 50,000 people with clean, safe water by reinstating springs and providing community support to maintain them along with water purification tablets.

Figure 10: Women standing in front of their new home funded by Christian Aid



#### **4. HEF Secretariat Performance**

##### **4.1 Stream 2 Response Times**

In all acute humanitarian crises, speed and efficiency are crucial to a successful response. As part of its contract to provide Secretariat support to the HEF Panel, the DEC commits to co-ordinating the crisis responses so that all projects move from Activation approval to confirmation within 16 working days (table 3).

*Table 3: HEF Activation Response Times*

	<b>Syria, Yemen, South Sudan</b>	<b>Mali</b>	<b>Colombia</b>
<b>Number of Applications</b>	6	2	5
<b>Time from Activation Request to SG submission</b>	13 working days	9 working days	11 working days

##### **4.2 Serious Incidents**

All members of the HEF are committed to the highest quality of projects and delivery to beneficiaries in a safe and efficient way. They must report and serious incidents to the Secretariat.

In 2018-19 there were no reports of losses or fraud relating to any of the specific HEF funded projects neither were there reports of any safeguarding related issues in this period.

##### **4.3 Operational Improvements**

A number of changes have been made during Year Two of the Peer Review Process. In Year One, only Peer Reviewers had sight of all project proposals. With projects ranked within a small margin of as little as one percentage point, it was difficult for the wider Panel to understand what made one project successful over another.

It was agreed that all proposals should be shared for learning purposes, once the Review process had been completed. The Panel also agreed that Peer Reviewers should discuss their marking with each other to improve consistency before presentation to the wider Panel for approval.

Panel members are now better informed in reaching their recommendations, with more robust proposals being submitted to the Scottish Government for approval.

#### **4.4 HEF Panel**

Four quarterly Panel meetings were held between May 2018 and February 2019.

At each Panel meeting, two members have presented overviews of their organisation's structure, governance and operating models. The final two, Oxfam and Save the Children, will present in Year Three. In addition to deepening members' understanding of other organisations, it has helped to inform the assessments in the Peer Review process.

Discussions included:

- How the HEF can be made more effective and efficient;
- How best to define immediate and lifesaving interventions when considering a range of crises, from a sudden onset emergency to more complex longer-term crises.
- How to improve communications to maximise the impact of the fund.

#### **4.5 CBM UK (formerly Christian Blind Mission) – Seminar on Inclusiveness**

As requested by the Scottish Government, a seminar on inclusiveness led by CBM UK took place in March 2019. Kirsty Smith, CEO of CBM UK, presented an overview on the importance of taking account of the needs of people with a range of abilities when designing humanitarian responses. The event was attended and well received by several of the HEF members as well as representatives from other agencies.

#### **4.6 Looking Ahead - Year Three**

It is expected that the Scottish Government will conduct an internal review of the HEF during the latter half of Year Three. The Secretariat will support Panel members to further improve the operation of the fund and contribute in due course to broader strategic thinking as required on what the fund can achieve in the future.

### **Annex**

#### **A: Humanitarian Emergency Fund: Background**

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

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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 (HEF) 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.

**B: 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.

**C: HEF Fund Activation Criteria and Project Parameters**

Process	Stream 1 (50%)		Stream 2 (50%)
	A (80%)	B (up to 20%)	
Activation mechanism	DEC Board		HEF Panel
Activation Criteria	1. <b>Humanitarian Need:</b> The disaster must be on such a scale and of such urgency as to call for swift international humanitarian assistance		1. <b>Humanitarian Need:</b> The disaster must be on such a scale and of such urgency as to call for swift international humanitarian assistance
	2. <b>Capacity to deliver:</b> The DEC member agencies, or some of them, must be able to provide effective and swift humanitarian assistance		2. <b>Capacity to deliver:</b> The <u>HEF</u> Panel member agencies, or some of them, must be able to provide effective and swift humanitarian assistance
	3. <b>Media profile:</b> There must be reasonable grounds for concluding that a public appeal would be successful		3. <b>Media profile:</b> There must be reasonable grounds for concluding that a DEC public appeal would not be launched
			4. <b>Strategical approach:</b> It must be considered strategically the

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			best use of the funds, considering limited resources and unlimited needs
Who can receive funds?	DEC Members	Non-DEC HEF Panel Members	HEF Panel Members
Projection Selection	DEC Indicator of Capacity	Concept Note and HEF Panel recommendation to SG	Peer Review and HEF Panel recommendation to SG
Activation to Project Confirmation	1-28 days	16 days	16 days
Project Implementation	6 months	6 months	6 months
Reports	DEC Reporting Requirements	Overall Response Report and Case Study	Disaggregated Response Report and Case Study
Minimum and Maximum Fund Allocation	N/A	£15,000 / £47,000	£50,000 / £300,000
Minimum and Maximum Project Allocation	N/A	£15,000 / £47,000	£30,000 / £100,000

**D: HEF Secretariat Financial Report**

<b>HEF Secretariat costs - DEC</b>				
	<b>Original Year 2 Budget</b>	<b>Revised Year 2 Budget</b>	<b>Actual Year 2 Expenditure</b>	<b>Variance against Yr2 Budget</b>
Staff costs	£22,368	£22,489	£23,064	<b>-£696</b>
Technical advisory	£1,000	£1,000	£411	<b>£589</b>
Rent, office costs	£2,160	£1,625	£1,432	<b>£728</b>
IT and office equipment	£1,916	£0	£1,916	<b>£0</b>
Travel & Subsistence	£3,500	£1,718	£1,371	<b>£2,129</b>
Training	£500	£0		<b>£500</b>
Database development & maintenance	£1,500	£0		<b>£1,500</b>
DEC Management time	£7,056	£7,056	£7,056	<b>£0</b>
<b>Total</b>	<b>£40,000</b>	<b>£33,888</b>	<b>£35,249</b>	<b>£4,751</b>
<b>Underspend from Year 1</b>	<b>£883</b>			<b>£883</b>
<b>Total Yr2 Underspend</b>				<b>£5,634</b>

**Notes**

The underspend in Secretariat costs is largely down to reduced travel, a more efficient specialist event and a postponement of an automated database development

Line 1: Recruitment of new HEF Secretariat Coordinator and provisions made for handover between the two new post-holders

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Line 2: Lower than expected travel costs for CBM Seminar expert.

Line 3: Early ending of rental of office accommodation at Whisky Bond in Glasgow.

Line 5: Fewer trips to London and other Scottish venues than anticipated

Line 6: No Secretariat training in this financial year

Line 7: Delayed implementation of DEC 'dashboard' development.

**E: The Disasters Emergency Committee (DEC)**

The DEC Secretariat has been appointed to administer the HEF and support the HEF Panel. The DEC brings together 14 leading UK aid agencies in times of humanitarian crises to raise money to help those affected by major international disasters or crises. The DEC appointed a Coordinator to deliver the HEF Secretariat function and liaise with the HEF Panel, the SG, and the DEC.