

2013 Regular Humanitarian Coordination Forum Meetings Schedule

July – December 2013

	Meeting	Chair	Contact	Phone No/e-mail	July	August	September	October	November	December
POLICY LEVEL	Humanitarian Country Team (HCT) / Donor Meeting	Humanitarian Coordinator	Vincent Omuga OCHA	338836-44, 0772 125 295 omuga@un.org 3 rd Wednesday of each even month	17 1500 Arundel Office Park, Block 11		18 1500 Arundel Office Park, Block 11		20 1500 Arundel Office Park, Block 11	
	HCT Meeting	Humanitarian Coordinator	Vincent Omuga OCHA	338836-44, 0772 125 295 omuga@un.org 3 rd Wednesday of each uneven month		21 1500 Arundel Office Park, Block 11		16 1500 Arundel Office Park, Block 11		18 1500 Arundel Office Park, Block 11

	HC/NGO Consultative Meeting	Humanitarian Coordinator	Benoit Pylyser OCHA	338836-44, 0772 125 272 pylyser@un.org 3 rd Tuesday of 1 st month of each quarter	16 1000 Arundel Office Park, Block 11			17* 1000 Arundel Office Park, Block 11		
	ERF Review/Advisory Board Meeting	Humanitarian Coordinator	Lilian Nduta OCHA	338836-44, 0772 125 298 nduta@un.org 2 nd Tuesday of every second month		15* 1430 Arundel Office Park, Block 9		8 1430 Arundel Office Park, Block 9		10 1430 Arundel Office Park, Block 9

OPERATIONAL LEVEL	Clusters	Inter-Cluster Meeting	Head of OCHA	Vincent Omuga OCHA	338836-44, 0772 125 295 omuga@un.org 1 st and 3 rd Tuesday of every month	2, 16 1530 UNICEF	6, 20 1530 UNICEF	3, 17 1530 UNICEF	1,15 1530 UNICEF	5, 19 1530 UNICEF	3, 17 1530 UNICEF
		Water and Sanitation & Hygiene Cluster	WASH Cluster Lead (GAA) Co-lead (OXFAM GB)	Ajay Paul GAA Alford Garikai OXFAM GB	a.paul@welthungerhilfe.co.zw 496 723 / 496 732, 0772 406 251 AGarikai@oxfam.org.uk 0772 410 448 Last Friday of the month	26 0900-1130 UNICEF	30 0900-1130 UNICEF	27 0900-1300 UNICEF	25 0900-1130 UNICEF	29 0900-1130 UNICEF	27 0900-1130 UNICEF
		Health Cluster	Health Cluster Lead (WHO)	Lincoln Charimari WHO	0772 155 629-32, 0772 277 893 charimari@who.int 2 nd Tuesday of the month	TBA 1430-1630 WHO Parienyatwa Offices	TBA 1430-1630 WHO Parienyatwa Offices	10 1430-1630 WHO Parienyatwa Offices	8 1430-1630 WHO Parienyatwa Offices	12 1430-1630 WHO Parienyatwa Offices	10 1430-1630 WHO Parienyatwa Offices
		Food	WFP	Abdurrahim Siddiqui WFP	252471, 0772 278956 abdurrahim.siddiqui@wfp.org Last Wednesday of the month	31 0930 WFP	28 0930 WFP	25 0930 WFP	30 0930 WFP	27 0930 WFP	TBA 0930 WFP
		Protection Cluster	Protection Cluster Lead (UNHCR) Co-chair (IOM)	Tichaona Mabonga UNHCR Andrew Gethi IOM	0735 707 545 mabonga@unhcr.org 303514, 335044, 0772565900 agethi@iom.int 1 st Wednesday of the month	3 1100-1300 UNICEF	7 1100-1300 UNICEF	4 1100-1300 UNICEF	2 1100-1300 UNICEF	6 1100-1300 UNICEF	4 1100-1300 UNICEF

Working Groups	Food and Nutrition Coordination Committee	National Nutrition Dept (Lead) FNC (Co-chair)	Fitsum Fassefa UNICEF (coordination)	fassefa@unicef.org 703941/2 0772 124 285 First Friday of the month	5 0900-1200 UNICEF Children's room	2 0900-1200 UNICEF Children's room	6 0900-1200 UNICEF Children's room	4 TBA0900-1200 UNICEF Children's room	1 TBA0900-1200 UNICEF Children's room	6 TBA0900-1200 UNICEF Children's room
	Education Working Group	MoESAC / Education Sector Lead	Peter Muzawazi MoESAC	04-734051-9 petermuzawazi@yahoo.com 2 nd Wednesday of every second month		14 1100-1300 Ambassador Hse 18 th Floor		9 1100-1300 Ambassador Hse 18 th Floor		11 1100-1300 Ambassador Hse 18 th Floor
	Agriculture Coordination & Information Forum	Agriculture Sector Lead (FAO co chair MAMID)	Constance Oka FAO	253655-8, 0773587614 constance.oka@fao.org Last Thursday of the month	25 0900-1100 Celebration Ctr	29 0900-1100 Celebration Ctr	26 0900-1100 Celebration Ctr	31 0900-1100 Celebration Ctr	28 0900-1100 Celebration Ctr	TBA 0900-1100 Celebration Ctr
	Livelihoods Institutional Capacity & Infrastructure Cluster (LIC) Working Group	Livelihoods Institutional Capacity & Infrastructure Sector (LIC) Lead UNDP Co-Lead(IOM)	Daisy Mukarakate UNDP Andrew Ziswa IOM	338836-44, 0712 805 798 daisymukarakate@undp.org 1 st Thursday, 1st month of each quarter 303514, 335044 aziswa@iom.int	4 0900-1230 UNDP			3 0900-1230 UNDP		
	Information and Communication Technology Working Group	WFP	Solomon Misgna WFP	799214/74, 0772278959 solomon.Misgna@wfp.org last Thursday of the month	25 1000 WFP	29 1000 WFP	26 1000 WFP	31 1000 WFP	28 1000 WFP	TBA 1000 WFP

NGO COORDINATION	NGO HoA	World Vision	Edward Brown World Vision Timothy Bishop CRS - Deputy	301195/72 , 0772125625 edward_brown@wvi.org 1 st Tuesday of the month timothy.bishop@crs.org 0772129252	2 0900 World Vision	6 0900 World Vision	3 0900 World Vision	1 0900 World Vision	5 0900 World Vision	3 0900 World Vision
	Matabeleland NGO Forum	OXFAM Canada	Norbert Dube OXFAM Canada	(09) 230 377, 011406201 oxcanzim@gmail.com 1 st Friday of the month	5 0930-1200 DP foundation Bulawayo	2 0930-1200 DP Foundation Bulawayo	6 0930-1300 DP Foundation Bulawayo	4 0930-1300 DP Foundation Bulawayo	1 0930-1300 DP Foundation Bulawayo	6 0930-1300 DP Foundation Bulawayo
	Matabeleland Protection Working Group Bulawayo	UNHCR Bulawayo	Lisa Fergusson-Nicol Bulawayo UNHCR Field Office,	0772 433 837 lsfergussonnicol@yahoo.fr 3 rd Wednesday of the month	17 09:30-11:30 UNHCR Field Office	21 09:30-11:30 UNHCR Field Office	18 09:30-11:30 UNHCR Field Office	16 09:30-11:30 UNHCR Field Office	20 09:30-11:30 UNHCR Field Office	18 09:30-11:30 UNHCR Field Office

*** NB:** These dates are provisional and are subject to confirmation with the contact persons ahead of the meetings. All stakeholders are urged to contact the meeting focal point and request to be added to the respective mailing lists to be kept abreast of any late-minute changes in date/venue!

* These dates were changed because the original dates fall on a holiday.

Physical addresses of meeting venues:

UNHCR Field Office 22 Coventry Road, Belmont, Bulawayo
Celebration Centre 162 Swan Drive, Gun Hill, Harare
DP Foundation 27 Hebert Chitepo Avenue, Bulawayo
IOM 142 King George Road, Avondale, Harare

World Vision
UNDP
UNICEF
WFP
WHO

59 Joseph Road/off Nursery Road, Mount Pleasant, Harare
Arundel Office Park, Block 10, Norfolk Road, Mount Pleasant, Harare
6 Fairbridge Road, Belgravia, Harare
15 Natal Rd, Belgravia, Harare
Parirenyatwa Hospital, Harare

Key Humanitarian Coordination Mechanisms

Humanitarian Country Team

The Humanitarian Country Team (HCT), formerly known as the Inter-Agency Standing Committee Country Team is comprised of the heads of all humanitarian UN agencies and five humanitarian NGOs¹. It is chaired by the Humanitarian Coordinator (HC) and meets on a monthly basis. It focuses on humanitarian strategy, decision making and policy direction. Cluster and inter-cluster meetings feed into the HCT meeting, which is the decision-making body for the humanitarian community in Zimbabwe. The HCT invites technical donors to the meeting every second month.

The HC/NGO Consultative Meeting

The HC/NGO Consultative meeting takes place quarterly and comprises the HC and heads of NGOs. It is chaired by the HC and meets to share information on humanitarian issues.

Emergency Response Fund Board Meeting

The ERF board meets every two months to deliberate on ERF issues as well as manage the fund to ensure the fund is well resourced to cover emergency gaps and shocks experienced in country. The board also reviews project proposals presented to it for emergency funding by NGOs.

Inter-Cluster Task Force

The Inter-Cluster Task Force chaired by OCHA precedes the HCT meetings and brings together cluster leads and co-leads. It is a platform for technical information exchange on cluster specific strategies and advises the HCT on humanitarian action of an inter-cluster nature.

Cluster/Sector Working Group Meetings

Cluster/Sector Working group meetings occur monthly and are coordinated by the respective cluster leads. They are attended by cluster members, including representatives from government line ministries, and their objective is to strategise and coordinate humanitarian activities at cluster level, as well as share information on challenges and bottlenecks faced at operational level.

NGO Heads of Agencies Forum

The NGO Heads of agencies Forum meets monthly and comprises heads of participating NGOs. Its objectives are information sharing and joint advocacy on challenges in humanitarian and development action in Zimbabwe.

¹ Participation by the Heads of 5 NNGOs/NGOs. At least one of the seats should be reserved for NNGOs. The Chairs of the National Association of NGOs and the NGO Heads of Agency Forum will jointly advise the HC by the first week of January and July of each year on the selected NGOs to participate in the HCT for a period of six months on behalf of the forum members.