Annex 1: L3 Cluster activation checklist for the first three months					Days																Week		Month	
Action	**Deliverable**	**Location of focus action**	**Lead**	**Timing**	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	3	4	2	3
Pre-declaration stage																								
Assess country level coordination capacity by Global CLA and Global Cluster in consultation with Partners and field offices	Input to ED meeting on existing in-country capacity	Global, consulting country and region	GCLA + GCC + Global Cluster Partners	within 48 hours	X		X																
Emergency Directors meet for Initial analysis of context, capacity, response requirements and make proposals to IASC Principals	Proposal for IASC Principals' decision on emergency	Global	Emergency Directors	within 48 hours			X																
Leadership																								
IASC Principals (including GCLA) meet and determine level of emergency	Determination of Level 3 emergency status	Global	IASC Principals and CLA	within 48 hours			X																
Global Cluster Lead Agency / Global Cluster deploys 'L3 ready' cluster coordinator on 'no regrets' basis	Staff in place	Global	GCC + GCLA	within 72 hours				X															
GCLA / Global Cluster deploys IM specialist(s) on 'no regrets' basis	Staff in place	Global	GCC + GCLA	within 72 hours				X															
GCLA and Global Cluster Partners deploy additional technical staff for needs assessment, strategic planning and elaboration of flash appeal	Staff in place	Global	GCLA + Global Cluster Partners	within 72 hours				X															
Global Cluster Lead Agency / Global Cluster provides briefing notes to the IASC Principal of GCLA on leadership arrangements, rapid response deployments and cluster coordination mechanisms	Briefing note	Global, consulting country and region	GCLA + GCC	in 7-10 days											X								
Coordination																								
Country office of GCLA reviews if there is a coordination gap for its sector	Note of findings	Country	CLA	within 48 hours		X																	
HCT meeting where arguments are discussed for cluster activation where there are gaps, including detail at subnational level and designation of (co-)leads	Verbal arguments in HCT meeting and record of meeting	Country	HCT + CLA	within 48 hours, review at 3 months		X																	X
Cluster/sector inputs to MIRA Preliminary Scenario Definition	Sector needs analysis as input to the MIRA PSD	Country	Cluster IM + CC	within 72 hours				X															
Cluster Coordinators identify priority projects and resource requirements for staffing, based on MIRA/PSD strategic response priorities, for initial CERF allocation	list of cluster staffing requirements, prioritised project needs, estimated costs	Country	CC + Partners	within 72 hours				X															
Cluster (co) lead agency presents priority projects and cluster staffing requirements to HC, for initial CERF allocation by HC	list of cluster staffing requirements and prioritised project needs, estimated costs	Country	HCT + CLA	within 72 hours				X															
Core Function 1 - Provide platform to support service delivery	Activate cluster coordination meetings Meeting Agenda, minutes, actions points	Country	CLA + CC	within 72 hours, then daily for first two weeks and bi-weekly till 8 weeks				X				X							X	X		X	X
Core Function 1 - A mechanism to avoid duplication	Establish 4W database	Country	IM	<72 hours, update as required				X				X							X	X		X	X

Action	Deliverable	Location of focus action	Lead	Timing	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	3	4	2	3
Annex 1: L3 Cluster activation checklist for the first three months															**Days**						**Week**		**Month**
Core Function 2 - Sectoral needs assessment and gap analysis	Report on needs and gaps (for sector and as input to MIRA, initial strategic plan, initial flash appeal, MIRA report at 14 days, revised flash appeal, etc.)	Country	CC + IM	<72 hrs, update within 5 days, further update <14 days				X		X									X				
Core Function 2 - Analysis for response, including cross cutting issues	Report on response analysis (for sector and as input to MIRA, initial strategic plan, initial flash appeal, MIRA report at 14 days, revised flash appeal, etc.)	Country	CC	<72 hrs, update within 5 days, further update <14 days				X		X									X				
Core Function 2 - Prioritisation, grounded in response analysis	Defined priorities (also as input to MIRA PSD, HCT initial strategic plan, etc.)	Country	CC + Partners	< 72 hours, update within 5 days				X		X													
Accountability																								
Core Function 3 - Develop sectoral plan	Sectoral plan, with objectives and indicators	Country	CC + Partners	within 5 days						X													
Core Function 3 - Cluster coordinators provide input to the HC initial strategic plan	Sector input to initial strategic plan covering the first 3 months, including objectives and indicators	Country	CC + Partners	as of day 3, within 5 days						X													
Core Function 3 - Cluster Coordinator review final draft Initial Strategic Plan	Final feedback to the HCT initial strategic plan	Country	CC + CLA	within 5 days						X													
Core Function 3 - Application and adherence to existing standards and guidelines	Promotion of standards and good practice	Country	CC + Partners	<72 hours and periodic update						X									X		X		X
Core Function 3 - Clarify funding requirements	Cluster budgets in flash appeal, CAP, ERF/CHF, CERF	Country	CC + IM	as per document timeline								X									X		X
Core Function 4 - Identify advocacy concerns	Input to HC/HCT messaging	Country	CC + IM	within 5 days and periodic as required						X									X		X		X
Core Function 4 - Undertake advocacy activities on behalf of cluster partners and affected population	Press release/Sitreps	Country	CC + Partners	at least twice per week for first two months					X			X			X				X	X	X	X	X
Core Function 5 - Cluster Coordinator reports to CLA on progress and achievements towards cluster objectives, based on defined indicators	Cluster/sector response monitoring and progress report	Country	CC + IM	weekly as of day 7								X							X	X	X	X	X
Core Function 5 - Cluster Lead Agency reports to HC on progress and achievements towards cluster objectives, based on defined indicators	Cluster/sector progress report (as contribution to the humanitarian dashboard)	Country	CLA	weekly as of day 7								X							X	X	X	X	X
Core Function 5 - Cluster coordinator facilitates consensus among operational partners on incorporating Core Commitments on accountability to affected populations.	CAAP integrated in partner programming	Country	CC + Partners	as of day 5						X													
Core Function 6 - Contingency planning /preparedness for recurrent disasters whenever feasible and relevant	Review existing contingency/preparedness plan and update as required (or develop new ones as required)	Country	CC + Partners	after 3 months, review every six months																			X