

Child Protection in Emergencies Working Group Lebanon - National Workplan 2014

Area	Task	Responsible	When (2014)				Notes	Status
			Q1	Q2	Q3	Q4		
Coordination	Complete CPIEWG workplan for 2014	national CPIEWG	✓				by 31 March 2014	
	Review CPIEWG workplan	Core group (CG)		✓	✓		quarterly	
	Strengthen coordination with field working groups	coordinators		✓	✓	✓	on-going	
	Strengthen coordination and communication between national-field within agencies/organizations	national CPIEWG		✓	✓	✓	on-going	
	Increase inclusion of national NGOs and CBOs in WGs through active and planned outreach	field coordinators and field WG members		✓	✓	✓	on-going	
	Hold joint CPIE-SGBV WG meetings quarterly	CPIE/GBV coordinators + national WGs		✓	✓	✓	quarterly	
	Create a 'new person/organisation' package for sector for induction of new members	Marta/Maria/Loyal		✓			one-off, voluntary basis; review as needed	
	Increase CP-Education links through joint approaches, strategies, programming	coordinator + CG + other interested members		✓	✓	✓		
	Identify and translate core CPIEWG documents into Arabic	coordinator + CG		✓	✓	✓	as needed/finalised	
	Increase use of Arabic in WG - be 'language' conscious	coordinators		✓	✓	✓	on-going	
	Decide on creation of core group for national CPIEWG: Coordinator to share proposal	national CPIEWG	✓					
	Develop and endorse TOR for core group	coordinator + CG + national CPIEWG		✓			to be completed in April, endorsed in May meeting or by email	
	Review task forces/technical sub-working groups	coordinator + CG		✓		✓	bi-annually	
Develop standardized TOR for task forces/technical sub-working groups	coordinator + CG		✓					
Strategy, Planning, and Assessment	Undertake RRP6 mid-year review	coordinators + appealing agencies		✓			completed by 1 May 2014	
	Complete RRP7	coordinators + appealing agencies			✓	✓		
	Hold presentation on all contingency plans, as available	coordinators + contingency plan focal points		✓			as available/reviewed	
	Develop national-level contingency plan based on field plans	national CPIEWG		✓	✓		once field plans complete, est late Q2/early Q3	
	Participate and finalize CPIE section of the MSNA	national CPIEWG		✓				
	Support field counterparts in improving CPIE tools	coordinators + CG + task forces		✓	✓	✓	to be elaborated on	
	Conduct a child protection needs assessment	sector		✓	✓		complete ahead of RRP7, by Sept 14	
	Review CPIEWG strategy	coordinators + CG + CPIEWG members				✓	based on needs assessment	
Policy and Programmatic Guidance	Share child protection policy for WG approval	coordinator + national CPIEWG	✓	✓			coordinator to share; WG members to review with their own	
	Ensure all CPIEWG members have a CP policy in place	coordinators + CG		✓				
	Finalize tools required for case management/practical guidance; disseminate and follow-up	CM TF + coordinators + sector	✓	✓			CM TF to finalize ; dissemination, follow-up by sector + coordinators	
	Explore options for CP IMS or other standardized IMS for case management	CM TF		✓				
	Develop 'next steps' plan for PSS programming: Checklists? Guidelines? Standardize practices? Evaluation/review?	coordinators + PSS TF chair + CG			✓		present back to WG for next steps	
	Support development referral pathways	coordinators + CM TF		✓				
	Develop emergency and alternative care options for children in need	coordinators + CM TF + CG		✓				
Explore options for standardized community-based CP approaches	coordinators + CG + other interested members			✓		incl IEC materials, incl capacity build support to communities; present back to WG for next steps		
Monitoring, Reporting, and Evaluation	Report into Activity Info monthly	sector	✓	✓	✓	✓	monthly	on-going
	Review indicators and definitions in Activity Info	sector		✓			by end of April 2014 as part of MYR	
	Develop data sharing protocol	CM Task Force + coordinators		✓				
	Develop table for monthly reporting on CPIE incidents and cases	coordinators + CG		✓			by end of April 2014	
	Report monthly and share feedback on CPIE incidents and cases nationally	sector		✓	✓	✓	field working group members to report, coordinators to share and feedback	
Information Management and Sharing	Draft agreement on use and sharing of documents in dropbox (honour system)	coordinator		✓			by mid-April	
	Revive dropbox and use for sharing documents, assessments, reports, and for group work	coordinator		✓			by mid-April	
	Actively share information, assessments, reports, documents internally within the group	sector		✓	✓	✓		
	Hold 10 minute session at CPIEWG meeting on how to use (and maximize use of) the portal	CPIE IM		✓			to be held 9 April at national CPIEWG meeting	
	Share public information and reports on the portal	sector + coordinator		✓	✓	✓	send to coordinator with permission to post	
Advocacy and Communication	Identify key international days for advocacy	CG		✓				
	Engage with field staff to better communicate key messages	sector		✓	✓	✓	on-going	
	Develop standardized key messages per CPIE themes	coordinators + CG + other interested members			✓		after needs assessment	
	Develop CP glossary/standardized definitions for CP terms	coordinator + CG		✓				
Mainstreaming and Inter-Sector Collaboration	Compile existing resources, globally and within each organization, on mainstreaming child protection	coordinator + mainstreaming ad hoc group		✓			by mid-April	
	Hold meeting with sector coordinators to discuss bi-directional mainstreaming needs and opportunities	coordinator + mainstreaming ad hoc group + other sector coordinators		✓			coordinator to arrange	
	Identify focal points to represent CPIEWG at other sector meetings	national CPIEWG		✓				
	Identify role and responsibilities of focal points to other sectors	CG + national CPIEWG		✓			done in advance of identifying focal points	
Training and Capacity Building	Develop training plan for CPIEWG focusing on core CPIE needs	coordinator + CG		✓				
	Develop an open-access online training calendar for entire sector	coordinator + CPIE IM		✓				
	Develop a list of CPIE competencies for different roles and positions	coordinator + CG		✓				
	Build knowledge of CPMS by learning about standards in WG meetings at national and field level	sector		✓	✓	✓	monthly at working group meetings	