



A GLOBAL NGO NETWORK  
FOR PRINCIPLED AND EFFECTIVE  
HUMANITARIAN ACTION



## **UNHCR Annual Consultations with Non-Governmental Organizations**

**Wednesday, June 27, 2018**

**Thematic session on Partnership, 16:30-18:30 hrs.**

### **Panel topic: Discussion on Draft Partnership Handbook**

***This topic will be facilitated by Ms. Cecilia Roselli, Head of Partnership and Humanitarian Policy Unit, Norwegian Refugee Council.***

#### **What is the new Partner Handbook?**

The UNHCR Partner Handbook is the prime guidance document on relevant principles, policies, procedures and implementing partnership arrangements for the effective delivery of protection, assistance and solutions for refugees and other persons of concern. The Partner Handbook does not introduce any new policy or guidance but rather offers a compendium of all available guidance notes, policies and procedures to be used when partnering with UNHCR.

#### **Who is it for?**

The Handbook is targeted at UNHCR Partners, especially NGO Partners that are involved in implementing projects and other initiatives in collaboration with UNHCR. It is also useful for UNHCR staff that are involved in managing or supporting partnership arrangements.

#### **Why has it been developed?**

Following adoption of the Framework for Implementing with Partners and other new UNHCR policies and procedures, the 2005 Partner Handbook is out of date and many sections are no longer relevant. The operating context and UNHCR and global policies on refugees and other persons of concern have also evolved. The need to update the Partner Handbook and provide a useful tool for partners and UNHCR staff to deal with partnership has been highlighted in several circumstances. The idea has been taken forward by a 'Partner Reference Group' made up of selected UNHCR staff and representatives from NGO Partners<sup>1</sup>.

In 2017, the Partner Reference Group set out the information requirements and agreed the scope and format for the new Handbook. Work on developing the content has been undertaken by an external consultant (Gill Price). Subsequent review of the first and second drafts has been undertaken by the Partner Reference Group members and their constituents, along with assigned staff from UNHCR, culminating in the third draft which is now being made available for all NGO Partners participating in the June 2018 UNHCR-NGO Consultation meeting.

---

<sup>1</sup> From Division of Financial and Administrative Management/ Implementing Partnership Management Service, Division of Program Support and Management/ Programme and Analysis Support Section, Interaction, African Office for Development and Cooperation, Asia Pacific Refugee Rights Network, Norwegian Refugee Council



A GLOBAL NGO NETWORK  
FOR PRINCIPLED AND EFFECTIVE  
HUMANITARIAN ACTION



### **What are the next steps?**

During this Partnership session, NGO Partners are invited to give their views on the questions (listed below). Feedback and comments provided will feed into completion of the Partner Handbook which is scheduled for publication and dissemination at the end of the year.

### **Guiding questions:**

1. Considering the content of the draft Handbook – are there any significant gaps in the content (particularly for new partners), or are there any sections which are not required or relevant?
2. Is the Handbook in its actual form meeting the needs of partners, especially at operational level?
3. How can the Handbook be rolled-out effectively to generate enthusiasm for the release and use of the Handbook among NGO Partners?
4. How should the Handbook be maintained and updated on a regular basis and how can NGO Partners most effectively support this process?



**The Draft Handbook is available in the website UNHCR Annual Consultation 2018- under Discussion Papers-Partnership:**

<http://www.unhcr.org/2018-unhcr-annual-consultations-with-ngos.html>

Source: UNHCR/IPMS- 13 June 2018.