Cluster Coordination Core Functions
Cluster Coordination Performance Monitoring (CCPM) Process

Core Function	Service	Scope	Deliverables
1. Supporting service delivery	Coordination management	Coordination mechanism (Hubs, SAG, TWiGs).	Minutes, ToR…
		Inter-cluster, HCT, OCHA, Government.	Cluster org. chart…
	Information management	Data collection, processing, and analysis.	5W matrix…
		Dissemination of information.	Website update…
		Liaison with OCHA and other clusters.	Factsheets…
	Integration	Participation of national actors.	
		Interaction with the private sector.	
2. Informing HC/HCT strategic decision-making	Coordinated assessments	Common/joint assessment.	Assessment reports, …
		Needs, capacities, gaps, progress, impact.	Shelter section of MIRA, MSNA …
		Review of response plans.	Gap analyses…
3. Planning and implementing cluster strategies	Strategic planning	Shelter needs priorities and response.	Strategic Framework…
		Overall strategic objectives (HCT, Government)	Decision log,…
		Cross-cutting issues, Recovery, hand-over, deactivation and exit	
	Technical coordination	Technical standards, guidance and liaison with other clusters	Technical Guidelines…
	Resource mobilization	Funding requirement for the sector response plan.	Shelter sections of appeals…
		Criteria and for fund allocation.	Tables, maps, graphs…
		Submissions to pooled funds (CAP, CERF, etc.).	
4. Monitoring and evaluating performance	Performance monitoring	Supervision, monitoring and evaluation.	Cluster reviews…
		Corrective actions to address changes.	(lessons learned, impact…)
5. Building national capacity in preparedness and contingency planning	Contingency planning	Contingency plans (national, sector).	Shelter section of Contingency plan…
		Risk mapping and analysis, DRR	
	Exit-strategy	Remote support, transition, hand-over, exit.	
6. Supporting robust advocacy	Coordinated communication and advocacy	Sector key messages and advocacy priorities.	Stakeholders' mapping,
		Communication/advocacy campaigns, liaison with stakeholders	Advocacy worksheet…
		Beneficiary & communities communications.	Advocacy messages…
	Legal and regulatory issues.	National policies, guidelines and standards.	
		Legal & regulatory issues related to HLP, building codes, etc.	
7. Promoting accountability to affected populations	Community liaison	Feedback from and to the affected population.	Information leaflets in local languages…
		Complaint and grievance committees.	
		Participation of communities in the response.	