EXECUTIVE SUMMARY
Planning Document Outlining Preparations for the World Humanitarian Summit

Introduction
The first-ever World Humanitarian Summit, to be held in Istanbul, Turkey, in 2016, provides a unique opportunity for all stakeholders to come together to define and forge a forward-looking humanitarian agenda for the common good.

Prior to the Summit, consultations will take place both regionally and online with the four major humanitarian constituencies: Member States and regional organizations; humanitarian organizations and experts; key partners from civil society, the private sector and military; and community first-responders and affected people.

A three-year comprehensive planning document has been developed which sets out the objectives and strategy for the summit process, outlines the organizational structure, work plan, as well as an architecture for consultations. It is a ‘living document’ that will continue to be updated as the process unfolds. Below is an outline of the main features of this planning document.

Timeframe
The project commences on 1 January 2014 through 31 December 2016 which includes summit preparations and an additional 7 months after the summit to ensure the required follow-up.

The Themes
Four broad themes will be examined throughout the consultation process: (1) humanitarian effectiveness; (2) reducing vulnerability and managing risk; (3) transformation through innovation; and (4) serving the needs of people in conflict. Each regional consultation will be an opportunity for regional actors to identify the key relevant issues per theme that need to be addressed. Consultations on the four themes will focus on how to achieve what is needed for the future while reaffirming a commitment to the core principles that have guided humanitarian action for the past two decades.

The Project Strategy: Outcomes and Outputs
The project will deliver two main outcomes:
1. Build consensus and ownership of the WHS process and establish or reinforce networks that will take the summit outcomes forward while bringing together the wide range of actors involved in supporting preparedness, relief, recovery and development.
2. Articulate a future agenda for humanitarian action and the modalities to implement summit outcomes. The agenda should set the future direction for humanitarian action, which recognizes the diversity in today’s humanitarian response system, reinforces our commitment to humanitarian principles and forms stronger partnerships for more effective global actions.

To achieve these outcomes, nine core outputs will be implemented:
1. Setting up a WHS secretariat to facilitate a consultation process and preparations for the summit;
2. Establishing an online platform to create the space for open interaction, and information exchange;
3. Facilitating technical work and consultations on summit themes;
4. Supporting regional and global consultation(s) to establish an inclusive face-to-face space for debate on summit themes;
5. Taking full advantage of ongoing strategic planning processes in the UN system and humanitarian community, including the post-2015 process;
6. Producing the Secretary-General’s report synthesizing the results of the consultative processes and setting the summit agenda;
7. Convening an inclusive summit event that brings together diverse humanitarian stakeholders, with Turkey as host;
8. Formulating and implementing robust strategies for resource mobilization, outreach and advocacy to raise awareness and garner support for the WHS process;
9. Targeted follow-up activities to ensure the summit outcomes are implemented.

The Architecture
Preparations for the summit will require clearly defined structures to coordinate and manage the consultation process as well as preparations for the actual summit.

The WHS Secretariat
OCHA is coordinating the establishment of a secretariat team, which will drive the strategic, organizational, logistical and overall process leading up to the summit. Its core work will be to ensure that the summit process is as inclusive as possible and provides a platform to coordinate inputs from a range of partners to set an agenda for humanitarian action. The secretariat will be responsible for managing relationships with partners and coordinating the analytical work of the thematic teams to support regional, online and global consultations.

Regional Steering Groups
Regional steering groups will be established to guide the planning and organization of each regional consultation. The groups will focus on (a) setting the agenda for the regional consultations, (b) identify regional issues to be prioritized for discussion under the four themes, (c) raise awareness regarding the process and encourage engagement among regional actors, (d) identify participants to the consultation from the region and (e) support drafting of the background documents and the final report from the regional consultations. Each groups’ composition will be determined based on the regional context, but they should be inclusive and diverse, representing the four constituencies.

The Thematic Teams
Four thematic teams will be established. The work of the thematic team will be facilitated by a full-time secretariat staff member. Each thematic team will be composed of 8-10 members to dedicate 20-30% of their time to this work. These teams will be responsible for consolidating and analysing input from the various consultations and ultimately draft the SG’s report.

Team members will come from each of the major humanitarian constituencies. Thematic teams will strive to bring in diverse experts from across geographies, with experiences with different types of crises and issue specializations. Gender balance will also be considered.
Types of Consultations
There will be eight regional consultations, interactive online consultations, and one global consultation.

Regional consultations will take place in 2014 and 2015 and will aim to take stock of recent advancements and best practices in humanitarian action in each region. They will also identify gaps and provide concrete recommendations on ways to address key humanitarian issues and challenges in the region. A report on the key findings and outcomes of each regional consultation will be widely circulated and posted for comment on the WHS website. The regional reports will also serve as inputs to the Secretary-General’s final report which will set the agenda for the summit. The following is a broad outline of the regional consultations that are planned as well as the timeline:

- West and Central Africa - 2nd Quarter 2014
- North and Southeast Asia - 3rd Quarter 2014
- Latin America and the Caribbean - 4th Quarter 2014
- South and East Africa - 4th Quarter 2014
- Eastern Europe, Western Europe and Others Group (WEOG) - 1st Quarter 2015
- Pacific Islands - 2nd Quarter 2015
- South and Central Asia - 2nd Quarter 2015
- Middle East and North Africa - 3rd Quarter 2015
- Global Consultation - 4th Quarter 2015

Online consultations will complement face-to-face consultation processes and open the door for millions of people to share their expertise and views on the issues. These consultations will also be a major opportunity to involve and use the growing number of “digital volunteers” and private-sector networks and companies that are already collaborating with humanitarian actors on different levels. Outputs of the online consultations will feed into thematic and regional reports, to be integrated into the SG’s report.

One global consultation will take place at the end of the preparatory process (4th Quarter of 2015) to organise results and discuss the outcomes of the consultations across regions and themes and identify shared prioritise with other UN processes for consideration for the summit.

Management Arrangement
OCHA will manage the secretariat and be accountable for its work on behalf of the Secretary-General and the UN system. OCHA has established a World Humanitarian Summit secretariat in New York with dedicated capacity in Geneva to plan and execute preparations for the summit. The summit will be one of OCHA’s major corporate priorities for the next few years, and it is being incorporated in OCHA’s strategic framework and various workplans.

UNDP will provide administrative support to the secretariat on human resources for recruitment, hiring and administrating contracts, procuring services and administrating funds, and other technical functions.

***