



Guidance for Self-Reporting on World Humanitarian Summit Commitments and the Agenda for Humanity

The World Humanitarian Summit was a multi-stakeholder, collective effort to better serve people in crisis. Its success hinged on the full participation and commitment of thousands of stakeholders and institutions. Maintaining momentum on the Summit's outcomes and measuring collective progress will, similarly, be a multi-stakeholder undertaking.

Through the Agenda for Humanity Platform for Action, Commitments and Transformation (PACT) (agendaforhumanity.org) all stakeholders who made commitments are invited to self-report on progress once a year until their commitments are implemented. Annual self-reporting in the PACT is a critical opportunity to communicate with others and make visible how your country or organization are taking forward commitments made at the Summit, confronting challenges, and working to promote positive change. It is a place to share your experience, triumphs, results, and what you're learning.

In order to make the self-reporting useful for analysis, it is organized according to the 24 transformations in the Agenda for Humanity. In the reporting form, each of your commitments will be listed under the transformation to which it is most aligned in the Agenda. The information provided through the self-reporting will be publically available on the PACT to promote transparency and facilitate collaboration between stakeholders. It will also form the basis of the annual synthesis report to be prepared by OCHA (expected release September). The annual synthesis report will highlight trends in progress, achievements and gaps that need more attention.

What is the period to be covered by the self-report?

For the first self-reporting cycle, stakeholders are invited to share progress in advancing commitments for the period June 2016 to December 2016. The period covered by future self-reports will be by the calendar year (ie. January 2017 to December 2017).

When is the PACT open for self-reporting?

Stakeholders will be able to submit reports on the PACT from 6 January 2017 to 17 March 2017. This time-frame allows for the annual synthesis report to be prepared and published in September, which will highlight trends, achievements and gaps.

How do I login to the PACT to do the self-reporting?

At the time of submitting commitments through the online portal or to the World Humanitarian Summit Secretariat, a primary focal point was identified by your organization. The primary focal point will receive an email with instructions on how to login and submit your organizations report. To find out the name of the primary focal point for your organization go to your organization's stakeholder page on the PACT (agendaforhumanity.org). For changes to the name of the primary focal point, please email pact@un.org.



What information do we need to provide?

The following questions are asked of organizations that made individual, joint and core commitments. The self-reporting format is organized around the transformations in the Agenda for Humanity. For example if a stakeholder made five commitments related to the transformation “reduce and address displacement” the following would be asked to cover all five commitments. **All fields will be optional.** A sample self-report can be found at:

http://www.agendaforhumanity.org/sites/default/files/Sample_Report.pdf

- **What led your organization to make the commitment? (For example, what did you want to change in practice, behaviour or policy?)** (max 100 words)

Where did your organization stand on the issues prior to making the commitments? Share any baseline information, including figures if available.

- **Achievements at a glance** (max 150 words)

Be as specific as possible and highlight any concrete actions that are helping your organization implement its commitments. Share any relevant data or figures that support this.

- **How are you assessing progress?** (max 100 words)

Share information on how your organization is measuring the progress it is making toward achieving its commitments and whether it is having the desired impact (eg. indicators, outcome mapping or evaluations). If monitoring is part of a broader reporting initiative of multiple organizations (eg. Grand Bargain), please indicate. You are encouraged to upload related information in the upload reports section.

- **Challenges faced in implementation?** (max 100 words)

Please share information on any specific challenges faced in implementation and achieving results (eg. challenges in the areas of finance, human resources, unforeseen crises, and instability or insecurity constraints). Be as specific as possible on the type of challenge and the impact it is having.

- **Next Steps planned to advance implementation in 2017?** (max 100 words)

Highlight the actions your organization plans to take in 2017 to advance implementation of the commitments and relevant transformation in the Agenda for Humanity.

- **If you had one message for the annual synthesis report on what is most needed to advance the [name of transformation] in the Agenda for Humanity?** (max 50 words)

This is your opportunity to provide an advocacy message on what is needed if we are to make collective progress on advancing that particular transformation.



- **Select from the drop-down menus any other relevant Agenda for Humanity Transformations, cross-cutting issues or initiatives launched at the World Humanitarian Summit that your report relates to.**

Tag your report with any relevant transformation, issues or initiatives from the drop-down menus. For example, if your report relates to a cash commitment select “cash” from the cross cutting issue drop down menu. If your report relates to an initiative you are a signatory of (eg. Grand Bargain, Charter for Change, Disability Charter) select it from initiatives drop down menu. By tagging your report, other stakeholders will be able to quickly identify your report and see your organizations progress on specific issues.

Can we provide additional reports?

Yes. In addition to the sharing of information on the implementation of commitments, stakeholders will have the opportunity to upload additional reports (such as relevant annual reports or project reports); reports on initiatives launched; and/ or upload thematic reports on specific transformations of the Agenda for Humanity or on key cross-cutting issues (such as cash, gender etc). Any additional reports uploaded will appear on your organizations stakeholder page on the PACT.

Additional reports analysing progress on specific themes of commitments or transformations in the Agenda for Humanity are particularly welcome.

What happens after the report is submitted? Will it be made publically available?

After the self-report is submitted, it will be reviewed by a moderator. It will then be published on the PACT. If your organization has provided a twitter ID, a tweet will be sent to notify that your organization has submitted its report and it is now available on PACT. The moderator will also notify the primary focal point who submitted the report that the organizations report is now available on the PACT.

Do you have a sample of a self-report?

Yes. The sample will give you an indication of the type of information that would be most useful. You can find a sample of a self-report at:

http://www.agendaforhumanity.org/sites/default/files/Sample_Report.pdf

What happens if our commitments are not on the PACT?

The PACT currently reflects commitments that were submitted through the online portal prior to the Summit or were provided in writing to the World Humanitarian Summit Secretariat. If you made commitments at the Summit and they do not appear on the PACT you can now enter those commitments on the PACT at: <http://agendaforhumanity.org/registration> or please contact pact@un.org.



Can we make new or additional commitments that support the advancement of the Agenda for Humanity?

Yes. Stakeholders currently on the PACT can make additional commitments through their Stakeholder Account's page. Primary focal points for each organization will be able to login and make these additional commitments.

For new stakeholders not on the PACT, you can register as a stakeholder and make commitments at <http://agendaforhumanity.org/registration>.

Who can I contact if I have questions?

For technical issues on the PACT please contact pact-IT-support@un.org; for all other issues related to the PACT and self-reporting please contact pact@un.org