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**SOPs for Donors and Member States Briefings**

**Objective**

The Global Protection Cluster (GPC) regularly convenes Donors & Member States Briefings to increase informed and meaningful dialogue on emerging protection challenges – from field to global. The idea is to create a safe space to stimulate open discussions and support influencing efforts between field Protection Clusters and donors and Member States at global level. Specific aims of such briefings include mobilizing needed protection-focused actions, diplomacy and strengthening protection outcomes.

GPC **Donors and Member States Briefings** will aim to bring a focus on:

* New protection trends emerging from regular analysis conducted by field PC and members.
* Serious protection concerns & IHL/IHRL violations requiring diplomacy efforts.
* Substantial gaps in response capacity and funding requirements.
* Access issues hampering humanitarian assistance, with a focus on protection service delivery and field staff presence.
* Any other thematic subject of interest to donors and Member States and requiring increased global attention (ie. MHPSS, anti-trafficking, human rights engagement, disability & inclusion).

**Format**

Such briefings can take the form of either private and closed-door meetings or more public dialogue and roundtable discussions with donors and Member States. The format will be defined in collaboration with field Protection Cluster and GPC management team, in line with influencing aims and risk considerations.

Each briefing should last for no longer than 60 mins and will generally be moderated by the GPC Coordinator. As such, all interventions should be limited to 7 minutes. **Opening remarks** should ideally be made by Senior Official from the Cluster Lead Agency or HC/DHC/OCHA (or any other relevant stakeholder in operation). Following on from opening remarks, the **main presentation** will tend to be delivered by the Protection Cluster Coordinator or Co-Coordinator with a focus on the latest analysis of key protection issues and related recommendations. This presentation will be prepared collectively by the PC and AoR Coordinators in country. It may be complemented by **additional remarks** from other protection experts, including L/N/INGO Cluster members or the AoR Coordinators. These colleagues may also be present and on stand-by to answer questions and provide additional information as required. Following the presentation and any other speaker remarks, the GPC Coordinator moderates **Q&A interventions** **by Members States**, after which closing remarks and actions points are delivered by the GPC Coordinator as moderator. A **key messages document** summarizing advocacy asks is to be circulated by email and posted on the GPC website after the briefing as well as a **note for file** capturing main points of discussion, list of participants and required follow-up actions (for internal purposes only).

**Participation**

Such briefings aim to foster direct dialogue between field Protection Cluster and global donors and Member States. Participation is therefore limited to those sharing expert remarks, the field Protection Cluster and AoR coordination team, global and field level donors and Member States, GPC Operation Cell (Coordinator, Deputies, Advocacy Team, Country Focal Points, Heads of Pillars), global AoR Coordinators and Deputies, UNHCR SPO in regional bureaux and GPC SAG co-chair (and other relevant members when necessary). Invitations are shared in the format of a calendar invite with a Teams link to the above-mentioned participants. It can then be forwarded to other participants as relevant.

**Roles and responsibilities**

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| **Actions** | **Responsible** |
| Overall coordination, setting dates, drafting agenda, sending invitations | GPC Deputy Coordinator – External Relations |
| Liaising with speakers, briefing and preparations  | GPC Country Focal Point, in coordination with the GPC Deputy Coordinator – External Relations |
| Support to the Protection Cluster in drafting talking points, presentation | GPC Country Focal Point and Advocacy Focal Point, in coordination with the GPC Deputy Coordinator – External Relations  |
| Production of advocacy key messages | Field Protection Cluster/AoRs Coordinators with the support of the GPC Advocacy Team |
| Review of advocacy key messages | GPC Advocacy Task Team and HRE Task Team (if relevant), copying Global AoR Coordinators  |
| Moderation during the briefing  | GPC Coordinator  |
| Note for file capturing main point of discussions, action points, etc.  | Coordination and/or Advocacy Interns |
| Download of attendance list through Teams  | Coordination and/or Advocacy Interns |
| Archive of relevant documents in the Team folder dedicated to MS Briefings | Coordination and/or Advocacy Interns |
| Sharing thank you email and relevant documentation after the briefing | GPC Deputy Coordinator – External Relations |

**Templates**

[Donors & MS Briefings - Agenda Template](https://unhcr365.sharepoint.com/%3Aw%3A/r/teams/dip-gpc-OPScellinternal/Shared%20Documents/OPS%20cell%20internal/Advocacy%20%26%20Communication%20Pillar/SOP/Donors%26MS%20Briefings/GPC_Donor%26MS%20Briefing_Country_Date_Agenda_Template.docx?d=wbd5b17bdc4874b5f90f51f531b657adf&csf=1&web=1&e=kLyxM9)

[Donors & MS Briefings - Mailing List](https://unhcr365.sharepoint.com/%3Ax%3A/r/teams/dip-gpc-OPScellinternal/Shared%20Documents/OPS%20cell%20internal/GPC%20Mailing%20List/Master%20Mailing%20List%202021.xlsx?d=w114cc0bea19a45ca8e92d4d0aac3f944&csf=1&web=1&e=0SuCAS)

[Donors & MS Briefings - Invitation Template](https://unhcr365.sharepoint.com/%3Aw%3A/r/teams/dip-gpc-OPScellinternal/Shared%20Documents/OPS%20cell%20internal/Advocacy%20%26%20Communication%20Pillar/SOP/Donors%26MS%20Briefings/GPC_Donor%26MS%20Briefing_Country_Date_Invitation_Template.docx?d=w1f5e15bc2b3740d3932a1cd979a21f5b&csf=1&web=1&e=tuEOtN)

[Donors & MS Briefings - Key Messages Template](https://unhcr365.sharepoint.com/%3Aw%3A/r/teams/dip-gpc-OPScellinternal/Shared%20Documents/OPS%20cell%20internal/Advocacy%20%26%20Communication%20Pillar/SOP/Donors%26MS%20Briefings/GPC_Donor%26MS%20Briefing_Country_Date_Key%20Messages_Template.docx?d=w4cc1fad63ba344c09b9a45323510e4e1&csf=1&web=1&e=Wl8BFG)

[Donors & MS Briefings - PowerPoint Presentation Template](https://unhcr365.sharepoint.com/%3Ap%3A/r/teams/dip-gpc-OPScellinternal/Shared%20Documents/OPS%20cell%20internal/Advocacy%20%26%20Communication%20Pillar/SOP/Donors%26MS%20Briefings/GPC_Donor%26MS%20Briefing_Country_Date_PresentationCluster_Template.pptx?d=wa78fa879ddaf4d1cb6d5a3de25d88760&csf=1&web=1&e=rAulm1)

[Donors & MS Briefings - Team Folder Archives](https://unhcr365.sharepoint.com/%3Af%3A/r/teams/dip-gpc-OPScellinternal/Shared%20Documents/OPS%20cell%20internal/Advocacy%20%26%20Communication%20Pillar/MS%20Briefing?csf=1&web=1&e=nSmy6a)

**Examples**

[GPC Key Messages – MS Briefing on the Situation in Ethiopia, September 2021](https://www.globalprotectioncluster.org/wp-content/uploads/GPC_DonorBriefing_Ethiopia_16Sep2021_Key-Messages-2.pdf)

[GPC Key Messages – MS Briefing on the Situation in Afghanistan, February 2022](https://www.globalprotectioncluster.org/wp-content/uploads/GPC_Afghanistan-Protection-Messages_Final-Feb-2022.pdf)