



DONOR FIELD OFFICES AND THE FTS

What is the FTS?

The Financial Tracking Service is a global, on-line, real-time database of humanitarian funding needs and international contributions. It serves to improve resource allocation decisions and advocacy, by clearly indicating to what extent populations in crisis receive humanitarian aid, and in what proportion to needs. The FTS offers a series of analytical tables that show humanitarian aid flows to specific crises, and also allows users to produce custom tables on demand. It covers all countries for which international humanitarian funding is reported. FTS is managed by OCHA and located on www.reliefweb.int/fts.

How can the FTS help donor field offices?

- **Coordination:** FTS offers an overview of which implementing organizations and donors are working in emergencies, in which sectors and to what scale. It also provides details about the projects of each of the implementing organizations.
- **Advocacy:** Financial tracking provides raw material for advocacy, by identifying crises with the greatest resource needs, and highlighting under-funded crises and sectors.
- **Cataloguing project proposals:** The FTS shows not only contributions, but also proposed projects (in Consolidated Appeals or CAPs) with their budgets and unfunded balances. Donor field offices can therefore use the FTS as a continually updated catalogue of humanitarian projects and funding needs.
- **Visibility:** The FTS publicises donor contributions and the actions of their partners in various crises.

How can donor field offices help the FTS?

- **Check the figures and report errors or omissions to FTS.** FTS is a recording service that can only post what is reported to it. Regular reporting mechanisms do exist, but they are imperfect. Donor field offices are often in the best position to spot errors or omissions and therefore we need your support in ensuring that the most up to date and accurate data is reflected on FTS. See below instructions for easy ways to report. *Seriously incomplete data undermine FTS' reliability and its usefulness for coordination, transparency, accountability and visibility. Conversely, up-to-date, accurate information makes FTS a powerful coordination tool which provides all stakeholders with an overview of humanitarian funding flows, gaps and priorities in each emergency.* To inform FTS of errors or omissions, please e-mail fts@reliefweb.int.
- **Encourage your headquarters, partner organisations and fellow field offices** to use FTS and to double-check its figures.
- **Make suggestions for improving FTS.** FTS is currently undertaking a series of improvements to make data more complete and accessible to users. All stakeholders should feel free to suggest improvements. E-mail: fts@reliefweb.int.

How can donor field offices access FTS?

FTS can be accessed online at www.reliefweb.int/fts. File sizes are small, so downloads are fast even with slow connections. We hope the choices on the home page are self-explanatory, but if not, you can start by clicking the "help" link.

What to look for on FTS

For countries with a CAP, click "Focus on...CAP" on the FTS home page, then click the country you cover. From that page, check Table C (requirements and funding per appealing organization), Table F (List of commitments/contributions and pledges to projects listed in the Appeal, grouped by donor), Table E (List of Appeal Projects - grouped by sector - with funding status of each), and Table H (Other Humanitarian Funding - to projects not listed in the Appeal-. Note which sectors and which projects are most under-funded (and any that are well funded). Investigate what has been the impact of lack of funding (and therefore of programme

implementation), and use that evidence to advocate for more or better-distributed funding. Look at humanitarian aid outside the CAP, and assess its inter-relation with projects in the CAP.

➤ For countries without a CAP, do a simple search from the home page, selecting your destination country (and/or donor) of interest. For additional information and more filtering options, go to the advanced search ("Make financial tables using my own criteria") and read the instructions.

How do donors report contributions to FTS?

Regular reporting mechanisms exist between most donor HQs and FTS, so if a donor field office spots a contribution currently missing from FTS, the first step is to ask your HQ to report it. If a field office exceptionally wants to report a contribution directly, it can do so by e-mail (to: fts@reliefweb.int), fax, letter, or via our on-line form (www.reliefweb.int/fts, then click the "report a contribution" link at left). This can be done in the form of a copy of the funding contract or letter of commitment. If a donor uses something other than our on-line form, we ask that they specify at least the following:

1. The amount in original currency (e.g. euros, USD), or if in-kind, the amount, description, and value of goods.
2. Donor country and organisation (e.g. US / OFDA, EC / ECHO).
3. Date of contribution.
4. Whether the contribution is a pledge, commitment, or contribution (see definitions on FTS home page).
5. The relevant CAP project code (if the project was registered in a CAP) or project description.

FTS also seeks information on agencies' use of private or unearmarked funds for humanitarian projects. If you are aware of any such allocations or expenditure that do not appear on FTS, please contact the agency and ask them to report it to FTS.

FAQ: Does FTS cover only CAP contributions, or countries with CAPs?

No. FTS is a global humanitarian financial tracking service: in 2007, it posted 8630 humanitarian contributions for 130 countries, from 400 donor governments and organisations, to 750 implementing organisations. The FTS database contains all humanitarian contributions reported by appealing agencies and donors, both to projects included in the CAP and projects that are implemented outside of the appeals. FTS also tracks humanitarian funding for countries where there is no Consolidated Appeal Process.

Why should NGOs include their project proposals in the CAPs?

The Consolidated Appeals Process (CAP) is both an appeal for funding and a tool used by aid organisations to plan, implement and monitor their activities together. The humanitarian agencies and NGOs that work together in the field are all encouraged to engage in this process in order to provide a coherent overview of their objectives, planned activities and funding needs. Over the years, the CAP has become the humanitarian sector's main tool for coordination, strategic planning and programming. As a planning mechanism, the CAP has contributed significantly to developing a more strategic approach to the provision of humanitarian aid. As a coordination mechanism the CAP has fostered closer cooperation between governments, donors, aid agencies, the Red Cross Movement and non-governmental organisations, and as such we strongly encourage the participation of all humanitarian NGOs.

Speaking with a common voice, UN agencies and NGOs are better able to raise funds for immediate action, demand greater protection, get better access to vulnerable populations and work more effectively with governments and other actors.

How does FTS define humanitarian aid for statistical purposes?

For activities outside CAPs, FTS has let donors and implementing agencies self-define humanitarian activities and contributions. To achieve more consistency, FTS and a working group of the Good Humanitarian Donorship initiative have developed a fairly broad definition to apply in case of doubt. The definition is posted on the FTS website and can be found at: <http://ocha.unog.ch/fts/exception-docs/AboutFTS/Definitions-Glossary.doc>