

**IRAQ CAP 2009 PILLAR II
TECHNICAL INFORMATION NOTE¹
NUMBER 1
12 August 2008**

A. Presentation of sector working group response plans

In the CAP appeal document, each sector working group will present a narrative outlining its respective response plan. As discussed previously, these response plans should be developed using the existing coordination mechanisms (unless your country has decided to take this opportunity to improve upon existing arrangements by developing a new working group, or dissolving an old one). Sector working group members will develop project sheets based upon the sector response plan. In the final appeal document, these project sheets will be grouped according to sector working group. (There are also IASC standard sectors; the OCHA CAP Section in Geneva will assign each project to the corresponding IASC standard sector, for database purposes. Pillar II CAP Support Teams and/or UNHCR offices only need to be aware of this arrangement, but do not need to take any action themselves.)

The final version of the Iraq CAP 2009 appeal document's table of contents and template is almost finalized, and will be sent to you in the coming days.

B. Project sheet templates

This year OCHA will primarily publish the individual projects sheets electronically, only printing hard copies of the project compendium on request. (Users will also be able to download project compendia in a printable version.) As part of this new arrangement, agencies submitting projects in the Iraq CAP 2009 document will be asked to upload their project sheet electronically, allowing for peer review by other members of their sector working group. Once this review has taken place, sector leads will then confirm the inclusion of the project within the final appeal document. Appealing agencies will also be able to upload additional supporting documents for their projects, such as a longer, detailed project proposal or needs assessment.

The template for the project sheets will remain largely the same as the one included in the 2008 CAP Technical Guidelines. Therefore, agencies are requested to use the current template for planning purposes. More detailed instructions for the on-line project upload system will be forthcoming.

C. Project prioritization

As you know, part of the CAP process includes a prioritization exercise within each sector based upon an agreed set of criteria. To ensure this process is carried out consistently across all of the sectors and country operations in Pillar II countries, in the coming days the Pillar II CAP Secretariat will be sending out detailed instructions on the prioritization process for use in the sector working groups.

¹ Throughout the preparation of the Iraq CAP 2009, the Pillar II CAP Secretariat will issue Technical Information Notes as required to facilitate the common development of country submissions. Please do not hesitate to contact the Pillar II CAP Secretariat if you require additional information on the Pillar II CAP process.