

	ECHO in Brussels (Desk Officer – DO)	ECHO experts at Country level (TA)	ECHO experts at Regional level (RO)
Strategy, Financing decisions	<ul style="list-style-type: none"> <li>Lead and coordinate the strategy and financing decision processes.</li> <li>Consult with other Commission services.</li> <li>Draft the financing decisions/HIP.</li> <li>Organise information meetings at Brussels level when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor/assess the humanitarian situation.</li> <li>Advise on appropriate interventions.</li> <li>Provide technical input for preparation of the HIP.</li> <li>When relevant, organise consultations with the partner on its strategies.</li> <li>Organise information meetings in the field when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Give inputs on regional and country specific context.</li> <li>Provide sectorial analysis and support relevant for the region</li> </ul>
Single Form	<ul style="list-style-type: none"> <li>Initiate appraisal process and send proposals to TAs;</li> <li>Consolidate comments received from field.</li> <li>Prepare the decision on the selection (or not) ;</li> <li>If, proposal selected, send to the partner a list of consolidated comments;</li> <li>When the proposal eventually finalised and accepted, launch the agreement procedure;</li> <li>When MR, IR and FR submitted, proceed to analysis and contact partner if concerns arise from this analysis.</li> </ul>	<ul style="list-style-type: none"> <li>Assess the proposal in parallel;</li> <li>Follow-up with the partners on comments received from desk in view of the submission of revised proposal.</li> <li>Analyse the MR, IR and FR.</li> </ul>	<ul style="list-style-type: none"> <li>Provide comments on sectorial issues or on policy compliance</li> <li>Contact point for communication and visibility plan.</li> </ul>
Monitoring	<ul style="list-style-type: none"> <li>The DO will conduct monitoring mission whenever possible to better understand the humanitarian context and problem encountered by the partner. During these visits, the DOs will meet with the humanitarian workers, the local authorities, the beneficiaries, etc.</li> </ul>	<ul style="list-style-type: none"> <li>The TAs will visit the ECHO-funded Action at least once. TAs can be alone or accompanied by the DO or by the sectorial expert (RSO);</li> </ul>	<ul style="list-style-type: none"> <li>Experts will visit project sites to provide sectorial and policy advice as appropriate or to gather sectorial information on funded Actions.</li> </ul>

## Day to day

**The DO** remains at your disposal to answer any question (on the phone, by e-mail, etc.) about overall compliance of intervention with ECHO strategy, to answer technical questions or to clarify any issue about ECHO activity related to the crisis.

- Desk officers can be contacted by the partner to:
- present a new strategy, or action;
- share experience in relation to a crisis
- share the findings of a study/evaluation/mission

**The TAs** can be contacted to:

- Ask questions relating to the ECHO presence in the country;
- Request advice on a specific issue.
- Share experience or concerns relating to the implementation of an action;
- Share information on the humanitarian situation .

**RO** can be contacted for any questions relating to sectorial issues, including visibility and communications.

**But remember:** no decision having legal or financial implication can be taken at field level. Only ECHO headquarter is authorised to do so