OVERVIEW

The 2016 Syria HRP adopted a project-based costing methodology, whereby the total sector budgets are calculated as the sum of all approved project budgets by sector. The total HRP budget is the sum of all sector budgets. These projects are uploaded to the Online Project System (OPS) and their funding is tracked through the Financial Tracking Service (FTS). These systems are important for accountability to people in Syria, donors, and the general public, and are also used for fundraising, advocacy, and strategic planning.[1]

In line with the 2016 HRP guidelines and agreement by the SSG and following the decision of the HLG in Turkey[2] plus consultation with hub-based mechanisms, **the general rule is no anonymisation for the 2016 HRP**. However, in the Syria context and in exceptional cases, an agency carrying out humanitarian work from a neighboring country may wish for some of their project information to be 'anonymous' on the OPS and FTS for security reasons. [3]

It is important to note that Syria is the only country in the world where anonymisation is considered, even though humanitarian agencies work in many situations that are similarly insecure.

HOW IS ANONYMISATION DECIDED?

Agencies which wish to include anonymous projects must speak directly with the DRHC or the Jordan RC/HC (depending on whether they are based in Turkey or Jordan, respectively). Agencies based in Iraq or Lebanon wishing to include anonymized projects should contact the RHC for the Syria Crisis. Acute security concerns are the only acceptable reason for a project to be anonymised.

The DRHC/RHC or HC Jordan will take the final decision and communicate it to the concerned agency within 48 hours. The respective HC will also inform the concerned sector about his/her decision.

If the agency receives the authorization to submit an anonymous project, this project can only be uploaded to the OPS by the sector/cluster coordinator.

WHAT INFORMATION CAN BE ANONYMISED?

The only information that can be anonymous for a specific project are **agency name** and/or **specific project location**.

HOW IS INFORMATION ANONYMISED?

The cluster/sector coordinators assign a code (eg. NGO-1, NGO-2) to each project proposal to be anonymised, in line with a coding system agreed at WoS level[4]. This is why anonymized projects need to be uploaded to OPS by the sector/cluster coordinators. This code is added in 'project title' in OPS. The cluster coordinator will choose "NGOs (details not yet specified)" as appealing agency in OPS. The code and the associated **sensitive information would only be known to a defined group** (see below).

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[1] OPS is located at https://ops.unocha.org/Home.aspx and FTS at https://fts.unocha.org/.
[2] International NGOs, Syrian NGOs, UN humanitarian agencies, and donors are represented on these.
[3] OPS is a password-protected site, access is only possible through a registration process linked to each individual.
[4] More detail on WoS anonymised coding system will be directly provided to sector/cluster leads

An example of an anonymized project

Geographic information would be generalized (eg. indicating only the Governorate or whichever lower level is agreed with the agency). Coded, anonymised projects would be available in OPS and FTS, along with the project's non-anonymous information such as project title, beneficiary numbers, budget, and duration.

CAN AN AGENCY HAVE BOTH ANONYMISED AND NORMAL PROJECTS?

Yes, anonymisation is project based, not agency based. Only projects that meet the criteria may be anonymised. Therefore, the same agency could have anonymised and non-anonymised projects.

WHEN DOES ANONYMISATION OCCUR?

When agencies submit projects to their sector/cluster coordinators and during the project vetting/review stage, information is **not** anonymous, as it is needed for the review process and for the sector coordinators at hub and WoS levels to understand the full breakdown of project requirements in their sector. It is only anonymised when final, approved projects are uploaded to OPS in mid-November (specific date to be determined).

It is important to note that organizations with anonymised projects in OPS continue to have an obligation to proactively and continuously provide information on the funding status of that project to either the sector coordinator and/or OCHA at hub level. This will ensure that the funding status of that project is correctly indicated in FTS over time.

WHO HAS ACCESS TO ANONYMISED INFORMATION?

Anonymised information will be available to cluster/sector coordinators at hub and WoS level, (including Whole of Syria coordinators) covering the sector for which the agency is submitting the project, the DRHC/RHC/Syria HC/Jordan HC, and OCHA staff supporting financial tracking (based either in Gaziantep, Amman or Geneva).

Sector coordinators have access to the information because it is a fundamental aspect of their coordination work which they cannot do otherwise. The Humanitarian Leadership requires it as they are ultimately accountable for the humanitarian operations. The OCHA financial tracking focal point(s) require it to track humanitarian funding in Syria, which is necessary for accountability, fundraising, and planning purposes.

In Turkey, information on projects that are implemented in Turkey-based actors' areas of work will also be available to the Inter-Cluster Coordination Group (ICCG) for operational purposes as per the information-sharing protocol (information on projects implemented from Jordan, Lebanon, and Iraq will not be shared with the ICCG).

For more information please contact your respective sector/cluster coordinator/ co-lead or OCHA.