

## Overview of AAP responsibilities in a County Office

<p><b>Country Representative and Deputy Representative</b></p>	<p>The overall responsibility for AAP lies with the Country Representative. The Representative ensures that UNICEF commitments to AAP are understood and prioritized by all staff and partners and that collective approaches to AAP are established throughout the work of the Country Office, including within Humanitarian and UN Country Teams.</p> <p>The Deputy Representative is tasked with ensuring that AAP is embedded in all the Country Office's priorities and workplans and that all staff have good understanding of how to integrate AAP in UNICEF processes and systems.</p>
<p><b>Senior management</b></p>	<p>Senior managers are responsible for building a culture of transparency and accountability and encouraging the adoption of AAP as a programming principle, ensuring it is reflected in the way we work.</p> <p>Senior managers must ensure feedback from communities is systematically collected and responded to, including by adapting and correcting programmes where needed.</p>
<p><b>C4D staff</b></p>	<p>C4D staff have a key role in implementing Community Engagement activities and collecting data and evidence generated through them. They coordinate the Community Engagement strategy across programmes and ensure that the data gathered is shared to inform programming and overall planning and monitoring.</p>
<p><b>Emergency staff</b></p>	<p>Emergency staff must ensure that AAP approaches are included in all preparedness actions and the humanitarian response programme cycle, including in HAC and emergency appeals, and in their work with other agencies and responders.</p>
<p><b>Planning Monitoring and Evaluation staff</b></p>	<p>PME staff play a fundamental role in generating and using evidence of accountability to affect populations. They contribute to the development and integration of AAP tools in office-wide systems and ensure that that feedback from affected populations informs programming, planning and monitoring in a holistic manner.</p>
<p><b>Programme staff</b></p>	<p>Programme staff are responsible for engaging affected populations in the design and implementation of programmes and ensuring that AAP considerations are included in each of the sectors.</p>
<p><b>Human Resources staff</b></p>	<p>HR staff are responsible for screening potential staff for their suitability in AAP and to review required competencies, TORs and JDs as appropriate.</p> <p>HR staff also ensure that AAP courses are included in the office training plans and that all staff receive training in AAP and PSEA related policies and procedures including through regular updates and refreshers.</p>
<p><b>Information Management staff</b></p>	<p>Information management staff support AAP within the organization by building and maintaining robust information management systems, analysing and visualizing data, and reporting trends to generate solid information and make it accessible to all colleagues and decision-makers.</p>
<p><b>Cluster Leads</b></p>	<p>Cluster leads ensure that AAP is mainstreamed in cluster strategic plans and interventions.</p>