

Guidance on Classifying Organizations in OCHA Systems - Grand Bargain Standard

20 September 2024

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A: Introduction

This guidance offers comprehensive instructions on registering and classifying¹ organizations involved in humanitarian aid within the Office for Coordination of Humanitarian Affairs' (OCHA) tools and processes. It adheres to the Grand Bargain localization marker definitions and serves as a step-by-step resource for OCHA staff at headquarters and in country offices.

The document aims to assist staff in accurately registering and categorizing organizations for effective identification of actors in the Humanitarian Programme Cycle (HPC). It also guides project submissions to the Central Emergency Response Fund (CERF) and Country-Based Pooled Funds (CBPF) through the OneGMS data system and to the HPC-Tools data system including Projects Module and the Financial Tracking Service (FTS).

Accurate registration and categorization of organizations play a vital role in understanding the humanitarian aid landscape and tracking financial flows to the right entities. Furthermore, it helps measure the fulfillment of the global commitment of 25 per cent of humanitarian funding going to local and national actors, promoting a more inclusive humanitarian architecture. OCHA headquarters closely collaborates with country offices to reinforce organization registration processes. This process aids effective resource allocation and expresses the commitment for localization, essential aspects emphasized by the Grand Bargain.

The guidance is organized into three sections. The first section outlines the localization marker definitions of the Grand Bargain and gives clear instructions on applying them to decide the right category or type/sub type² for each organization being registered. In this section, each definition is supplemented with visual illustrations and key tables to help staff in interpreting and accurately applying the definitions. The second section explains the registration process covering the preparation steps, the four channels of registration, and the registration itself. Lastly, the third section offers suggestions for handling complex registration scenarios, guiding staff on how to navigate challenging cases within the data systems.

Please Note: While independent guidance exists for the technical procedures of registering organizations in humanitarian response within the OCHA systems (HPC Tools - Projects Module and FTS, and OneGMS) or other applicable systems, this guidance aims to ease information sharing within OCHA and between OCHA and other systems needing to align with OCHA's practices on the implementation of the Grand Bargain Localization Marker. Thus, the classification process outlined here should be adhered to with existing technical standards.

¹ The terminology "classification" has been used interchangeably with "categorization" throughout the guidance.

² Similarly, the terminology "category" has also been used interchangeably with "type/sub-type" throughout the guidance.

B: Understanding the Classification

In humanitarian response, correct registration and classification of humanitarian responders is vital. To support this goal, the Grand Bargain in collaboration with the Inter-Agency Standing Committee through the Humanitarian Financing Task Team (HFTT) developed the [Localization Marker definitions paper](#). This document serves as a guiding reference for all signatories, aimed at achieving the Grand Bargain commitment of giving 25 per cent of their total funding to local and national responders, directly or as directly as possible.

Applying these marker definitions is a key step in the registration process. Selecting the proper organization category (type and sub-type), allows the humanitarian community to understand the actors behind humanitarian action. More so, classification helps to effectively find participants in HRPs/Appeals and track funding flows towards local and national actors worldwide, thereby advancing the localization agenda.

Since its start in 2016, the Grand Bargain underwent two comprehensive reviews, in 2021 and in 2023. The outcomes of these reviews were successive revised frameworks, extending the Grand Bargain scope beyond 2023. In the revised framework, localization was reaffirmed as a priority for better humanitarian outcomes globally.

To further enhance transparency and accountability, the Grand Bargain signatories, through the caucus on funding for localization in 2023, agreed on a [collective monitoring and accountability framework](#). This framework outlines how to measure and report funding to local and national actors via public platforms like FTS, ensuring data comparability and promoting increased collective accountability to the 25 per cent funding target.

As part of its commitment to localization, OCHA has adopted the Grand Bargain Localization Marker definitions, collaborating at Headquarters and with the field to classify existing actors within the OCHA databases, developing technical solutions to support sustainability of the effort and tracking progress towards the 25 per cent target. Additionally, OCHA has implemented its own recommendations in classifying exceptional cases not originally predicted by the Grand Bargain definitions and created new categories where necessary to accommodate these exceptions.

The Table below provides a summary of organization categories defined by the Grand Bargain, for clearer understanding and effective implementation in the OCHA systems (HPC Tools; FTS and Projects Module, and OneGMS).

GB Standard Localization Marker definition (IASC HFTT)

Type	Sub-type	Definition
1: Local and National Non-State Actors Organizations engaged in relief that are headquartered and operating in their own aid recipient country and which are not affiliated to an international NGO. A local actor is not considered to be affiliated merely because it is part of a network, confederation, or alliance wherein it maintains independent fundraising and governance systems.	1.1 National NGOs/civil society organizations (CSOs)	National NGOs/CSOs operating in the aid recipient country in which they are headquartered, working in multiple subnational regions, and not affiliated to an international NGO. This category can also include national faith-based organizations.
	1.2 Local NGOs/CSOs	Local NGOs/CSOs operating in a specific, geographically defined, subnational area of an aid recipient country, without affiliation to an international NGO/CSO. This category can also include community-based organizations and local faith-based organizations.
	1.3 Red Cross/Red Crescent National Societies	National Societies that are based in and operating within their own aid recipient countries.
	1.4 Local and national private sector organizations	Organizations run by private individuals or groups as a means of enterprise for profit, that are based in and operating within their own aid recipient countries and not affiliated to an international private sector organization.
2: National and Sub-National State Actors State authorities of the affected aid recipient country engaged in relief, whether at local or national level	2.1 National governments	National government agencies, authorities, line ministries and state-owned institutions in aid recipient countries e.g., National Disaster Management Agencies (NDMAs). This category can also include federal or regional government authorities in countries where they exist.
	2.2 Local governments	Sub-national government entities in aid recipient countries exercising some degree of devolved authority over a specifically defined geographic constituency e.g., local/municipal authorities.
3. International Actors	3.1 Internationally affiliated organizations	Organizations that are affiliated to an international organization through inter-linked financing, contracting, governance and/or decision-making systems. This category does not include local and national organizations that are part of networks, confederations, or alliances wherein those organizations maintain independent fundraising and governance systems.
	3.2 Southern international NGOs	NGOs based in aid recipient countries that are not OECD member countries, carry out operations outside of the aid recipient country in which they are headquartered and not affiliated to an international NGO. The same organization can be classified as a national NGO/CSO when carrying out operations within the country in which they are headquartered.
	3.3 International NGOs	NGOs are not based in an aid recipient country and carry out operations in one or more aid recipient countries.
	3.4 International Red Cross and Red Crescent Movement	The International Committee of the Red Cross (ICRC) and the International Federation of Red Cross and Red Crescent Societies (IFRC), as well as Red Cross/Red Crescent National Societies operating outside of their own country.
	3.5 International private sector organizations	Organizations run by private individuals or groups as a means of enterprise for profit, that are not based in an aid recipient country and carry out operations in one or more aid recipient countries.
	3.6 Multilateral organizations	Agencies of the United Nations (UN) and other international organizations.

OCHA Added Categories for Improved Classification

Type	Sub-type	Definition
3. International Actors	<i>3.7 International government entities</i>	<i>This category caters for departments of governments working abroad on behalf of their home government.</i>
4. Pooled Funds	<i>4.1 Global UN Pooled Funds</i>	<i>These are pooled funds managed at the global level by UN agencies. They are designed to provide quick and flexible funding to address urgent humanitarian needs worldwide.</i>
	<i>4.2 Regional UN Pooled Funds</i>	<i>These funds are administered by UN agencies at the regional level and cater to specific geographic areas. They are intended to address regional humanitarian needs and are managed within a particular region to support humanitarian response to emergencies affecting multiple countries within that region.</i>
	<i>4.3 Country-Based UN Pooled Funds (CBPF)</i>	<i>These funds are managed at the country level by the UN and are designed to support humanitarian response efforts within a specific country.</i>
	<i>4.4 Other Pooled Funds</i>	<i>This category caters for pooled funds that are either administered by institutions other than the UN or jointly managed by a UN agency and non-UN institution(s). These funds are established to support various humanitarian and emergency response efforts globally.</i>

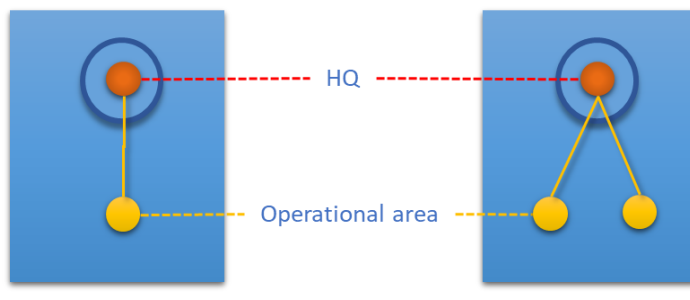
Applying the Grand Bargain Classification

This section is meant to help OCHA staff determine the proper organization type and sub-type when registering a new organization in the OCHA registration modules.

1. Local and National Non-State Actors

1.1. National NGOs / Civil Society Organizations (CSOs):

National NGOs/CSOs operating in the aid recipient country in which they are headquartered, working in multiple subnational regions, and not affiliated to an international NGO. This category can also include national faith-based organizations.

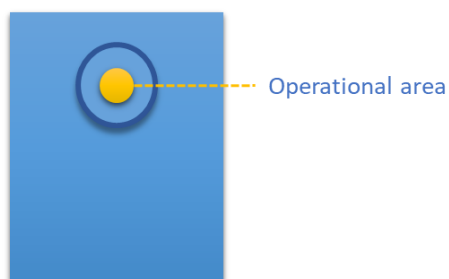


Registration

Examples: Children Aid South Sudan (an NGO working in multiple regions in South Sudan); SAFER Ethiopia (headquartered in Addis Ababa and with operations in multiple regions in the country).

1.2. Local NGOs/CSOs:

Local NGOs/CSOs operating in a specific, geographically defined, subnational area of an aid recipient country, without affiliation to an international NGO/CSO. This category can also include community-based organizations and local faith-based organizations.



Registration

Examples: Aweil Grassroots' Initiative Development Program (Working in one sub-national region - Northern Bah-EI-Ghazal State in South Sudan); Dijla Agricultural Association - based and operates in one sub-national area in Iraq.

Local and National NGOs/CSOs with names having words such as “International” or “Global”: These usually self-declare themselves as International NGOs when sending registration requests with OCHA. It is important to cross-check the organization’s website and apply the right category of local or national. An aspiration to become international does not make an NGO international. *Example: Africa Arise International: a national NGO in South Sudan*

Informal (unregistered) CBOs and Volunteer Groups: These are not catered for by the definition. It only caters for formal entities recognized by law.

1.3. **Red Cross/Red Crescent National Societies:**

National Societies that are based in and working within their own aid recipient countries.

Examples: Angola Red Cross operating in Angola; Kenya Red Cross operating in Kenya; Venezuela Red Cross operating in Venezuela.

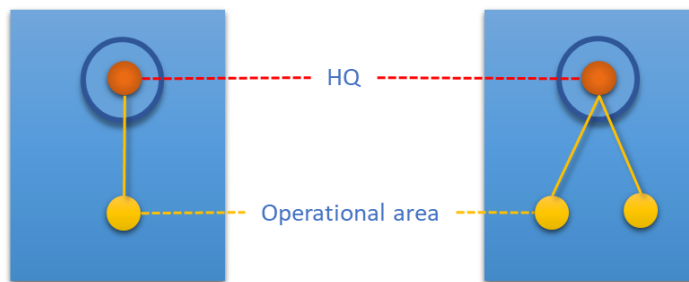
A national Red Cross/Red Crescent Society which operates both abroad and in its own country of headquarters shall be considered and categorized as International. *Example: Belgian Red Cross operating in multiple aid recipient countries.*

1.4. **Local and national private sector organizations:**

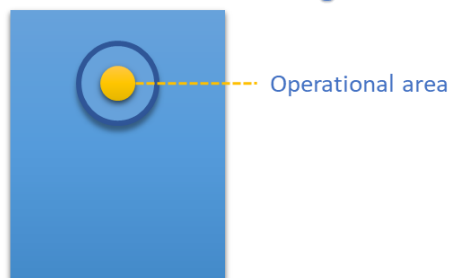
Organizations run by private individuals or groups as a means of enterprise for profit, that are based in and working within their own aid recipient countries and not affiliated to an international private sector organization.

This category includes corporations, cooperatives, commercial enterprises, or businesses and associated philanthropic foundations and charities directly funded and/or governed by business, private hospitals and medical centers, private academic institutes, and universities.

National Private Sector Organizations



Local Private Sector Organizations



○ Registration

Examples: Environmental Resources Institute Pvt Ltd (Nepal); Institute for Practical Research and Training (Somalia); Al-Rahma Private Hospital (Djibouti).

Sometimes local and national NGOs/CSOs with the word “Foundation” in their name can be mistakenly marked under the type/sub-type Private Organization.

Having the word “Foundation” within an organization’s name does not automatically imply the organization is a private sector entity. Reference to the organization’s website and marker definitions for clarification is relevant in such cases. *Examples: Angong Foundation (a local NGO in South Sudan)*

2. National and Sub-National State Actors

State entities of the affected aid recipient country engaged in relief, whether at local or national level. This includes:

2.1 National governments:

National government agencies, authorities, line ministries and state-owned institutions in aid recipient countries. This category can also include federal or regional government authorities in countries where they exist.

Examples: National Disaster Management Agencies (NDMAs); Government of South Africa.

2.2 Local governments:

Sub-national government entities in aid recipient countries exercising some degree of devolved authority over a specifically defined geographic constituency e.g., local/municipal authorities.

Examples: Kayseri Metropolitan Municipality (Türkiye); Governorate of Sırnak (Türkiye)

3. International Actors

Within the type “International Actors,” the registration of big international NGO’s is particularly complex, as organizations that have similar structures may be registered differently. We will first see the 3 sub-types available, and then the different possible modes to use for registering international NGO’s.

3.1 Internationally affiliated organizations:

Organizations affiliated to an international organization through inter-linked financing, contracting, governance and/or decision-making systems. This category does not include local and national organizations that are part of networks, confederations, or alliances wherein those organizations keep independent fundraising and governance systems.

Examples: CARE Cameroun; CARE Ethiopia; World Vision Haiti; World Vision Iraq etc.

3.2 Southern International NGOs:

NGOs based in aid recipient countries that are not OECD member countries, carry out operations outside of the aid recipient country in which they are headquartered and not affiliated to an international NGO.

Example an NGO Headquartered in Rwanda and working in a neighboring country and abroad.

Note: OCHA sees no interest in checking whether an international NGO is based in an “OECD member” country or a “southern” or “aid recipient” country. Therefore, OCHA does not use this category and classifies all international NGOs under category 3.1 and/or 3.3.

3.3 International NGOs:

NGOs not based in an aid recipient country and carry out operations in one or more aid recipient countries.

Examples: Norwegian Refugee Council (NRC); Save the Children; Oxfam; Caritas; ...

The categories “International NGOs” in 3.3 and “Internationally affiliated organizations” in 3.1 above may apply differently based on an organization’s legal and governance structures, and initial formal agreements reached between the organization’s Headquarters with OCHA services. Applying these categories is not always straight forward.

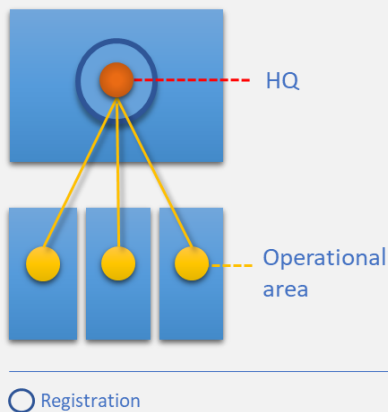
Therefore, before registering and classifying an international organization, it is important to understand its specific governance and structure. Review similar cases in the OCHA databases to see how these classifications were applied.

Depending on your findings, the right classification can be decided using one of the four following modes.

Modes of Registering International NGOs and Internationally Affiliated Organizations

Mode A> One registered HQ, Several non-registered operations

The organization has one Headquarters in one country and conducts operations in several countries. The organization is registered as one, classified under sub-type 3.3 “International NGOs.”

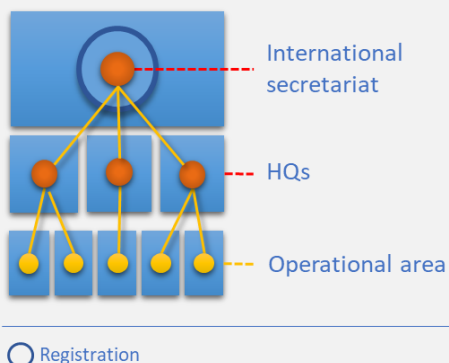


Most international organizations use this mode and are treated as such in the OCHA databases.

Examples: The Norwegian Refugee Council (NRC), International Rescue Committee, Danish Refugee Council (DRC) etc.

Mode B> One registered international secretariat, several non-registered HQs, several non-registered operations

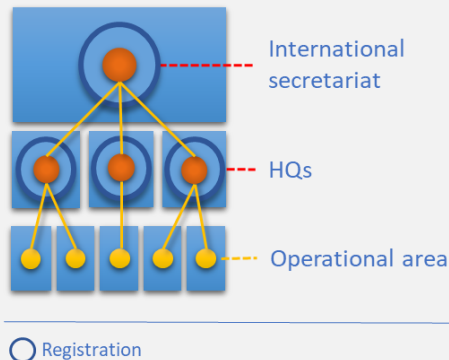
The organization has one international secretariat, plus several Headquarters in different countries, and conducts operations in several countries. The organization chooses to register in one name standing for all its HQs and operational offices and classified under sub-type 3.3 “International NGOs.”



Example: Save the Children

Mode C> One registered international secretariat, several registered HQs, several non-registered operations

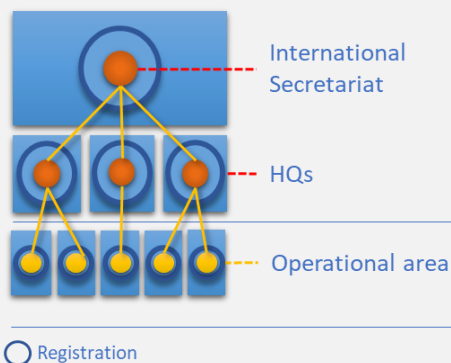
The organization has one international secretariat, plus several Headquarters in different countries, and conducts operations in several countries. The organization's international secretariat and the HQs are registered and classified under sub-type 3.3 "International NGOs."



Examples: Oxfam; Médecins Du Monde; Handicap International – Humanity and Inclusion (HI); War Child; MSF; Action Contre la Faim; International Medical Corps (IMC), etc.

Mode D> One registered international secretariat, several registered HQs, several registered operations

The organization has one international secretariat, plus several Headquarters in different countries, and conducts operations in several countries. All entities are registered: The international secretariat and the HQs are registered and classified under sub-type 3.3 "International NGOs," and the operations are classified under sub-type 3.1: "Internationally affiliated organizations."



Examples: Caritas, Care, World Vision, etc.

3.4 International Red Cross and Red Crescent Movement:

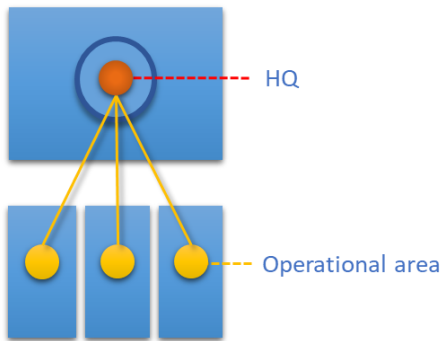
Under the generic name "Red Cross," it is necessary to clearly distinguish 3 separate aspects:

- The International Committee of the Red Cross (ICRC).
- The International Federation of Red Cross and Red Crescent Societies (IFRC).
- The Red Cross/Red Crescent National Societies working outside of their own country.

All three aspects are registered and classified under the sub-type 3.4.

3.5 **International private sector organizations:**

Organizations run by private individuals or groups as a means of enterprise for profit, that are not based in an aid recipient country and carry out operations in one or more aid recipient countries.



○ Registration

Examples: Multinational corporations, international cooperatives, international commercial enterprises, or businesses and associated philanthropic foundations and charities directly funded and/or governed by business, private hospitals and medical centers, private academic institutes, and universities based in a non-aid recipient country and carrying operations abroad, such as The Gates Foundation; IKEA Foundation; Clinton Foundation, etc.

3.6 **Multilateral organizations:**

Agencies of the United Nations (UN) and other international organizations.

This category refers to all Inter-Governmental Organizations (IGOs)/multilateral organizations created by treaty, involving two or more nations. In the absence of a treaty, an IGO/multilateral organization does not exist in a legal sense. Such entities can be UN Agencies or other multilateral organizations.

Examples of UN Agencies: United Nations Children Fund (UNICEF); United Nations High Commissioner for Refugees (UNHCR); Food and Agricultural Organizations (FAO); World Food Programme (WFP). Examples of Other international/multilateral organizations: European Commission; African Union; World Bank; African Development Bank; Asian Development Bank, etc.

Note: In HPC Tools, the category “Multilateral organizations” was created, with Sub-types
1) UN Agencies
2) Other international organizations.

3.7 **International government entities:**

This category was added by OCHA. It caters for departments of governments working abroad on behalf of their home government.

Example: GIZ, Swiss Humanitarian Development Cooperation; United States Agency for International Development (USAID); FCDO; Agence Française de Développement, etc.

International government entities in this category should not be mixed with Inter-Governmental Organizations (IGOs) formed by treaty or convention which fall under the category Multilateral Organizations.

4. Pooled Funds

This category was added by OCHA and is used in HPC Tools/FTS. It includes:

4.1. **Global UN Pooled Funds:**

These are pooled funds managed at the global level by UN agencies. They are designed to provide quick and flexible funding to address urgent humanitarian needs worldwide.

Example: Central Emergency Response Fund (CERF)

4.2. **Regional UN Pooled Funds:**

These funds are administered by UN agencies at the regional level and cater to specific geographic areas. They are intended to address regional humanitarian needs and are managed within a particular region to support humanitarian response to emergencies affecting multiple countries within that region.

Example: Burkina Faso-Regional Humanitarian Fund for West and Central Africa.

4.3. **Country-Based UN Pooled Funds (CBPF):**

These funds are managed at the country level by the UN and are designed to support humanitarian response efforts within a specific country.

Example: Nigeria Humanitarian Fund; Ethiopia Humanitarian Fund; Afghanistan Humanitarian Fund.

4.4. **Other Pooled Funds:**

This category caters for pooled funds administered by institutions other than the UN or jointly managed by a UN agency and non-UN institution(s). These funds are set up to support various humanitarian and emergency response efforts globally.

Example: European Union Emergency Trust Fund for Africa; IFRC Disaster Relief Emergency Fund; Irish Sri Lanka Trust Fund; Famine Relief Fund; The Start Fund.

The pooled funds catered for here should be only those that have officially been created by a resolution, are administered by one or more institutions, and supporting multiple actors in a crisis. It does not cater for programs of individual organizations through which resources are mobilized to finance projects for that organization. Programs of NGOs/CSOs, governments and UN agencies are not registered as independent entities but the organization implementing them is.

C: The Registration Process

1. Preparation of the Registration

This step ensures that, before registering a new organization, the OCHA staff in charge gathers all the relevant information for correct identification and classification. To achieve this, the OCHA staff must do the following:

1. **Preliminary Research:** Conduct comprehensive online research on the organization to confirm the accuracy of data being entered in the database. Online sources of information include the official website of the organization, humanitarian partners list, country organization' directories, Relief Web references, 3W lists, official publications and newspapers, and any other credible source.
2. **Collaboration and validation with OCHA Country Offices:** Foster collaboration and validation processes with OCHA country offices (coordination + clusters where needed, or humanitarian financing units - HFUs), to check and obtain more information about an actor involved in a collective plan.
3. **Consultation:** If necessary, engage directly in thorough consultations with the organization requesting registration, to get all relevant information and clarification.
4. **Information Required:** Ensure that all relevant information relating to the organization is available. This includes the organization's official name, abbreviated name, name in another language (if applicable), website URL, location, organization type and sub-type and brief description.
5. **Additional Considerations:** Consider other vital information such as the country of legal registration, country of operational presence, types of affiliations with international organizations, operational areas at the international, national, and regional administrative levels. Consider internal discussions within OCHA teams and earlier agreements or precedents with the organization sending its projects proposals to OCHA, to inform decision making in specific cases.

2. The 4 channels of Registration

Registering a new organization may happen through four channels:

1. HPC Tools / Projects Module

Here, new actors wishing to take part in a humanitarian response plan/appeal and to register projects send a registration request with required information. An OCHA focal point in the country office in communication with the requesting organization and clusters if needed, handles the request, and registers the actor in the HPC-Tools database through the Projects Module. Final verification of newly registered organizations will then be done by OCHA HQ.

2. HPC-Tools / FTS Admin

FTS registers funding reports received from donors, NGOs, UN Agencies, and others against source and recipient organizations. This process includes registering new organizations into the HPC-Tools database to conduct financial tracking.

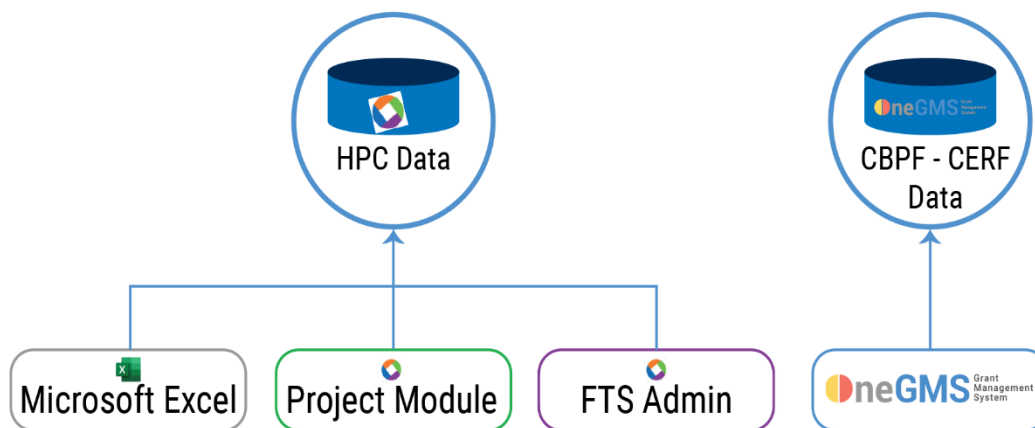
3. HPC-Tools / Automated Import from an Excel file

When a new plan is prepared, requiring registering many organizations in one go, the data about all organizations is prepared in an excel file, which is then imported in HPC-Tools. This is among others, used for regional response plans managed by UNCHR and IOM.

The plan owner provides the file with all organizations' information, including the classification. The information is then curated by OCHA HQ in coordination with the plan owner before being bulk uploaded into the HPC-Tools database. This process is also helpful for country operations that do not register projects through Projects Module but need to register their participating organizations.

4. OneGMS

Humanitarian actors apply for funding through CERF and/or CBPF. New applicants are classified with the right category at registration before admission into the OneGMS database which supports pooled funding data management.



3. The Registration

This section gives a concise overview of the fields that need to be completed when registering organizations through the four OCHA channels.

During registration, special attention should be given to correct naming conventions and when selecting the organization category (type and sub-types) within each respective data system.

Comprehensive technical guidance on the registration processes for organizations and projects in the HPC Tools, the due diligence procedures for actors registering to submit funding proposals to CBPF through OneGMS as well as procedures for partners' registration for CERF Grants, are available through the dedicated OCHA services at both field and headquarters levels.

While the four registration channels differ in some respects, the application of classification standards of the Grand Bargain stays consistent across all OCHA systems and processes.

3.1 HPC Tools - Projects Module

OCHA country offices responsible for registering organizations for project submissions to HRPs/Appeals must ensure that all fields in the Projects Module are completed accurately.

The screenshot shows the 'Add organization' form in the HPC Tools Projects Module. The form is titled 'PROJECT MODULE 1.44.0' and has navigation buttons for 'New Project', 'Admin', and 'Help'. The 'Admin' button is highlighted with a green box, and a green arrow points to the 'Organization Type' dropdown menu. The form fields are organized into sections: 'Add organization' (Organization Name, Abbreviated Name, Name in Another Language), 'Organization Location' (Country (Admin level 0), Location, Organization Website URL), and 'Organization Description'. There are also fields for 'Organization Type', 'Organization Level', and 'Parent Organization'. At the bottom right, there are 'BACK' and 'SAVE' buttons.

Detailed technical instructions for using the Projects Module in organizations registration are provided at this link: <https://kmp.hpc.tools/2023/04/13/projects-module-pm-a-users-guide/>

3.2 HPC Tools - FTS Admin

Actors registered through this module can be recipients of aid or donors. Additionally, the module is used to process direct requests from the field or update existing organization data.

When registering, verifying, or updating organizational data in the HPC database using the FTS Data Module, OCHA staff should diligently give in all requested organizational attributes, as illustrated in the figure below.

The screenshot shows the 'Add Organization' form in the FTS Admin module. The form is titled 'Add Organization' and has a 'Save' button at the bottom right. The form fields are organized into sections: 'Organization Name' (Organization Name, Abbreviated Name, Name in Another Language), 'ORGANIZATION LOCATION' (Country (Admin level 0), Location, Organization Website URL), 'Organization Type' (Organization Type, Organization Level, Parent Organization), 'Organization Description', and 'Comments'. There are also checkboxes for 'This organization is active (default is true)', 'Verified', and 'Collective Organization'.

Detailed technical instructions for using the FTS Data Module in organizations registration are provided at this link: <https://kmp.hpc.tools/2023/04/13/projects-module-pm-a-users-guide/>

3.3 HPC Tools – Automated Import from Excel

The plan owner must complete an Excel template, providing comprehensive details for each organization taking part in the response plan. This data includes the organization's official name, alternative name in another language, abbreviation, headquarters' country, organization's type and sub-type, a brief description, and a website URL. See below an example with an excel template used by Afghanistan RRP for data sharing:

B	C	D	E	F	G	H
mandatory	mandatory	Optional	mandatory: the country that hosts the Headquarters	mandatory: the type of organizations, according to the GB classification (see tab 6)	mandatory: Website / social media page / other URL	Optional
Organization Name	Abbreviated Name	Name in Another Language	Headquarter Country	Organization Type	Organization Website URL	Organization Description

For more detailed instructions about this method, please contact OCHA-HPC Tools team at HQ by email or through the respective country teams channels.

3.4 OneGMS

Within OneGMS, OCHA staff responsible for conducting due diligence on actors sending project proposals for CBPF funding, as well as CERF partners intending to cascade part of CERF allocations to local/national partners must gather sufficient information about those asking/partner organizations to support their correct registration and classification. During registration, staff should include all necessary details about the organization, ensuring the correct categories (types and sub-types) are aligned with the localization marker definitions. It is important to follow existing technical registration protocols within OneGMS. Contact OneGMS for detailed instructions on this process at; gms-support@un.org

4. Sustainability of Classification Efforts Across Services

For the classification efforts to stay consistent, both HPC Tools and OneGMS need to stick to the Grand Bargain classification guidance when they register new humanitarian actors.

In addition, sharing this guidance with other UN agencies and partners should help everyone understand and use the same rules for classification, and keep things consistent across the whole humanitarian system.

Regular updates and training on the guidance can help everyone learn and use it better. FTS and OneGMS already use an automatic process to share funding data, which helps keep records correct.

Continued collaboration with OCHA field offices, Humanitarian Funding Units (HFUs), and other groups to get feedback on how classification and data management are working would help to keep the guidance up-to-date and adaptable to changes in the humanitarian landscape.

Eventually, developing a synchronization mechanism between the HPC Tools organizations database and OneGMS will ensure continuous organizations data integration and consistency between the systems. [06]

D: Suggestions for Organization Classification in Special Cases

Based on experience, the following suggestions are provided when meeting challenging cases.

1. Local and National Organizations in the donor countries

In OCHA systems, we track where funds come from and where funds go. When organizations get registered for the first time in HPC-Tools and in OneGMS, we include organizations that either provide or receive funding. The Grand Bargain definitions apply to both the sources (donors) and recipient organizations of this funding.

Additionally, there are organizations that operate within specific regions or multiple areas within a donor country. These organizations are not affiliated with international entities, and their operations are limited to the donor country. They typically address the needs of refugees, migrants, and other individuals within their local communities in the donor country. We classify these organizations as either local or national NGOs/CSOs or local/national private sector organizations, based on the operational scope within the country where they are based.

Examples of such organizations include Swiss Refugee Council: A Swiss organization, based in Switzerland, and offering aid to refugees in Switzerland in collaboration with UNHCR; or Congressional Hunger Centre: An American civil society organization.

2. Partnerships or bilaterally agreed consortium of organizations

Such partnerships or consortiums are usually agreed at the start of a Humanitarian Program Cycle to implement joint projects in HRP/Appeal and/or for joint submission of a project proposal for funding.

For example, UNHCR sends for registration a joint project with International Rescue committee (IRC). Both organizations might already be registered in OCHA databases.

The first-time registration of such joint request if ingested would appear as UNHCR/IRC. Such registration is difficult to classify and creates difficulties in financial tracking.

The joinder of two independent organizations is not creation or registration of a formal/legal entity and should therefore not be registered in OCHA databases. The databases shall only ingest legal entities.

While joint projects or joint appeals are recommended, at registration of the participating parties in HRP/Appeal or Grants application, a breakdown of financial requirements under a joint project should be supplied and each organization registered independently. *For example, UNHCR for project XYZ has 50% and its partner IRC 50% as mutually agreed between the parties.*

In HPC Tools/FTS, this principle also applies to donors jointly financing a project/activity within a given response plan. A breakdown of funding from each party must be reported and recorded against each individual entity.

Each organization in the partnership or consortium should be registered independently of the other in the database(s) and categorized according to the Grand Bargain Localization Marker definitions.

3. Initiatives and programs of international organizations

These are not registered as independent entities or classified independently from the organizations implementing them. Moreover, there is no Grand Bargain definition that supports initiatives, programs, or projects but their implementing organizations.

4. Organizations who changed names over the years

Update the names of organizations in the database if there is any change or consult with the organization whether past projects or financial records should be kept under the old name and new records should be recorded with a new name.

5. Merger of organizations

A+B=AB. e.g., *The Achelis Foundation + The Bodman Foundation formed The Achelis & Bodman Foundation*. Both were in the HPC database as separate entities, and have funding attributed to them previously.

Consult with such organizations whether they prefer their historical data to be under earlier names before the merger or whether it should be combined.

If the two former names should be combined, HPC Tools allows for a technical merging of the organization's data. Once the technical merging has been completed, update the old name with the new name of the organization and classification, referring to the localization marker definitions.

6. Scale-up of organization's operational presence

Organizations may develop and expand their operational presence within one country and/or beyond. The onus is upon organizations taking part in an HRP to inform OCHA of their scale-up for their organizational data to be revised and for re-classification from one category to another as per the Grand Bargain definitions.

OCHA staff may also make updates upon organization's data if aware of the organization's changes from credible sources before the organizations have informed OCHA of changes about them. Confirmation can be looked for in writing, by the OCHA staff from the organization in question.

7. The ACT Alliance Members

The ACT Alliance is a global network that gathers national, local, and international organisations. The Act Alliance secretariate based in Geneva, Switzerland, is registered independently from its members. However, it has a contractual relationship with its members that allows them a degree of autonomy while maintaining interlinked financing structures and other codes with the Act Alliance secretariate.

This approach is unique from other international organizations and networks or affiliates to international organizations described by the Grand Bargain localization marker definitions.

ACT Alliance members co-brand with the name [ACT Alliance](#) according to the co-branding policy of the organization.

Examples: ACT Alliance/Canadian Lutheran World Relief; ACT Alliance/Danchurch Aid; ACT Alliance/Christian Commission for Development in Bangladesh, etc.

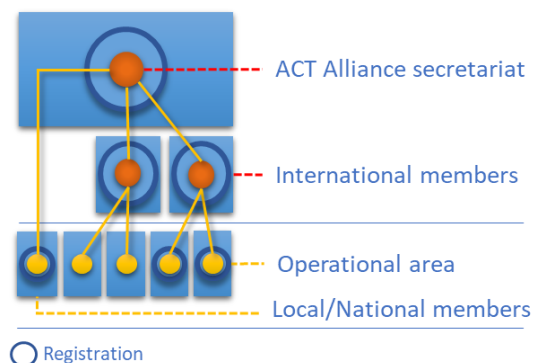
At registration, ACT Alliance member organizations who have an HQ and operations in multiple aid recipient countries usually take a single name to stand for all the multiple operations in several countries. These are classified under sub-type 3.3, International NGOs.

Example ACT Alliance/Canadian Lutheran World Relief

On the other hand, ACT Alliance members headquartered and working in one country shall be treated as Internationally Affiliated organizations because of their inter-linked financing and governance with the ACT Alliance in Switzerland.

For example: ACT Alliance/Christian Commission for Development in Bangladesh is Internationally Affiliated to ACT Alliance.

In HPC Tools, ACT Alliance secretariat will be tagged as a parent organization to each of the members to ease triangulation of funding flows towards these organizations.



The ACT Alliance is different from other network organizations like ICVA, the NEAR Network or other local networks due to its unique structure. It has inter-linked financing and governance system with its members. On the other hand, ICVA and the NEAR Network operate independently of their members, with separate leadership, governance, and financial structures. They unite only for purposes of collective advocacy on humanitarian issues. Each organization is therefore categorised based on its individual characteristics.

8. Organizations working in Regional and Cross-Border Response

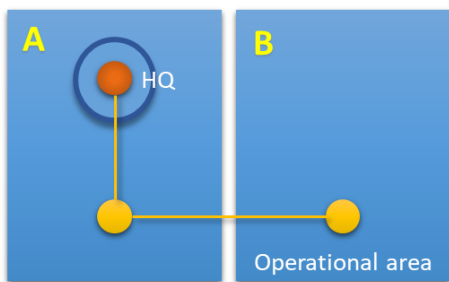
In certain crisis situations, organizations that originally serve within a country are forced to adapt due to changing conditions, such as insecurity or displacement. They may decide to relocate their operations across borders to neighboring countries where they continue to serve the displaced population affected by the crisis. These organizations typically work in regional refugee responses or cross-border contexts and may operate both in their country of origin and in the new country where they have relocated.

For example, in crises such as Syria, Somalia, South Sudan, and Venezuela Regional and/or cross-border responses, organizations that began as national entities within the affected country may now operate from neighboring countries, continuing to serve their displaced populations. While their activities cross borders, these organizations are unique from traditional International NGOs (INGOs), that are headquartered in Western or OECD countries and operate abroad.

Unlike INGOs, these organizations are deeply rooted in the crisis region, often founded by nationals from the affected country, and they maintain a close connection to their communities.

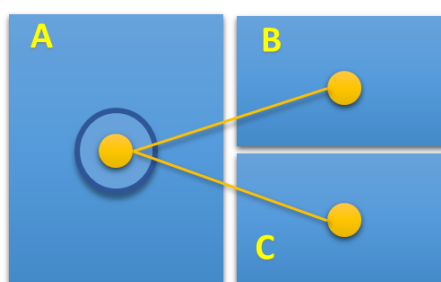
To ensure they are not excluded from funding opportunities under localization frameworks, we recommend classifying them as “national” under the Grand Bargain if they meet at least two of the following additional criteria, (see the following table).

Cross Border



Registration

Regional



Registration

Examples of organizations working in regional refugee and/or migrant and/or cross-border contexts, visible in the Syria Cross-border or Regional Response Plan (RRP), Somalia Response, South Sudan RRP.

Organizations in Regional and Cross-Border Response	Recommended Criteria
<p>1. Organizations registered and working in crisis countries but due to insecurity in headquarters country start working from across the border in a neighboring country. Or merely start another operation in a neighboring country to meet needs of displaced populations e.g., Syrian NGO working across the border in Lebanon or Türkiye, Somali NGO working from Dadaab Refugee Camp in Kenya.</p> <p>2. NGOs set up by nationals of a humanitarian crisis country in a neighboring country to support operations inside their country of origin and in the neighboring country of registration. E.g., Organizations founded by Syrians in Türkiye to meet needs of Syrian refugees in Türkiye and needs in Syria.</p>	<p>Organizations in cross-border or regional response would be classified as “national” if they meet at least two of the criteria below:</p> <ul style="list-style-type: none"> I. Existence of a headquarters in a crisis country or neighboring country within the same region. II. Level of emergency or insecurity in headquarters country resulting to exit and provision of services on distance from a neighboring country. III. Proximity to a crisis or humanitarian response (Geographically). The organization must be undertaking humanitarian activities in the crisis country and/or in support to exclusively communities of the crisis country, from another country within the same region. IV. Nature of registration in the country of operation. V. General nature of the operational environment in the affected country and region. <p>Scenario 1 & 2 described in the first column of this table would be classified as national.</p>
<p>3. NGOs registered and headquartered in western countries (OCED member countries), run by refugees or citizens of an affected country in diaspora to support humanitarian needs in their country of origin. This category is different from diaspora remittances provided by individuals.</p>	<p>On the other hand, scenario 3 is classified as an “International Organization” because the headquarters is outside of the crisis region/neighboring countries.</p>

Note: The recommended criteria above for deciding what Grand Bargain category fits an organization involved in regional and cross-border responses have been carefully developed through an extensive study conducted in collaboration with various stakeholders. This study specifically focused on organizations engaged in the Syria Cross-Border Response, as well as the Venezuela regional response, South Sudan response, and the Somalia response. The criteria also considered established NGO agreements, including the Syria Humanitarian NGO Platform, the League of Syrian Networks for organizations working in cross-border response and the Partnership Steering Committee's Terms of Reference for member organizations involved in the Syria Cross-Border response.