Glossary of terms

Actor(s)	Individuals, groups, organisations, or institutions.
Affected population(s)	Populations affected by a disaster or emergency which may include refugees, internally displaced persons, host communities, other specific groups, or a combination of these.
Assessment	A structured process of collecting and analyzing data to measure the impact of the crisis, and provide an understanding of the situation and any related threats, in order to determine whether a response is required and, if so, the nature of that response. An assessment is a time-bound exercise that produces a report and recommendations to inform decision-making at a particular point in time.
Cluster **Cluster approach**	A group of organizations and other stakeholders working together to address needs in a particular sector (such as WASH). The Cluster Approach is a way of organizing coordination among humanitarian actors to facilitate more predictable leadership, improved planning and prioritisation, stronger partnerships, and enhanced response capacity and accountability.
Coordination	A process (set of activities) that brings different elements into a harmonious or efficient relationship. [*from Oxford English Dictionary*]
Effectiveness	A measure of the extent to which an intervention's intended outcomes (its specific objectives) have been achieved.
Efficiency	A measure of the relationship between outputs (the products produced or services provided by an intervention) and inputs (the resources it uses).
Evaluation	A systematic and impartial examination (of humanitarian action) intended to draw lessons to improve policy and practice and enhance accountability. [*ALNAP*]
Impact	The effect on the affected population (e.g. reduction in measles incidence) [*Guidelines for CAP Mid-year Review*]
Output	The actions completed to date by a project (e.g. 10,000 children vaccinated) [*Guidelines for CAP Mid-year Review*]
Monitoring	Two forms of monitoring are distinguished, relevant to the humanitarian context: (i) Monitoring (surveillance) of the situation – regularly gathering and analysing data on health and hygiene conditions, risks, access to services, etc. to detect and measure changes. (ii) Monitoring the implementation of programmes and projects to determine whether we have done, and achieved, what we said we would, and if not, why not, and what needs to change? [*Tear Fund*]
Partners **Partnership**	Individuals and organizations that collaborate to achieve mutually agreed upon objectives. The concept of "partnership" implies shared goals, common responsibility for outcomes, distinct accountabilities and reciprocal obligations.

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Sector	A distinct part of an economy, society or sphere of activity. [*Oxford English Dictionary*]
Stakeholder **Stakeholder analysis**	An agency, organization, group or individual who has direct or indirect interest in a particular activity, or its evaluation. Stakeholder analysis is an analysis of the interests and relative influence of the various stakeholders involved.
Strategy **Strategic plan** **Strategic Operational Framework**	The approach that will be used to achieve one or more defined objectives – how the objective(s) will be achieved. A strategic plan is a concise document that outlines the actions to be taken to achieve the defined objective, or set of objectives, specifying time frames and responsibilities for implementation. [*WHO, Managing WHO Humanitarian Response in the Field, draft Jan 08*] Comprises the same elements as a Strategic Plan, plus agreed guiding principles and standards to inform response planning and actions.
Vulnerable groups	Groups or individuals more vulnerable to increased mortality and morbidity, and the impact of future disasters, than other members of the population.

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