ACCESS STRATEGY TEMPLATE

[Name of organisation]

HUMANITARIAN ACCESS STRATEGY – [Country]

[Year – Year]

Template author's notes: an access strategy is different in every context, depending on what the need of the organisation is. The sections outlined here are intended as a guide, and not as a strict template. All instructions in the template are in orange, and further *optional* sections are outlined at the bottom of this template as annexes, in grey. It is recommended that organisational access strategies are always developed and written as a group, rather than as an individual exercise – gathering perspectives from personnel within the organisation who hold different roles is critical for ensuring that all angles are explored, realistic objectives are set, and the strategy has buy-in from all departments who have roles to play.

Background/context - *Briefly describe the humanitarian context you are working in – this does not need to be any more than half a page.*

Access constraints - *Outline the main access constraints which affect the humanitarian work of your organisation. You can refer to the nine categories of access constraints (OCHA) to guide writing this section[1].*

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[1] OCHA Access Monitoring & Reporting Framework – Access Constraints and Indicators

Key assumptions - *List any assumptions you have made for planning purposes in your strategy. For example:*

- *Conflict will continue on XX country's frontlines.*
- *Bureaucratic impediments will continue to limit the humanitarian response.*

Objectives - *Outline what you want to achieve through your strategy. You can write this as a narrative, or by listing specific objectives in the following structure:*

(Example)
Pillar 1: Improve community perceptions of humanitarian interventions and improve acceptance.
    SO1[2]: Improved relationships with authorities at community-level.
    SO2: Formation of community committees to guide humanitarian planning.

Pillar 2:
    SO3:
    SO4:

Implementation/Action plan

Short term: *Write a brief description of what the organisation will do in the **short term** (3-6 months) to achieve the strategy's objectives (50 words).*

S.O.	Activity	Rationale	Date	Lead	Interlocuter
E.g., SO1	*Proactive engagement with local leaders*	*Authority acceptance is important to maintain principled humanitarian access.*	*Ongoing.*	*Liaison Officer, Country Director*	*Local authorities, sheikhs.*

Medium term: *Write a brief description of what the organisation will do in the **medium term** (6 months-1 year) to achieve the strategy's objectives (50 words)*

S.O.	Activity	Rationale	Date	Lead	Interlocuter

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[2] SO = Strategic Objective

Long term: *Write a brief description of what the organisation will do in the **long term** (1 year plus) to achieve the strategy's objectives (50 words)*

S.O.	Activity	Rationale	Date	Lead	Interlocuter

Key principles - *Outline the principles which will guide decision-making in the implementation of the strategy. E.g., humanitarian principles, international humanitarian law, organisational red lines.*

OPTIONAL ANNEXES/STRATEGY SECTIONS

Organizational red lines – *If there are specific 'red lines' which have been defined by the organization, list and explain them here. (Red lines are generally a) things the organisation will not do/information it will not share, etc. or b) situations in which programming would be suspended).*

Engagement strategy – *If strategic, ongoing engagement with specific interlocuters is defined as a priority for the access strategy, this section can be used to define:*
- *Who the organisation needs to build relationships/engage with to improve access*
- *Who within the organisation is responsible for engaging with each interlocuter*
- *When this should happen*
- *Any guidance or principles that should be maintained relating to this engagement.*

The following structure can be used:

Common terminology – *when communicating about access, especially in advocacy, words matter. This section can be used to define what (on an organisational level) we 'do say', 'don't say' and why. E.g., referring to 'terrorists' (don't say) instead of non-state armed groups (do say) helps preserve our neutrality.*