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GUIDE FOR GOVERNMENTS:

International Humanitarian Action



United Nations Office
for the Coordination of
Humanitarian Affairs



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ACRONYMS AND ABBREVIATIONS

AAP	Accountability for affected populations
AECID	Spanish Agency for International Cooperation and Development
CADRI	Capacity for Disaster Reduction Initiative
CAPRADE	Andean Committee for Disaster Prevention and Relief
CARICOM	Caribbean Community
CBPF	Country-Based Pooled Funds
CDEMA	Caribbean Disaster Emergency Management Agency
CELAC	Community of Latin American and Caribbean States
CEPREDENAC	Coordination Centre for the Prevention of Natural Disasters in Central America
CERF	Central Emergency Response Fund
CHS	Core Humanitarian Standards
CLRAH	Regional Logistical Centre of Humanitarian Assistance
CSR	Corporate social responsibility
EMT	Emergency medical teams
ERC	Emergency Relief Coordinator
ERF	Emergency Response Fund
FAO	Food and Agriculture Organization
FEAT	Flash Environmental Assessment Tool
FTS	Financial Tracking Service
GHD	Good Humanitarian Donorship
HC	Humanitarian Coordinator
HCT	Humanitarian Country Team
HDX	Humanitarian Data Exchange
HNO	Humanitarian Needs Overview

HPC	Humanitarian Programme Cycle
HRP	Humanitarian Response Plan
IAHE	Inter-agency humanitarian evaluation
IASC	Inter-Agency Standing Committee
ICRC	International Committee of the Red Cross
ICVA	International Council of Voluntary Agencies
IDRL	International Disaster Response Laws, Rules and Principles
IEC	INSARAG External Classification
IFRC	International Federation of the Red Cross and Red Crescent Societies
IHL	International Humanitarian Law
IHRL	International Human Rights Law
INSARAG	International Search and Rescue Advisory Group
IRL	International Refugee Law
IOM	International Organization for Migration
JEU	UN Environment / OCHA Joint Unit
LEMA	Local Emergency Management Agency
MCDA	Military and Civil Defense Assets
MERCOSUR	South American Economic Organisation
MIAH	International Humanitarian Assistance Mechanisms
MIRA	Multi-Cluster Initial Rapid Assessment
MSF	Doctors without Borders
NGO	Non-governmental organization
NHC	National Hurricane Center
NDMO	National disaster management organization
OAS	Organization of American States
OCHA	UN Office for the Coordination of Humanitarian Affairs

OCHA ROLAC	OCHA Regional Office for Latin America and the Caribbean
OHCHR	Office of the High Commissioner for Human Rights
OPR	Operational peer review
OSOCC	On-Site Operations Coordination Centre
PACT	Platform for Action, Commitments and Transformations
PAHO	Pan American Health Organization
POLR	Provider of Last Resort
RC	UN Resident Coordinator
ICRC	International Committee of the Red Cross
Redhum	Regional Humanitarian Information Network Project
REDLAC	Regional Task Force for Risk, Emergency and Disasters in Latin America and the Caribbean
REHU	Special Meeting on Social - Natural Disaster Risk Reduction, Civil Defense, Civil Protection, and Humanitarian Aid (MERCOSUR)
RSS	Really Simple Syndication
SCHR	Steering Committee for Humanitarian Response
SICA	Central American Integration System
SitRep	OCHA Situation Report
SOP	Standard Operating Procedure
UN	United Nations
UNASUR	Union of South American Nations
UN - CM	Coord United Nations Humanitarian Civil - Military Coordination
UNCT	UN Country Team
UNDAC	UN Disaster Assessment and Coordination Team
UNDP	UN Development Programme
UNEP	United Nations Environment Programme
UNFPA	UN Population Fund

UNHCR	UN High Commissioner for Refugees
UNHRD	UN Humanitarian Response Depot
UNICEF	UN Children's Fund
UNITAR	UN Institute for Training and Research
UNOSAT	UN Operational Satellite Applications Programme
UN RC	UN Resident Coordinator
UN-SPIDER	United Nations Platform for Space-based Information for Disaster Management and Emergency Response
USAR	Urban Search and Rescue
WFP	World Food Programme
WHS	Word Humanitarian Summit
WHO	World Health Organization



1. Introduction



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1. INTRODUCTION

Disaster response begins at the local level yet it is often carried out within the context of the global humanitarian system. Meaningful humanitarian action must bring local and global actors and systems together. This guide is a tool to help governments navigate between these two levels and the many linkages between them. OCHA's mission and vision reflects the ambition that better coordination can help save more lives and bring urgently needed relief, faster and better:

- **Our vision:** A world that comes together to help crisis-affected people rapidly get the humanitarian assistance and protection they need.
- **Our mission:** OCHA coordinates the global emergency response to save lives and protect people in humanitarian crisis. We advocate for effective and principled humanitarian action by all, for all.

What is the purpose of the Guide?

To promote knowledge and understanding of the international humanitarian system in Latin America and the Caribbean to facilitate, when needed, the rapid mobilization of humanitarian assistance and help governments respond to the immediate needs of those affected by emergencies. This is not a prescriptive guide, but rather a resource that aims to support growing national disaster response capabilities across the region.

Why now?

The guide is a revised and updated reference document from the original 2011 publication. It is a starting point to enable humanitarian coordination at all levels. Crises are becoming more complex and require increased engagement between multiple actors, locally, regionally and globally.

Who is the guide for?

This guide is for all government employees working on emergency response and operational readiness, including but not limited to defense and civil protection. It also serves as a reference to civil society actors, international partners, intergovernmental organizations and disaster-affected people both nationally and regionally.

How to use this guide?

This guide has six main sections:

1. Humanitarian action and its normative framework
2. Coordination of humanitarian action
3. Technical expertise
4. Humanitarian financing
5. Humanitarian resources and tools
6. Operational readiness

The content in these sections are organized as file cards, answering frequently asked questions about the different tools presented. For additional information, web links and resources are provided for each section.

The tools and procedures identified in this guide are more effective in a previously agreed upon coordinated context. Each institution and its personnel are encouraged to reach out to partners through humanitarian networks or other humanitarian coordination platforms and to promote coordination in alliance with the United Nations system.



2. Humanitarian Action and its Normative Framework



2. HUMANITARIAN ACTION: A NORMATIVE FRAMEWORK

a. Guiding Principles

- Humanitarian assistance is of cardinal importance for the victims of disasters and other emergencies.
- Humanitarian assistance must be provided in accordance with the principles of humanity, neutrality, independence and impartiality.
- The sovereignty, territorial integrity and national unity of States must be fully respected in accordance with the Charter of the United Nations. In this context, humanitarian assistance should be provided with the consent of the affected country and in principle based on an appeal by the affected country.
- The magnitude and duration of many emergencies may be beyond the response capacity of many affected countries. International cooperation to address emergency situations and to strengthen the response capacity of affected countries is thus of great importance. Such cooperation should be provided in accordance with international law and national laws. Intergovernmental and non-governmental organizations working impartially and with strictly humanitarian motives should contribute to supplement national efforts.
- States where people need humanitarian assistance are called upon to facilitate the work of these organizations in implementing humanitarian assistance, the supply of food, medicines, shelter and health care, for which access to victims is essential.
- States in proximity to emergencies are urged to participate closely with the affected countries in international efforts, with a view to facilitating, to the extent possible, the transit of humanitarian assistance.
- Special attention should be given to disaster prevention and preparedness by the Governments concerned, as well as by the international community.
- There is a clear relationship between emergency, rehabilitation and development. To ensure a smooth transition from relief to rehabilitation and development, emergency assistance should be provided in ways that will be supportive of recovery and long-term development. Thus, emergency measures should be a step towards long-term development

- Economic growth and sustainable development are essential for prevention of and preparedness against natural disasters and other emergencies. Many emergencies reflect the underlying development challenges in developing countries. Humanitarian assistance should therefore be accompanied by a renewal of commitment to economic growth and sustainable development of developing countries. In this context, adequate resources must be made available to address the impediments in the countries' development progress.
- Contributions for humanitarian assistance should be provided in a way which is not to the detriment of resources made available for international cooperation for development.
- The United Nations has a central and unique role to play in providing leadership and coordinating the efforts of the international community to support the affected countries. The United Nations should ensure the prompt and smooth delivery of relief assistance in full respect of the above-mentioned principles, bearing in mind also relevant General Assembly resolutions, including resolutions 2816 (XXVI) of 14 December 1971 and 45/100 of 14 December 1990. The United Nations system needs to be adapted and strengthened to meet present and future challenges in an effective and coherent manner. It should be provided with resources commensurate with future requirements. The inadequacy of such resources has been one of the major constraints in the effective response of the United Nations to emergencies.

More information: <http://bit.ly/1IIWSDp>

b. Definition of humanitarian action

Humanitarian action seen from the perspective of humanitarian agencies is considered as the set of actions undertaken to assist, protect and advocate for people affected by a disaster—their lives and their livelihoods. The goals of humanitarian action are: to “*save lives, alleviate suffering and maintain human dignity during and after man-made crises and disasters caused by natural hazards, as well as to prevent and strengthen preparedness for when such situations occur*”.

Humanitarian actors frame their work in a rights-based approach. Humanitarian assistance is fundamental for victims of disasters and other emergencies. This means that people affected by disasters have the right to request and receive assistance and protec-

tion from governments, which hold the main responsibility for providing such assistance and protection. The key objective of international humanitarian action is to support national efforts in protecting the lives, livelihoods and dignity of people in need.

c. Humanitarian Access

Reaching vulnerable people is essential to provide adequate protection and assistance in the context of a natural disaster and a complex emergency as well as for improving local capacity to better meet humanitarian needs. Affected people must be allowed to have access to the assistance they require.

d. Humanitarian principles

Humanitarian principles of Humanity, Impartiality, Neutrality and Independence are central to establishing and maintaining access to affected populations as enshrined in two resolutions by the UN General Assembly. The vast majority of humanitarian organizations are committed to humanitarian principles at an institutional level.

HUMANITY	Human suffering must be alleviated wherever it occurs. The goal of humanitarian action is to protect life and health while ensuring respect for human beings.
IMPARTIALITY	Humanitarian action must be carried out on the basis of needs alone, making no distinctions on the basis of nationality, race, gender, religious belief, class or political opinions.
NEUTRALITY	Humanitarian actors must not take sides in hostilities or engage in controversies of a political, racial, religious or ideological nature.
INDEPENDENCE	Humanitarian action must be autonomous from the political, economic, military or other objectives that any actor may hold that compromises the ability to act in accordance with the core principles.

More information: <http://bit.ly/2iuK5ge>

e. Do no harm

Another important concept of humanitarian action is “do no harm”, which implies that humanitarian action must:

- Avoid creating or exacerbating disparities and discrimination among the affected population
- Avoid creating or exacerbating environmental degradation
- Avoid creating or exacerbating conflicts in the affected population
- Take into account the special needs of vulnerable groups

National legal systems are the main regulatory frameworks to ensure the protection of people affected by disasters and crises, and it is the responsibility of the State to respect, protect, and guarantee these rights.

The purpose of the regulation of international humanitarian action serves three main functions:

- It safeguards the principles of sovereignty and territorial integrity.
- It guarantees fundamental rights and protection for disaster-affected communities.
- It rationalizes roles and responsibilities between humanitarian actors

f. United Nations General Assembly Resolution 46/182:

The General Assembly Resolution 46/182 of December 19, 1991, on strengthening the coordination of humanitarian emergency assistance of the United Nations stresses the importance of humanitarian aid to assist victims of disaster and other emergencies. This aid should be provided with the consent of the country.

The Resolution 46/182 of December 19 has wide-reaching effects and establishes the following UN mechanisms to strengthen effectiveness of international humanitarian action: The Central Emergency Response Fund (CERF), the Emergency Relief Coordinator (ERC), the Inter-Agency Standing Committee (IASC) and the UN Office for the Coordination of Humanitarian Affairs (OCHA).

What does the Resolution 46/182 say about national sovereignty?

"Sovereignty, territorial integrity and national unity of States shall be fully respected in accordance with the Charter of the United Nations. In this context, humanitarian assistance should be provided with the consent of the affected country and in principle on the basis of a request by the affected country."

General Assembly Resolution 46/182: <http://bit.ly/2iuK5ge>

g. OCHA's Mandate

OCHA is a department of the United Nations Secretariat responsible for bringing humanitarian actors together to ensure a coherent response to emergencies. OCHA also ensures that there is a framework within which each actor can contribute to the overall response effort. OCHA mobilizes humanitarian assistance for people in need, and it delivers its mandate through five core functions:

- **Coordination:** A key pillar of the OCHA mandate is to “coordinate effective and principled humanitarian action in partnership with national and international actors”. OCHA brings together people, tools and experience to save lives. OCHA helps Governments access tools and services that provide life-saving relief. The aim is to assist people when they most need relief or protection.
- **Advocacy:** OCHA has a unique mandate to speak out on behalf of the people worst affected by humanitarian situations. OCHA speaks on behalf of people affected by conflict and disaster. Using a range of channels and platforms, OCHA speaks out publicly when necessary. OCHA also works behind the scenes, negotiating on issues such as access, humanitarian principles, and protection of civilians and aid workers,

to ensure aid is where it needs to be. Whether mobilizing relief funds after a massive earthquake, ensuring vulnerable communities are protected, or raising awareness of forgotten crises, it is OCHA's job to keep world attention focused on humanitarian issues.

- **Information Management:** OCHA collects, analyses and shares critical information. OCHA gathers and shares reliable data on where crisis-affected people are, what they urgently need and who is best placed to assist them. OCHA information products support swift decision-making and planning.
- **Humanitarian Financing:** OCHA works with humanitarian partners around the world to make aid more effective, efficient and predictable. OCHA organizes and monitors humanitarian funding. OCHA's financial-tracking tools and services help manage humanitarian donations from more than 130 countries. OCHA also manages two types of pooled funds: Country-Based Pooled Funds (CBPFs) and the Central Emergency Response Fund (CERF).
- **Policy:** Policy development is defined as one of OCHA's core functions. It aims to support effective and principled humanitarian action, saving lives and reducing suffering. Policy also underpins the role of the Under-Secretary-General/Emergency Relief Coordinator as principal advisor to the Secretary-General on humanitarian issues.

More information: www.unocha.org/our-work

h. Sphere Project. Core Humanitarian Standards

The Sphere Project stems from an ethical commitment to improve the quality of humanitarian response in terms of transparency and accountability. Humanitarian agencies, committed to respect the Humanitarian Charter and Minimum Standards, aim to provide defined levels of service to people affected by disasters or armed conflicts and promote the respect for fundamental humanitarian principles.

The Sphere Handbook comprises:

- The Humanitarian Charter. It captures both the ethical and legal foundations of humanitarian action. In terms of legal rights and obligations, it summarizes the core legal principles that have the most bearing on the welfare of those affected by disaster or conflict. About shared belief, it states the principles which should govern

the response to disaster or conflict, including the roles and responsibilities of the various actors involved.

- The minimum standards in humanitarian response, which are process standards and apply to all technical chapters. The minimum standards are evidence-based and represent sector-wide consensus on best practice in humanitarian response. The minimum standards describe conditions that must be achieved in any humanitarian response for disaster-affected populations to survive and recover in stable conditions and with dignity.

Sphere Minimum Standards guide humanitarian action across four primary areas:

1. Water supply, sanitation and hygiene promotion.
2. Food security and nutrition.
3. Shelter, settlement and non-food items.
4. Health action.

The Sphere Project is not a membership organization; the Project is governed by a Board composed of representatives of global networks of humanitarian agencies.

The Core Humanitarian Standard on Quality and Accountability (CHS) is a voluntary code that describes the essential elements of principled, accountable and quality humanitarian action.

It sets out Nine Commitments that organizations and individuals involved in humanitarian response may use to improve the quality and effectiveness of the assistance they provide. Communities and people affected by disaster or conflict may use the Commitments to hold these organizations to account.

The Sphere Project Board intends to integrate the CHS fully into the Sphere Handbook, substituting it for the Handbook's six Core Standards. The Sphere Core Standards will remain in place until the CHS key indicators and guidance notes, which are being developed and tested, are ready for use by field workers. A new Sphere Handbook is being tested for launch in 2018.

The CHS will not change or replace Sphere's Humanitarian Charter, Protection Principles or the minimum standards pertaining to the Handbook's four technical chapters (WASH; Food security and nutrition; Shelter, settlement and non-food items; Health action).

More information:

Sphere Project: www.sphereproject.org/

Core humanitarian Standards: corehumanitarianstandard.org

CORE HUMANITARIAN STANDARD



i. Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief

It is a voluntary code adhered to by the International Red Cross and Red Crescent Movement and participating NGOs. It lays down ten core principles to which signatory agencies commit to adhere in their disaster response work and describes the relationships they should seek with affected communities, donor Governments, host Governments and the UN system. It introduces the concept of the humanitarian imperative, which expands the principle of humanity to include the right to receive and provide humanitarian assistance. It establishes the obligation of the international community to provide humanitarian assistance whenever it is needed.

More information: <http://bit.ly/2vo9rSq>

j. Principles of Partnership

The Principles of Partnership is a Statement of Commitment endorsed by the Global Humanitarian Platform in 2007. The principles provide a framework for the engagement of international humanitarian actors with each other, in the response of an emergency:

- **Complementarity:** The diversity of the humanitarian community is an asset if we build on our comparative advantages and complement each other's contributions. Local capacity is one of the main assets to enhance and on which to build. Whenever possible, humanitarian organizations should strive to make it an integral part in emergency response. Language and cultural barriers must be overcome.
- **Responsibility:** Humanitarian organizations have an ethical obligation to each other to accomplish their tasks responsibly, with integrity and in a relevant and appropriate way. An organization must commit to activities only when it has the means, competencies, skills, and capacity to deliver on its commitments. Decisive and robust prevention of abuses committed by humanitarians must also be a constant effort.
- **Equality:** Requires mutual respect between members of the partnership irrespective of size and power. The participants must respect each other's mandates, obligations and independence and recognize each other's constraints and commitments. Mutual respect must not preclude organizations from engaging in constructive dissent.
- **Results-oriented approach:** Effective humanitarian action must be reality-based and action-oriented. This requires result-oriented coordination based on effective capabilities and concrete operational capacities.
- **Transparency:** Is achieved through dialogue (on equal footing), with an emphasis on early consultations and early sharing of information. Communications and transparency, including financial transparency, increase the level of trust among organizations.

More information: <https://www.icvanetwork.org/principles-partnership-statement-commitment>

k. Inter-agency standing committee (IASC) guidelines and handbooks

The main products that IASC produces are guidelines, tools and documents endorsed by the IASC Working Group or IASC Principals and used by humanitarian actors in field or

policy work. Given the inclusive membership of the IASC, these products carry a very broad consensus within the humanitarian community and guide the work of many UN and non-UN humanitarian partners.

i. IASC Operational Guidelines on the Protection of Persons in Situations of Natural Disasters

The Operational Guidelines, endorsed by the IASC in 2011 are based on existing human rights law and humanitarian accountability standards. The guidelines promote and facilitate a rights-based approach to disaster relief. The guidelines call on humanitarian actors to ensure that human rights principles are integrated into all disaster response and recovery efforts, and that affected people are fully consulted and can participate in all stages of disaster response.

More information: <http://bit.ly/2iGvldw>

ii. IASC Guidelines for Gender-Based Violence Interventions in Humanitarian Settings

These guidelines provide practical guidance and effective tools for humanitarian and communities to coordinate, plan, implement, monitor and evaluate essential actions for the prevention and mitigation of gender-based violence, throughout all stages of humanitarian response—from preparedness to recovery. They were revised by the IASC in 2015.

More information: <http://bit.ly/2pN0zz>

iii. IASC Gender Handbook in Humanitarian Action

It sets forth standards for the integration of gender issues from the outset of an emergency so that humanitarian services reach their target audience and have maximum impact. The handbook was published in 2006.

More information: <http://bit.ly/2vBbDIG>

iv. Accountability for affected populations (AAP)

It can be defined as the “active commitment by humanitarian actors and organizations to use power responsibly by taking account of, giving account to and being held to account by the people they seek to assist”. AAP is a commitment to use power responsibly as well as

to ensure transparency throughout the process. It ensures humanitarian actors listen, involve, communicate with the affected communities, and place them at the centre of the humanitarian response. Accountability has positive outcomes since good communication leads to meaningful dialogue and the identification of evidence-based needs and concerns, thereby improving the quality of the strategic process.

More information: <http://bit.ly/2iwD2Dz>

v. Centrality of protection

Protection, as defined by the IASC is understood as “all activities aimed at obtaining full respect for the rights of the individual in accordance with the letter and the spirit of the relevant bodies of law (i.e. International Human Rights Law (IHRL), International Humanitarian Law, International Refugee law (IRL))” States have the primary responsibility to protect people under their control.

Protection is a key concern in humanitarian crises and central to humanitarian response. The IASC’s Protection Policy stresses that protection is a shared, humanitarian system-wide responsibility.

It emphasizes the individual and collective responsibility of all humanitarian organizations to design and implement a humanitarian response that helps keep vulnerable people from harm.

More information at: www.globalprotectioncluster.org / <http://bit.ly/2xK2Caq>

I. THE GUIDING PRINCIPLES ON INTERNAL DISPLACEMENT

Guidelines issued by the United Nations identify rights and guarantees relevant to the protection and provision of assistance to internally displaced persons (IDPs) during displacement as well as return or resettlement and reintegration. IDPs have the right to request and receive protection and humanitarian assistance from the authorities. IDPs will not be persecuted or punished for making such a request.

More information at: <http://www.ohchr.org/EN/Issues/IDPersons/Pages/Standards.aspx>

General Assembly Resolution 60/124: <http://bit.ly/2yEJ4rH>

m. Oslo Guidelines on the use of foreign military and civil defense assets in disaster relief

The guidelines address the need for principles and standards and to provide improved coordination in the use of military and civil defense assets (MCDA) in international disaster relief operations.

The guidelines “establish the basic framework for formalizing and improving the effectiveness and efficiency of the use of foreign military and civil defense assets in international disaster relief operations”.

The guidelines introduce the principle of “last resort”, which is that MCDA should only be used to support humanitarian response: if there are no similar civilian assets available; the assets are unique in nature and/or its deployment meets an identified requirement. Moreover the use of MCDA must not compromise the civilian nature and character of humanitarian operations. However, these guidelines are not intended to restrict an affected State’s use of its military and civil defense resources.

More information: <http://bit.ly/2x0UEN5>

n. The guidelines for the domestic facilitation and regulation of international disaster relief and initial recovery assistance (IDRL Guidelines)

These guidelines are a set of recommendations to States on how to prepare their legal, administrative and institutional frameworks for international disaster assistance.

The guidelines recommend minimum legal facilities be provided to States and assisting actors need to provide speedy and effective relief as well as the minimum standards of quality and coordination to which those actors should be held. The guidance can be used by governments to draft disaster management legislation, implement regulations, plans and procedures, and develop provisional rules during a state of disaster. The guidelines were unanimously adopted by all States parties to the Geneva Conventions and the International Red Cross and Red Crescent Movement at the 30th International Conference of the Red Cross and Red Crescent in 2007.

The IDRL Guidelines emphasize that:

- Domestic actors have the primary role.
- International relief providers have responsibilities.
- International actors need legal facilities.
- Some legal facilities should be conditional.

More information: <http://bit.ly/2wfw1o>

o. World Humanitarian Summit

The first-ever World Humanitarian Summit (WHS) took place in Istanbul, Turkey, on 23 and 24 May 2016. It brought together some 9,000 participants representing 180 Member

States, over 700 local and international NGOs, the private sector and other stakeholders. It was conceived as the tool to generate commitments to reduce suffering and deliver better for people caught in humanitarian crisis and to demonstrate support for a new Agenda for Humanity. The Summit mobilized support and action for the Agenda for Humanity, and catalyzed major changes in the way we address humanitarian need, risk and vulnerability. Some of the major change initiatives launched at the Summit include the New Way of Working to bridge the humanitarian - development divide; the Grand Bargain on improving humanitarian efficiency and effectiveness; and a major push by all stakeholders to empower local humanitarian actors and reinforce local systems.

More information: <http://www.agendaforhumanity.org/summit>

i. Agenda for Humanity

The Agenda for Humanity is a five-point plan to prevent and reduce human suffering during crises. Through its 5 core responsibilities and 24 transformations, the Agenda for Humanity sets out a vision and a roadmap for how the humanitarian system can reduce humanitarian need, risk and vulnerability for the more than 140 million people who are affected by humanitarian crises and for the millions more people at risk.

Each core responsibility is underpinned by several strategic and normative transformations, which outline the actions that are necessary to make the responsibilities a reality. Together, the core responsibilities and transformations form a framework for action, change and mutual accountability, against which we can collectively assess and review progress in the years to come.

The 5 core responsibilities are:

1. Political Leadership to Prevent and End Conflicts.
2. Safeguarding the Norms that Uphold Humanity.
3. Leave No One Behind.
4. Change People's Lives: From Delivering Aid to Ending Need.
5. Invest in Humanity.

More information: agendaforhumanity.org/

ii. New Way of Working

Recognizing that humanitarian and development actors, Governments, NGOs and private sector actors have been progressively working better together to meet needs for years, the

New Way of Working aims to offer a concrete path to remove unnecessary barriers to such collaboration to enable meaningful progress. The New Way of Working can be described, in short, as working over multiple years, based on the comparative advantage of a diverse range of actors, including those outside the UN system, towards collective outcomes. Wherever possible, those efforts should reinforce and strengthen the capacities that already exist at national and local levels.

A collective outcome can be described as the result that development and humanitarian actors (and other relevant actors) contribute to achieving at the end of 3-5 years to reduce needs, risk, and vulnerability.

More information: <http://bit.ly/2wQ4nXc>

iii. The Grand Bargain

The Grand Bargain is an agreement between more than 30 of the biggest donors and aid providers, proposed as one of the solutions to address the humanitarian financing gap, which aims to get more means into the hands of the people in need. This agreement includes changes in the working practices of donors and aid organizations like: gearing up cash programming, greater funding to local and national responders and cutting bureaucracy through harmonized requirements to ensure greater predictability and continuity in humanitarian response.

More information: <http://bit.ly/2kwpw2g>

iv. The Agenda for Humanity Platform for Action, Commitments and Transformations (PACT)

The Agenda for Humanity Platform for Action, Commitments and Transformations (PACT) was created as a dynamic advocacy and implementation tool for all stakeholders in their efforts to advance the Agenda for Humanity.

The PACT displays the commitments to deliver on the Agenda for Humanity's 5 Core Responsibilities and 24 Transformations, and allows stakeholders to voluntarily self-report on their progress on an annual basis.

The PACT also serves as an information hub where stakeholders can learn more about the Agenda for Humanity and many of the major initiatives.

More information: <http://bit.ly/2vB53vl>

v. Regional Platform: MIAH

The International Humanitarian Assistance Mechanisms (MIAH) is the regional platform in Latin America and the Caribbean to improve the effectiveness of humanitarian action by promoting strategic partnerships and sharing good practice. The biannual MIAH meeting promotes coordinated, participatory and effective humanitarian action, led by Latin American and Caribbean states with the support of humanitarian actors and affected communities.

MIAH's objectives are:

- Share humanitarian experiences from the region, fostering common understanding and bringing added value to joint planning.
- Strengthen partnerships to facilitate humanitarian assistance to those most in need, and to ensure the participation of affected populations in planning and decision-making.

Given the importance of the MIAH in Latin America and the Caribbean, and its consolidation as a dynamic regional platform for humanitarian issues, the World Humanitarian Summit (WHS) consultations were coordinated with the MIAH. This ensured that the process and contributions of past MIAH forums informed the WHS regional consultations. Guatemala hosted the joint WHS Regional Consultation/2015 MIAH, resulting in the Guatemala Declaration.

The 2017 MIAH, hosted by Peru provides an opportunity to consolidate commitments made to implement the Agenda for Humanity and to tailor them to the humanitarian context and priorities of the Latin America and Caribbean region.

More information: <http://www.redhum.org/en/miah>



3. Coordination of Humanitarian Action



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3. COORDINATION OF HUMANITARIAN ACTION

a. Global Level

Inter-Agency Standing Committee (IASC)

What is it?

The IASC is an inter-agency forum for coordination, policy development, and decision-making. The IASC operates under the leadership of the Emergency Relief Coordinator (ERC), who is also the United Nations Under-Secretary General of Humanitarian Affairs. It was established in June 1992 in response to the UN General 46/182 as a principal coordination mechanism related to humanitarian aid.

Who are its members?

IASC members are Food and Agriculture Organization (FAO), OCHA, United Nations Development Programme United Nations Population Fund (UNFPA), United Nations Human Settlements Programme (UN-HABITAT), United Nations High Commissioner for Refugees (UNHCR), United Nations Children's Fund (UNICEF), World Food Programme (WFP) and the World Health Organization (WHO). IASC Standing Invitees are International Committee of the Red Cross (ICRC), the International Council of Voluntary Agencies (ICVA), International Federation of the Red Cross and Red Crescent (IFRC), InterAction, International Organization for Migration (IOM), Office of the High Commissioner for Human Rights (OHCHR), Steering Committee for Humanitarian Response (SCHR), Office of the Special Rapporteur on the Human Rights of Internally Displaced Persons and the World Bank.

What is its purpose?

The IASC guarantees the process of decision-making at an inter-institutional level in response to natural disasters and complex emergency situations, including the evaluation of needs, consolidated appeals for funds, agreements on coordination, and the development of humanitarian policies. IASC is responsible for designing and agreeing upon humanitarian policies at the international level to improve the response to emergencies.

How does it work with Governments?

The IASC and its subsidiary bodies are global mechanisms. At the country level, Humanitarian Country Teams (HCTs) fulfill a similar function and have a membership like that of IASC

such as among humanitarian organizations resident or working in the host country.

More information: <https://interagencystandingcommittee.org/>

b. Regional Level

Inter-Agency Working Group on Risk, Emergencies and Disasters in Latin America and the Caribbean (REDLAC)

What is it?

REDLAC is the adaptation of the IASC at a regional level. REDLAC is a regional coordination platform of humanitarian affairs composed of members of regional offices with a humanitarian mandate, such as, the IFRC, international NGOs and humanitarian donors. Humanitarian topics of regional interest are discussed with the aim of increasing the efficiency of humanitarian actions.

What is its purpose?

REDLAC provides a platform for information exchange, reflection and activities. This platform allows the optimization of actions for the preparedness and response aimed at reducing and meeting humanitarian needs in Latin America and the Caribbean.

How does it work with Governments?

REDLAC is not an operational team but the grouping of 27 organizations with a shared objective of coordinating actions to improve the effectiveness and efficiency of humanitarian action. One of its functions is to facilitate the exchange of operational information during the first hours of an emergency. REDLAC supports national counterparts with tools, training, and missions.

More information: <http://bit.ly/2vH7OdH>

c. National Level

i. UN Resident Coordinator (RC)

Who is it?

The UN Resident Coordinator (RC) is the designated representative of the UN Secretary-General in a country and leads the UN Country Team (UNCT). The RC system encom-

passes all organizations of the UN system dealing with operational activities for development, regardless of their formal presence in the country. The Resident Coordinator leads and strategically positions the UNCT in support of national priorities, development strategies, and plans.

What do they do?

Resident Coordinators and country teams advocate the interests and mandates of the UN system while drawing on the support and guidance of the entire UN family. Their main goal is to bring together the different UN agencies to improve the efficiency and effectiveness of operational activities at the country level. The UN RC function is usually performed by the UNDP Resident Representative. S/he is accredited by letter from the UN Secretary-General to the Head of State or Government.

How do they work with Governments?

The UN RC is the senior UN official in a country and the Government's first point of contact with the United Nations. The RC is responsible for coordination of all UN operational activities, and chairs the UNCT.

ii. Humanitarian Coordinator (HC)

Who is it?

The Humanitarian Coordinator (HC) is appointed by the ERC, in consultation with the IASC, when large-scale and/or sustained international humanitarian assistance is required in a country. The HC represents the ERC in country. The decision to assign a HC to a country is often made at the start of a crisis and in consultation with the affected Government. Often, the UN RC is also designated as the HC.

If the HC is not also the UN RC, s/he works in close collaboration with the UN RC, with a view to ensure that humanitarian action is linked to, and consistent with UN RC-led recovery and development activities, and the division of labour with respect to response preparedness is clear. The HC is usually supported at country level by an OCHA Field Office.

What do they do?

The HC assumes the leadership of the HCT (see following section) in a crisis. In the absence of an HC, the UN RC is responsible for the strategic and operational coordination

of response efforts of UNCT member agencies and other relevant humanitarian actors.

How does the HC work with the Government?

While the affected State has the primary role in the initiation, organization, coordination, and implementation of humanitarian assistance within its territory, in situations where a HC is designated, s/he assumes leadership on humanitarian response and supports the coordination of all relevant humanitarian organizations (UN and non-UN). The HC is then the Government's first point of contact on disaster response. In a humanitarian situation where no HC has been appointed, the UN RC remains the Government's first point of contact and may Chair a humanitarian country team as well as the UNCT. In terms of accountability the HC is ultimately accountable to the populations in need and reports directly to the ERC.

iii. Humanitarian Country Team (HCT)

What is it?

The HCT is composed of organizations that undertake humanitarian action in-country and that commit to participate in coordination arrangements. It should include UN agencies, OCHA, national and international non-governmental organizations (NGOs) and, subject to their individual mandates, components of the International Red Cross and Red Crescent Movement, as well as the UNDSS Chief Security Adviser as an observer. The HCT is led and chaired by the HC. When appropriate, other institutions and agencies may be invited to participate in HCT meetings.

A HCT is established in all countries with an HC position. In countries where there is no HC position, a HCT is established when a humanitarian crisis erupts or a situation of chronic vulnerability sharply deteriorates. A HCT is also established to steer preparedness activities, if no other adequate coordination mechanism exists. In countries where there is no HC position, the decision to establish a HCT is taken by the RC. In Latin America, the HCT are also known as Redes Humanitarias and are frequently co-facilitated by governments.

What is its purpose?

The HCT's overall goal is to ensure that inter-agency humanitarian action alleviates human suffering and protects the lives, livelihoods and dignity of populations in need. The HCT is the centre-piece of the humanitarian coordination architecture established by Humanitarian

Reform in 2005. The HCT makes decisions to ensure that country-level humanitarian action is well-coordinated, principled, timely, effective and efficient. It also ensures that adequate prevention, preparedness, risk and security management measures are in place and functioning.

How does it work with the Government?

The affected State retains the primary role in the initiation, organization, coordination, and implementation of humanitarian assistance within its territory. Whenever possible, the HCT operates in support of and in coordination with national and local authorities.

A useful distinction: a UN Country Team (UNCT) encompasses all the entities of the UN system that carry out operational activities for development, emergency, recovery and transition in program countries. The UNCT is led by the UN RC, who is the designated representative of the UN Secretary-General. The HCT is composed of organizations that undertake humanitarian action in-country and commit to participate in coordination arrangements.

More information: <http://bit.ly/2vGqF94>

d. Sector or Cluster approach.

i. Sectors

When emergencies occur, coordination of the humanitarian response is necessary. Good coordination means less gaps and overlaps in the assistance delivered by humanitarian organizations.

Many governments are organized by sectors, such as health, agriculture, water, or logistics. Responders working in each of these sectors are usually accountable to a ministerial lead. Where there is a need to support national response, the IASC can establish the 'cluster' approach.

Clusters are groups of humanitarian organizations, both UN and non-UN, in each of the main sectors of humanitarian action, e.g. water, health and logistics. They are designated by the IASC and have clear responsibilities for coordination.

ii. Inter-Cluster / Sector Coordination

Inter-cluster (or inter-sector) coordination is critical to achieve common objectives, avoid duplication and prioritize areas of need.

Guided by the HCT, the inter-cluster coordination platform is usually chaired by OCHA and comprised of cluster coordinators. This platform encourages synergies between sectors, ensuring roles and responsibilities are clearly defined, closing potential gaps and eliminating duplication.

iii. Cluster activation

Where there is a need to strengthen sector coordination, the UN RC or the HC can ask for the activation of the cluster system. By activating the cluster approach, a clear lead for sector coordination is established, and this lead is responsible for core functions including setting the sector strategy, supporting national capacity, and advocating for meeting needs. In addition to supporting the core functions of the cluster, the designated cluster lead agency is the Provider of Last Resort (POLR). This means that, where necessary, and depending on access, security and availability of funding, the cluster lead, as POLR, must be ready to ensure the provision of services required to fulfil crucial gaps identified.

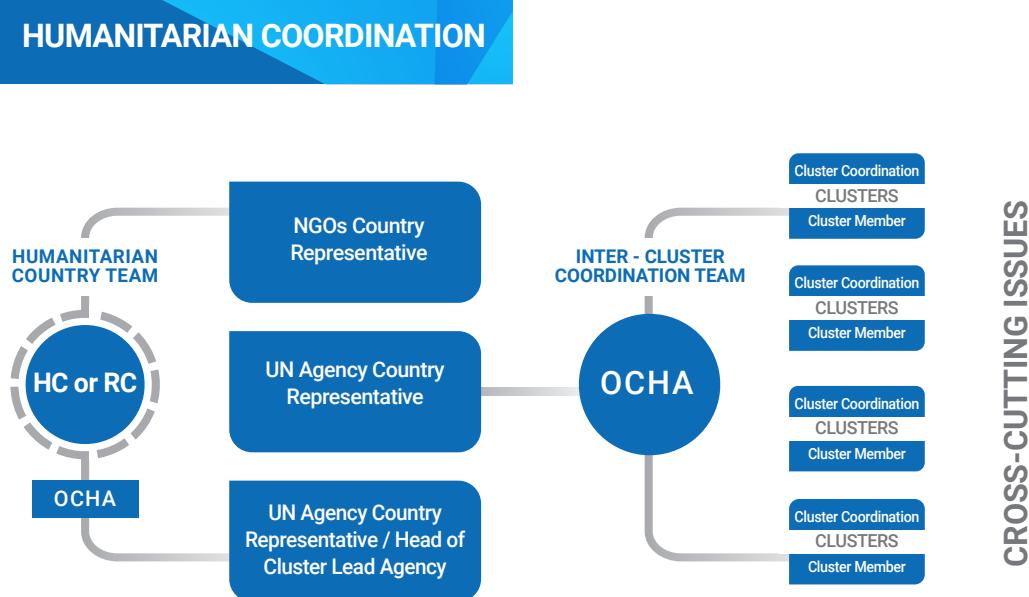
The procedure for activating one or more clusters includes consultation between the Resident/Humanitarian Coordinator and the HCT, and then correspondence with the ERC on the rationale for each cluster and the selection of cluster lead agencies based on coordination and response capacity in the affected country. The establishment of clusters should support national mechanisms for sectoral coordination, and consider issues that cut across clusters, like age, gender, HIV/AIDS and protection.

A decision to activate clusters may be made when a Government's capacity to coordinate is limited or constrained. However, extra international coordination capacity may be valuable even when a Government can lead and coordinate a response. Clusters are activated as part of an international emergency response, based on an analysis of humanitarian need, existing coordination mechanisms and capacity on the ground.

The criteria for cluster activation are met when:

1. Response and coordination gaps exist due to a sharp deterioration or significant change in the humanitarian situation.
2. Existing national response or coordination capacity is unable to meet needs in a manner that respects humanitarian principles, due to the scale of need, the number of actors involved, the need for a more complex multi-sectoral approach, or other constraints on the ability to respond or apply humanitarian principles.

More information: <https://www.humanitarianresponse.info/en/coordination/clusters>



iv. Cash working groups

What is it?

An increasing proportion of humanitarian assistance is delivered using cash transfers, and humanitarian actors have committed to scale up the use of cash as a response tool. Where markets are functioning, cash transfers have multiple advantages over material assistance – they allow crisis-affected people to choose what they need, they support economic recovery, and can be quicker and more efficient to deliver than in-kind assistance. Some

cash transfers are restricted to a particular type of good or service, or a particular retailer. But multipurpose cash transfers are unrestricted and are intended to cover the basic needs of an affected household.

What is its purpose?

To ensure that cash transfers are used where markets can support them, that transfers are sufficient to cover needs, and that cash assistance is complementary to other types of aid it is important that this is coordinated at the inter-cluster level. Cash Working Groups are often established at the inter-cluster level to ensure the effective planning, use and coordination of cash assistance, including multipurpose cash. This includes conducting and sharing market assessments, identifying the typical cost of meeting basic needs, and ensuring that the use of cash and the impacts of cash assistance are captured and understood. Cash Working Groups may also link with government counterparts to ensure complementarity between humanitarian cash transfers and government-led social protection systems.

More information on cash programming and coordination, along with tools for cash planning, delivery and monitoring, can be found here: <http://www.cashlearning.org/>

e. Humanitarian Actors

i. Affected population

The affected population are often the first responders, neighbors, community members, civil society and volunteerism provide initial assistance and protection. Humanitarian responders from outside the community need to include the affected population in the design of assistance programmes to ensure response is in accordance to need. Each individual is different, both in needs and capacities. In humanitarian response, it is important to take these differences into account, not only because they may give rise to specific assistance needs and protection risks, but also because they can often be leveraged to improve the situation of those affected.

Through the systematic attention to age, gender and diversity, humanitarian actors seek to ensure that all individuals in affected communities have access to their rights on an equal footing. By analysing age, gender and diversity, we are able to better understand the multifaceted protection risks, assistance needs and capacities of individuals and communities, and to address and support these more effectively. By promoting respect for differences as an

enriching element of any community, we promote progress toward a situation of full equality. Equality means respect for all. It includes the promotion of equal opportunities for people with different needs and abilities and direct, measurable actions to combat inequality and discrimination.

Age, Gender and Diversity can be defined as follows:

Age: Age influences, and can enhance or diminish, a person's capacity to exercise his or her rights. The protection risks affect an individual differently depending on age.

Gender: Refers to the socially constructed roles for women, girls, men and boys. Gender roles are learned, changeable over time, and variable within and between cultures. Gender often defines the duties, responsibilities, constraints, opportunities and privileges of women, girls, men and boys in any context. Gender equality refers to the equal enjoyment of their rights, responsibilities and opportunities and it implies that the interests, needs and priorities of each gender are respected.

Diversity: Refers to different values, attitudes, cultural perspectives, beliefs, ethnic background, nationality, sexual orientation, gender identity, ability, health, social status, skill and other specific personal characteristics. While the age and gender dimensions are present in everyone, other characteristics vary from person to person. These differences must be recognized, understood and valued by humanitarian actors in each emergency in order to ensure protection for all affected people.

More information:

<http://www.globalprotectioncluster.org/en/areas-of-responsibility/age-gender-diversity.html>

ii. States

Each State has the responsibility first and foremost to take care of the victims of disasters and other emergencies occurring in its territory. Hence, the affected State has the primary role in the initiation, organization, coordination, and implementation of humanitarian assistance within its territory. Affected states have the sovereign right to coordinate, regulate and monitor disaster relief and recovery assistance provided by assisting actors on their territory, consistent with international law.

Primary responsibilities of the State:

1. **Declare the crisis:** the national authorities are responsible for declaring an emergency in accordance with the internal legislative framework. Many international tools are not activated if there is no clear request for international assistance. When a State considers its capacities are temporarily exceeded, it can declare a state of emergency thereby activating international community response. This action does not undermine national sovereignty; on the contrary, it facilitates rapid activation of international mechanisms and saves lives.
2. **Assist and protect the population:** It is the State's responsibility to aid and protect people affected by a disaster. The physical and legal protection of its citizens is an expression of its sovereignty over its national territory.
3. **Monitor and coordinate assistance:** The State coordinates the response of national actors and international humanitarian actors in emergencies.
4. **Ensure the functioning of an adequate normative framework:** It is the State's responsibility to adopt international normative frameworks within national legislation. This includes norms to facilitate the arrival of international assistance in case of disasters and the development of a holistic view of risk management.

Remember:

States are always responsible for response efforts on their sovereign territories.

External support for humanitarian action is only triggered if a State's national capacities are exceeded, and if it requests and/or accepts international assistance.

IASC Operational Guidance on working with national authorities

As stated in General Assembly Resolution 46/182 of 1991, national authorities have primary responsibility for taking care of the victims of natural disasters and other emergencies occurring in their territory.

When the magnitude of the emergency is beyond the response capacity of the State, international cooperation may be needed. Therefore, states are called upon to facilitate the

work of these organizations in implementing humanitarian assistance. The cluster approach is understood as the system that humanitarian actors use to respond to complex emergencies. Clusters support and complement wherever possible the efforts of national authorities in key sectors.

The RC and HC, cluster lead agencies and OCHA are responsible for consulting national authorities regarding existing capacity and coordination mechanism and supporting existing mechanisms.

When possible the cluster lead agency should work closely with the national authorities to develop joint priorities and strategies in all the aspects of the humanitarian response. Cluster lead agencies should ensure that the activities of international humanitarian actors within and across clusters build on and strengthen the capacities of national authorities, as well as national NGOs, community-based organizations, affected communities and other local actors.

In countries with on-going humanitarian operations (e.g. chronic protracted crisis/disasters and post-conflict situations), disaster management should be supported and strengthened at both national and sub-national levels with appropriate training and the sharing of updated information.

In countries, prone to disasters, efforts should be made to build disaster management expertise into all relevant line ministries and sectors.

iii. UN Agencies and the role of OCHA ROLAC

The United Nations, by mandate of the Member States, is responsible for the coordination of the international assistance in disaster response. Since its first humanitarian relief operations in Europe following the devastation and massive displacement of people in the Second World War, the United Nations has responded to disasters and crises that are beyond the capacity of national authorities. Today, the United Nations is a major provider of aid and assistance, a catalyst for action by governments and humanitarian agencies, and an advocate for people affected by disasters.

The UN works on two fronts to address the high costs of disasters:

- Providing immediate relief to people affected by disasters through its operating agencies.

- Finding more effective strategies to prevent the occurrence of emergencies or disasters.

UN Agencies are committed to work with and through the established UN coordination mechanisms and report to the UN Member States through their respective governing boards. UN agencies provide sector-specific support and expertise before, during and after a disaster. The UN agencies with humanitarian mandates are members of the IASC and include FAO, IOM, OCHA, UNDP, UNFPA, UNHCR, UN-HABITAT, UNICEF, WFP and WHO, which support disaster response across sector needs, from shelter, protection, food security, health, nutrition, education and livelihoods to common services like coordination, logistics and telecommunications.

How do UN organizations work with Governments?

At the country level, UN organizations work in partnership with national disaster management organizations (NDMOs) and with the respective Government line ministries. OCHA Regional Office for Latin America and the Caribbean (ROLAC).

What is it?

Based in Panama, OCHA ROLAC covers 42 countries and territories. Since its establishment in 2003, OCHA ROLAC has worked towards:

- Providing immediate response to emergencies
- Improving the collective preparedness and response of the humanitarian community
- Strengthening Member States capacity to work effectively with international partners

What is its purpose?

The office aims to strengthen emergency response and preparedness in the region, working closely with its humanitarian partners and disaster management counterparts. ROLAC's vision is that humanitarian action in Latin America and the Caribbean is in accordance with humanitarian principles, norms and standards, based on solidarity and partnership (from the region, for the region), and ensures the respect and dignity of affected persons.

How does it work with Governments?

OCHA is present in the most at-risk countries in the region. Eight countries currently have ROLAC humanitarian advisory teams that facilitate preparedness and response between humanitarian actors, as well as promote the creation of a partner network.

COUNTRIES WITH OCHA PRESENCE:



1 Regional Office ROLAC
Panama



Humanitarian Advisory Team
Bolivia, Ecuador, El Salvador, Guatemala, Honduras, Mexico and Peru



2 Country Offices
OCHA has offices in Colombia and Haiti working in specific humanitarian contexts

OCHA ROLAC
Office for the Coordination of Humanitarian Affairs
Regional Office for Latin America and the Caribbean

iv. The International Red Cross and Red Crescent movement

The International Red Cross and Red Crescent Movement is humanitarian network composed of the International Committee of the Red Cross (ICRC), International Federation of Red Cross and Red Crescent Societies (IFRC), 190 National Societies of the Red Cross and Red Crescent. The IFRC and the ICRC are standing invitees to the IASC.

More information: <http://bit.ly/2x1ao2M>

National Society of Red Cross and Red Crescent Society

What is it?

National Societies are present in 35 countries in the Americas. Based on the Movement principles, the societies have a substantial role in disaster preparedness and response, especially in the field of relief and assistance such as health, WASH, and social programs.

How does it work with Governments?

National Societies work as auxiliaries to public authorities in their own countries in the humanitarian field. The networks are generally the first points of contact for Governments requesting additional support from IFRC (in natural disasters) and ICRC (in situations of armed conflict).

More information: <http://bit.ly/1gVRNC2>

International Federation the Red Cross and Red Crescent Societies (IFRC)

What is it?

Coordinates and directs assistance in natural disasters in support of the National Society. IFRC and its National Societies also undertake activities including preparedness, response and development work, including emergency health, disaster law, water and sanitation, and humanitarian diplomacy.

How does it work with Governments?

IFRC interfaces with Governments through the 190-member National Societies.

More information: ifrc.org

International Committee of the Red Cross (ICRC)

What is it?

Is an impartial, independent, and neutral organization. Its mission is to protect the lives and dignity of victims of armed conflicts and other situations of violence and to provide assistance. It prevents suffering by promoting and strengthening humanitarian law and humanitarian principles. It directs and coordinates international activities conducted by the Movement in situations of armed conflict and other violence. ICRC has been granted observer status to the UN General Assembly.

How does it work with Governments?

In a conflict-affected country, ICRC and that country's National Society pool operational resources to support victims of war and other situations of violence.

More information: www.icrc.org

v. Humanitarian non-governmental organizations (NGO)

NGOs can be divided into two categories: national/ community-based and international. In addition to not being affiliated to Governments, an NGO, organizes itself according to networks and consortia on global, regional and country levels.

National and community-based NGOs are organizations that function within national borders only. These NGOs work independently to support the emergency preparedness and response activities of Governments, UN agencies and larger international NGOs. They generally possess strong community-based networks critical to reaching disaster-affected communities. National NGOs can be either secular or faith-based entities.

How do national NGOs work with Governments?

National NGOs are officially registered as national organizations with host Governments. National NGOs, sometimes with international NGOs, organize themselves according to consortia that interface with Governments on sector-specific bases. response.

International NGOs operating in emergency preparedness and response include humanitarian organizations and multi-mandated organizations that operate independently to provide humanitarian assistance.

International NGOs can also be either secular or faith-based. International NGOs receive regular funding from donor Governments, private foundations and corporations, but a growing proportion of their resources comes from the public in their countries of origin and countries of operation.

International NGOs are represented at global coordination platforms by consortia such as the International Council of Voluntary Agencies (ICVA), Steering Committee for Humanitarian Response (SCHR) and InterAction. These consortia are standing invitees to the IASC. NGOs play an important role in the first phase of response by often having quick access to financial resources, expertise in relevant areas, flexible structures, and often, close links with the affected local population.

vi. Civil Society

Civil society can be understood as the participation of individuals in public life : in groups, organizations, associations and movements.

Civil society organizations with experience in emergency response can be key partners by providing:

- Community- based early warning.
- Immediate search-and-rescue- operations as outside help takes longer to arrive, or immediate distribution of aid.
- Providing local knowledge and expertise, especially on local norms and culture, which should be considered to ensure needs are met while dignity of affected communities maintained.

More information: <http://bit.ly/2x0ONHw>

vii. Regional intergovernmental organizations

Regional intergovernmental bodies such as the Organization of American States (OAS), Andean Committee for Disaster Prevention and Relief (CAPRADE), Caribbean Community (CARICOM), Central American Integration System (SICA), Union of South American Nations (UNASUR), Community of Latin American and Caribbean States (CELAC) and Specialized Meeting on Social - Natural Disaster Risk Reduction, Civil Defense, Civil Protection, and

Humanitarian Aid (REHU-MERCOSUR) have strengthened the support among neighbouring countries and promoted sub-regional agreements, especially in response preparedness through coordination, training, dissemination of information, standardization of tools, and discussion of common themes. Some regional mechanisms include mutual aid tools for use before disasters and coordination forums.

viii. Donors

Assisting or donor Governments can support international humanitarian response by providing assistance through direct bilateral contributions to affected States. They can also channel funding through UN agencies, the International Red Cross and Red Crescent Movement, or NGOs. There are many Governments that routinely respond to the needs of disaster-affected states. Many assisting or donor Governments have established aid cooperation structures, often embedded in their respective Ministry of Foreign Affairs. The day-to-day management of cooperation takes place through the Government's embassies in the affected countries.

It is important to highlight that countries in Latin America and the Caribbean have a strong tradition of supporting each other in the emergency response, mostly through the provision of bilateral assistance, either in kind or financial.

ix. Private sector

The private sector has been increasingly involved in humanitarian assistance in a variety of ways, often as part of its commitment to a corporate social responsibility (CSR) strategy. This involvement can take many forms, including as donors through NGOs, as logistics service providers and as other pro bono service providers. Companies like DHL, Erickson, Google, and Microsoft have response teams that work in disasters in specific areas related to their experience. Most private companies' involvement in disaster relief occurs independently.

More information: <https://www.unocha.org/theme/partnerships-private-sector>



4. Technical Expertise



4. TECHNICAL EXPERTISE

a. UN Disaster Assessment And Coordination (UNDAC) team

What is it?

UNDAC is a stand-by team of specially-trained international disaster management professionals from UN Member States, UN agencies and other disaster response organizations that may be deployed within 12 to 48 hours from the onset of a disaster. The team usually stays in the affected area during the initial phase of emergency response, up to four weeks.

What is its purpose?

The purpose of UNDAC is:

- To support the UN humanitarian network and the Government concerned: in assessment and need analysis, to coordinate the international response and to carry out the management of information and liaison activities.
- To set up facilities for incoming international Urban Search and Rescue teams (USAR) and establish the On-Site Operations Coordination Centre (OSOCC).

An UNDAC team does not make detailed or sectoral evaluations, does not deliver humanitarian aid and does not carry out sectoral coordination. However, an UNDAC team can be requested to evaluate national disaster responder capabilities.

How does it work with Governments?

The concerned Government and/or the United Nations Resident / Humanitarian Coordinator can request an UNDAC team through OCHA. A request for an UNDAC team to support coordination efforts can be made without a Government request for international assistance.

An UNDAC team deployment is free of charge. Team members are funded through preliminary agreements made with agencies and Governments.

More information:

<http://www.unocha.org/our-work/coordination/un-disaster-assessment-and-coordination-undac>

b. Urban Search and Rescue (USAR)

What is it?

Teams are trained experts who provide rescue and medical assistance in an emergency. USAR teams that deploy internationally generally comprise expert personnel, specialized equipment and search dogs. USAR teams support the search-and-rescue efforts of national Governments, particularly in urban settings where there are collapsed structures. Teams can be operational in the country affected within 24 to 48 hours of the disaster and are self-sufficient throughout the duration of their deployment (usually seven to 10 days).

What is its purpose?

International USAR teams are crucial when the national response teams are overwhelmed in their ability to rescue trapped victims. The advantage of working with INSARAG to receive international USAR teams is that its precise capacity and capability is specified through an INSARAG External Classification (IEC) and the teams work according to internationally-agreed standards and modalities. Having international USAR teams certified by INSARAG and operating by its standards is essential in allowing national authorities to establish effective coordination platforms for incoming USAR even before the arrival of an UNDAC team

How does it work with Governments?

The USAR team remains under the authority of its home country but operational deployment tasks are under the direction of the OSOCC. Each Government should nominate a national focal point and if necessary, an operational focal point for INSARAG and inform the INSARAG Secretariat at OCHA Geneva.

c. International Search and Rescue Advisory Group (INSARAG)

What is it?

A network of natural disaster-prone and disaster-responding countries and organizations dedicated to urban search and rescue and operational field coordination (USAR).

INSARAG member countries and organizations are dedicated to search and rescue in urban areas and operational coordination in the field, following an accepted methodology and standards. To facilitate international participation, INSARAG is organized within the framework of the United Nations. OCHA serves as the secretariat of INSARAG.

How does it work with Governments?

A Government seeking assistance in activating international USAR teams through INSARAG can do so through a pre-identified INSARAG National Focal Point or directly through the INSARAG secretariat.

More information: <http://bit.ly/2wGqxuD>

i. INSARAG training

What is it?

INSARAG training offers technical expertise in international USAR response according to the following phases: preparedness, mobilization, operations, demobilization and post-mission. INSARAG training is designed to share internationally accepted procedures and systems for sustained cooperation between USAR teams in an emergency.

In addition to engagement with the INSARAG Guidelines, INSARAG member countries with USAR teams deploying internationally are encouraged to apply for IEC. The IEC is an independent, peer-review process of international USAR teams endorsed by INSARAG since 2005. The IEC classifies teams as "*Medium*" and "*Heavy*" to ensure that only qualified and appropriate USAR resources are deployed in an emergency.

Who is it for?

INSARAG training is available to any Government or organization with a stake in USAR.

More information: <http://bit.ly/2vGU8Q9>

INSARAG Guidelines: <http://bit.ly/2vH9Bj3>

d. Emergency Medical Teams (EMT)

What is it?

The term EMT refers to a group of health professionals providing direct clinical care to people affected by outbreaks and emergencies as surge capacity in supporting the local health system. An EMT includes governmental (both civilian and military) and non-governmental personnel and can be comprised of both national and international staff.

What is its purpose?

The Pan American Health Organization / World Health Organization (PAHO/WHO) EMT initiative aims to support Member States, NGOs and international organizations by identifying minimum standards, best practice, logistics and operational field coordination Standard Operating Procedures (SOPs). EMT coordination will be in support of a sudden onset disaster - affected Member State that requests international medical team assistance for the care of its population. EMT's aim is also to support governments in building capacity and strengthening health systems by offering coordination assistance of medical teams during a sudden onset disaster or disease outbreak.

How does it work with Governments?

The global EMT initiative is implemented through the Global Secretariat and its three Regional Secretariats for Africa/Europe/Middle East, Asia/Pacific, and the Americas. The Global Secretariat will hold meetings every two years, and the regional secretariats in intervening years. The EMT initiative in the Americas will be implemented through the Pan American Health Organization.

The countries of the Americas are expected to conduct the following activities for national implementation of the initiative:

- Actively participate in the EMT Regional Group of the Americas.
- Update their national standards and procedures for requesting, accepting, and receiving emergency medical teams.
- Promote the classification of national EMTs.
- Develop a national mechanism for the registry of national and international emergency medical teams.

- Develop information management and EMT coordination tools.
- Share experiences and good EMT practices with the rest of countries of the region.

More information: <http://bit.ly/2xvpeMI>

e. On Site Operations Coordination Centre (OSOCC)

What is it?

OSOCC is a humanitarian coordination platform at the national level. OSOCC is operational during the first phase of emergency response until the Government of the country concerned, in conjunction with UN agencies and NGOs, takes responsibility for coordinating international teams. The structure of an OSOCC is designated to assist the Government in the concerned country, as well as to work closely with the National Disaster Management Organization (NDMO) to facilitate cooperation and coordination of international humanitarian assistance. It should also serve as a platform for information exchange between NDMO and different service providers during a disaster where international assistance is received.

Virtual On-Site Operations Coordination Centre (Virtual OSOCC) is a global online network and information portal that facilitates data exchange between disaster responders and affected countries before, during and after sudden-onset disasters. A Government's request for search-and-rescue support is registered first in Virtual OSOCC, which also tracks the arrival and position of different USAR teams.

What is its purpose?

- Act as a liaison between international actors and the government response in the affected country.
- Provide a system to coordinate and facilitate the activities of international relief efforts at the site of a disaster. Especially in an earthquake, where the coordination of many international USAR teams is critical to ensure optimal rescue efforts.
- Provide a platform for cooperation, coordination and management of information among international aid agencies.

How does it work with Governments?

OSOCC does not replace existing mechanisms of coordination but facilitates the integration of international actors in the system of national response. It disappears when international players depart.

The UNDAC team, members of a USAR team or OCHA can handle the installation and management of OSOCC in the first weeks of an emergency until international actors depart and authorities assume full control of operations.

More information:

OSOCC: <http://www.unocha.org/our-work/coordination/site-operations-coordination-centre-osocc>

Virtual OSOCC: <http://bit.ly/2wGI6KU>

f. UNITED NATIONS CIVIL-MILITARY COORDINATION (UN-CMCOORD)

What is it?

When an emergency or disaster creates a humanitarian need, many countries deploy military or civil defense organizations to respond. It is essential for local and international humanitarian organizations also involved in that response to, operate in the same space without detriment to the civilian character of humanitarian assistance. Humanitarians must keep their principles intact, and ensure that the civilian character of humanitarian assistance is not compromised.

The United Nations Humanitarian Civil - Military Coordination (UN-CMCoord) delivers a coherent and consistent humanitarian approach to military interaction, enhancing a broad understanding of humanitarian action, and guiding political and military actors on how best to support that action. Military actors are a crucial asset since they can rapidly mobilize and deploy unique assets. They develop their work within the framework of international guidelines in civil-military coordination (Oslo Guidelines).

What is the purpose of UN-CMCoord?

The UN-CMCoord facilitates dialogue and interaction between civilian and military actors –essential for protecting and promoting the humanitarian principles, avoiding competition, minimizing inconsistency and, when appropriate, pursuing common goals.

g. Military And Civil Defense Assets (MCDA)

What is it?

MCDA are uniformed assets and services contributed by foreign military and civil-defense organizations for humanitarian assistance. It includes relief personnel, equipment (e.g. air, ground and sea transport, communication equipment), and supplies and services (e.g. medical support, security services).

MCDA deployed through a central request to support UN agencies are called UN MCDA. MCDA and UN MCDA are governed by individual Status of Forces Agreements between two countries and/or by the Oslo Guidelines on the Use of Foreign Military and Civil Defense Assets in Disaster Relief.

What is the purpose of MCDA?

- Enhance broad understanding of humanitarian action and help military actors decide how best to support that action.
- Help to develop context-specific policy frameworks based on internationally agreed guidelines.
- Establish humanitarian civil-military coordination structures and ensure staff is trained to make the system work.

How does it work with Governments?

MCDA are provided at no cost to the affected State and/or to the United Nations, unless otherwise regulated by international agreement.

MCDA can be mobilized and deployed bilaterally or under regional or international alliance agreements as "other deployed forces" or as part of a United Nations operation as "UN MCDA". All disaster relief, including MCDA, should be provided at the request or with the consent of the affected State and, in principle, based on an appeal for international assistance.

Remember:

- Any use of MCDA must be clearly limited in time and scale and include an exit strategy.
- MCDA should be used only as a last resort when the commercial and civilian solutions have been exhausted or are not readily available.

More information: <http://bit.ly/2gmdIEQ>

h. UN Environment / OCHA Joint Unit (JEU)

What is it?

The United Nations Environment /OCHA Joint Unit (JEU) is the United Nations mechanism to mobilize and coordinate emergency assistance to countries facing environmental emergencies and disasters with significant environmental impacts.

Environmental emergencies are sudden-onset disasters or accidents resulting from natural, technological or human-induced factors, or a combination of these, that causes or threatens to cause severe environmental damage as well as loss of human lives and property.

Environmental emergency specialists, such as chemists, water management experts, geologists and engineers, can be deployed individually or as part of a larger UNDAC team. These specialists work with national agencies and often the military to identify and prioritize environmental risks using the Flash Environmental Assessment Tool (FEAT).

What is its purpose?

The JEU responds to environmental emergencies by coordinating international efforts and mobilizing partners to assist affected countries requesting assistance, by pairing the environmental expertise of UN Environment and the humanitarian response network coordinated by OCHA. The JEU ensures an integrated approach in responding to environmental emergencies. The JEU provides:

- Response to environmental emergencies.
- To help developing countries increase their response preparedness to environmental emergencies.

JEU services include:

- Provision of technical expertise through existing emergency response and preparedness mechanisms.
- Developing joint guidelines and tools representing best practice in environment and emergencies.
- Sharing knowledge and expertise through the Environmental Emergencies Centre.
- Advocating for strong preparedness actions and integration of environment in humanitarian action.

How does it work with Governments?

Support for an environmental emergency and/or a disaster with secondary environmental consequences can be requested by a Government through pre-identified JEU National Focal Points, or through the Environmental Emergency Notification/Request for International Assistance form, which is on the OCHA website.

More information: <http://bit.ly/2xKnVbY> / <http://www.eecentre.org/>

i. United Nations Humanitarian Response Depot (UNHRD) and the Humanitarian Hub in Panama

United Nations Humanitarian Response Depot UNHRD

What is it?

The UNHRD in Panama offers various services to members such as:

- Free pre-positioning of supplies
- Real-time inventory reports
- Quick and easy customs settlements
- Cargo consolidating
- Access to virtual inputs and competitive prices
- The ability to borrow and provide inputs

Several international organizations have supply warehouses in their region, particularly in Panama. These include the United Nations (WFP, UNICEF), the IFRC, the Spanish Agency for Development Cooperation (AECID) and Doctors without Borders (MSF).

What is its purpose?

- To provide logistical support for humanitarian agencies to enable them to respond to emergencies 24 to 48 hours after a request.
- To ensure secure sources of supply of essential goods.

How does it work with Governments?

Governments can access UNHRD services directly. Warehouse stocks are owned by the various humanitarian actors and are allocated by them.

More information: <http://unhrd.org/depot/panama-city>

Regional Logistical Centre of Humanitarian Assistance (CLRAH)

What is it?

The Regional Logistical Centre of Humanitarian Assistance (CLRAH), as an agency of the Government of Panama, is a logistics platform that:

- Facilitates the administrative, operational and strategic coordination of human resources and equipment.
- Manages pre-positioning and receipt of supplies to provide humanitarian aid in case of a national and international disasters.
- Promotes coordination between humanitarian assistance providers and beneficiaries.

What is its purpose?

- To position the country as a regional service centre at the disposition of partner States, assisting them in responding to humanitarian needs in moments of a disaster.
- Be a centre for knowledge transfer and capacity building between countries of the continent in disaster and crisis prevention, when there is not an emergency.
- Fortify response capacity of national civil protection systems and humanitarian agencies, based on triangular or South-South cooperation.

How does it work with Governments?

Its activities will allow their users, represented by international bodies and the National Civil Protection System of Panama, to coordinate the receipt, storage and pre-position of supplies for humanitarian assistance. Therefore, the Hub provides faster, more efficient logistics support to operations.

As an organization of the Government of Panama ascribed to the Ministry of Interior, devoted to the service of the Latin-American region, the CLRAH will coordinate planning, management with national authorities, users and strategic partners.

More information: <http://bit.ly/2z2gmSJ>



5. Humanitarian Financing



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5. HUMANITARIAN FINANCING

a. Emergency Cash Grant

What is it?

OCHA Emergency cash grants are used for first-aid activities and immediate response after a disaster. Established by the UN General Assembly Resolution 59/141 (2004), the maximum amount is US\$ 100,000. The funds are accessed when a disaster exceeds the country's or agency's capacity to respond or when the United Nations Resident / Humanitarian Coordinator (RC/HC) deems it necessary. OCHA Emergency Funds are usually channeled through the UNDP for local procurement or transportation of relief goods placed at the disposal of the RC/HC. However, the RC/HC may request and obtain consent from OCHA to transfer the funds to local authorities or NGOs.

What is its purpose?

The fund can be used to:

- Cover the most urgent needs of affected populations from natural, environmental and technological disasters.
- The fund provides an initial injection of capital so that agencies can launch humanitarian assistance.
- Local purchases of relief supplies, logistical support and short-term recruitment to assist the RC/HC in relief coordination on rare occasions.

The fund does not finance:

- Rehabilitation and reconstruction activities that establish mechanisms of coordination or recruitment

How does it work for Governments?

The RC/HC, the national or regional OCHA office and the Government of the country concerned can file a request for funds through its permanent UN mission. The request must be submitted with a simplified budget. A resource request may be submitted for each different disaster within the same country.

The amount allocated is based on the magnitude of the event or the number of people involved. Once approved, the fund is disbursed within 10 days and must be spent within two months of the date of authorization. A narrative or financial report should be submitted within four months of the grant date of authorization.

b. Central Emergency Response Fund (CERF)

What is it?

CERF is one of the fastest and most effective ways to support rapid humanitarian response for people affected by humanitarian crises. CERF was introduced in 2006 as the UN's global emergency response fund to deliver funding quickly to humanitarian responders and kick-start life-saving action whenever and wherever crisis hit. Ten years on, CERF has proven to be one of the most effective ways to provide time-critical assistance, including supplies, basic services and protection to millions of people in need. It is also an important funding source for providing life-saving assistance to those caught up in the world's most neglected, underfunded and long-lasting crises.

What is its purpose?

CERF provides rapid initial funding for life-saving actions at the onset of emergencies and for poorly funded, essential humanitarian operations in protracted crises. And they are two different ways of doing it:

- CERF receives contributions from donors – mainly governments, but also, foundations, companies, charities and individuals – into a single fund with a \$1 billion annual funding target. This money is set aside for immediate use at the onset of emergencies, in rapidly deteriorating situations and in protracted crises that fail to attract sufficient resources.
- In emergencies, humanitarian organizations apply jointly for funding. Funds are immediately released if these proposals meet CERF's criteria, i.e. the needs are urgent and the proposed activities will save lives. With funds, available immediately, relief organizations can deliver food, safe drinking water, medical supplies and other life-saving aid faster and more efficiently.
- CERF allocations are designed to complement other humanitarian funding sources, such as country-based pooled funds and bilateral funding.

How does it work for Governments?

CERF funding is available to UN agencies, funds and programmes. NGOs are important partners in the CERF allocation decision-making processes and receive CERF funding when they carry out work for recipient organizations.

CERF is funded by voluntary contributions. Since 2006, CERF has received more than \$4.5 billion from 126 UN Member States and observers, regional and local governments, private donors and individuals. A third of CERF's contributors have also received support from the fund.

How to donate?

Member States, Observers and other public entities that would like to contribute to CERF should contact the CERF secretariat. Individuals, corporations and foundations can visit cerf.un.org

More information: www.unocha.org/cerf

c. Country Based Pooled Funds (CBPF)

What is it?

CBPFs are established when a new emergency occurs or when an existing crisis deteriorates. The funds focus particularly on complex emergencies. The fund allows donors to pool contributions into single, unearmarked funds to support local humanitarian efforts. This enables humanitarian partners in crisis-affected countries to deliver timely, coordinated and principled assistance.

How does it work with Governments?

The funds are managed by OCHA under the leadership of the HC and in close consultation with the humanitarian community. The funds support the highest-priority projects of the best-placed responders (including international and national NGOs and UN agencies) through an inclusive and transparent process that supports priorities set out in Humanitarian Response Plans(HRPs). This ensures that funding is available and prioritized locally by those closest to people in need.

More information: <http://bit.ly/2wMhoRm>

d. Financial Tracking Service (FTS)

What is it?

It is a global database maintained by OCHA that records humanitarian contributions (cash and in kind) to emergencies. FTS is a real time, searchable database that includes all reported international humanitarian aid, with a special focus on consolidated appeals. FTS can only record contributions that are reported to it by donors and recipient entities.

How does it work with Governments?

FTS is publicly accessible. Donor and affected Governments can report contributions. Contribution reports are triangulated with reports from recipient agencies to show how contributions are used.

More information: fts.unocha.org

e. Good Humanitarian Donorship

What is it?

In 2003, a group of 17 donors launched Good Humanitarian Donorship (GHD) to improve humanitarian response. GHD members adhere to 23 Principles and Good Practice defined by the group which provide both a framework to guide official humanitarian aid and a mechanism for encouraging greater donor accountability. There are currently 42 countries working to accurately report their donations and be consistent and responsible in their grants to make funding more predictable. The countries work under the premise that "by working together, donors can more effectively encourage and stimulate principled donor behavior and, by extension, improved humanitarian action".

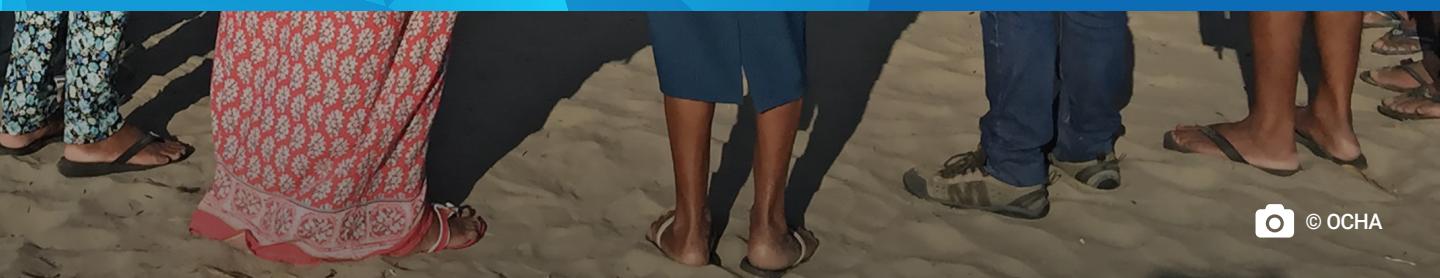
See full text of the 23 GHD Principles here :

<https://www.ghdinitiative.org/ghd/gns/principles-good-practice-of-ghd/principles-good-practice-ghd.html>

Remember: The United Nations urges donors to make cash rather than in-kind donations, for maximum speed and flexibility, and to ensure the aid materials that are most needed are the ones delivered.



6. Humanitarian Resources and Tools



6. HUMANITARIAN RESOURCES AND TOOLS

a. Humanitarian Programme Cycle (HPC)

The humanitarian programme cycle (HPC) is a coordinated series of actions undertaken to help prepare for, manage and deliver humanitarian response. It consists of five elements coordinated in a seamless manner, with one step logically building on the previous and leading to the next. Successful implementation of the humanitarian programme cycle is dependent on effective emergency preparedness, effective coordination with national/local authorities and humanitarian actors, and information management.

The 5 core HPC elements are:

- Needs assessment and analysis, which consists of a coordinated approach to the assessment of an emergency and to the prioritizations of the needs of affected people to be able to give a coherent humanitarian response. It provides the evidence base for strategic planning, as well as baseline information for situation and response monitoring. Therefore, it is viewed as a continuous process throughout the HPC.
- Strategic response planning is built up on the needs assessment analysis since it pictures the magnitude of the humanitarian crisis. The strategic response focuses on the most pressing humanitarian needs shown by the analysis, making them the strategic objectives of the response. These objectives should also be followed by the sectorial tables or clusters.
- Resource mobilization depends on the proper implementation of the other two previous elements of the HPC. Resource mobilization consists of fundraising for the strategic response plans, including strategic use of country-based funding mechanism.
- Implementation and monitoring is a continuous process that tracks humanitarian assistance delivered to affected populations compared to the Population outside the humanitarian plan. It measures the progress made towards the strategic objectives. It analyses whether the humanitarian community has or has not accomplished its goals. Enabling humanitarian actors to adapt their strategies, as well as making them accountable for their actions.

- Operational peer review and inter-agency humanitarian evaluation.
 - An operational peer review (OPR) is an internal, inter-agency peer support tool, which helps determine whether adjustments need to be done to the collective humanitarian response. It is a light, brief, collaborative process undertaken by peers. It is not a real-time evaluation.
 - Inter-agency humanitarian evaluation (IAHE) is an independent assessment of whether collective results achieved in response to an emergency meet the objectives stated in the Strategic Response Plan and the needs of affected people. It follows agreed norms and standards and emphasizes independence of the evaluation team, process and methodology, usefulness, and transparency.

More information: <http://bit.ly/2x1y8E0>

b. Humanitarian Planning Tools

i. Multi-Cluster Initial Rapid Assessment (MIRA)

What is it?

It is a joint needs assessment tool that can be used in onset emergencies. It provides information to inform strategic planning. MIRA is implemented through a phased process of secondary and primary information, joint analysis and reporting. MIRA is an inter-agency process enabling actors to reach a common understanding of the situation and its evolution.

A MIRA should be initiated as soon as possible after a sudden onset crisis. The initial secondary data analysis for the MIRA should be completed within 72 hours to inform the flash appeal (if applicable). A MIRA should be finalized within 14 days to inform the humanitarian response plan.

What is its purpose?

- To identify needs as expressed by affected communities.
- To determine key humanitarian issues based on several data sources.
- To provide an analysis of need to underpin the humanitarian response plan.
- To identify gaps in needs assessments which need to be filled.

More information: <http://bit.ly/2sKxB7U>

ii. Humanitarian Needs Overview (HNO)

What is it?

A humanitarian needs overview consolidates and analyses information on the needs, vulnerabilities and capacities of affected people. It is based on existing information (secondary data). It also outlines the humanitarian risk profile of the country. It is reviewed at regular intervals. The development of a humanitarian needs overview is the first step in the implementation of the humanitarian programme cycle in a protracted crisis and is done ahead of strategic response planning.

What is its purpose?

- To identify immediate emergency needs and key humanitarian issues based on multiple data sources.
- To provide an analysis of severity and ranking of need to underpin the humanitarian response plan.
- To consolidate and analyze information to plan and identify gaps in needs assessments for better programming.

More information: <http://bit.ly/2x9deTx>

iii. Flash Appeal

What is it?

A flash appeal includes a concise, top-line analysis of the scope and severity of the humanitarian crisis and sets out priority actions and preliminary requirements for the response. Ideally, it is based on a contingency plan and draws on baseline information gathered during the preparedness phase. Initial planning as reflected in the flash appeal should set the direction of the development/ revision of a humanitarian response plan, to be completed within 30 days. A flash appeal is issued three to five days after a sudden-onset emergency.

What is its purpose?

- To provide an initial joint analysis of the situation.
- To build broad support for the direction of the response.

- To briefly outline priority actions and initial funding requirements (based on estimations).
- To highlight the plan for the scale-up of the response.
- To ensure that contextual, institutional and programmatic risks to the achievement of the collective response priorities are identified.

More information:

<https://www.humanitarianresponse.info/en/programme-cycle/space/document/2015-flash-appeal-guidance>

iv. Humanitarian Response Plan (HRP)

What is it?

Humanitarian Response Plans (HRPs) are required for any humanitarian crisis requiring the support of more than one agency. The plans are prepared by HCTs based on a humanitarian needs overview, which provide the evidence base and analysis of the magnitude of the crisis and identify the most pressing humanitarian needs. The plans can be used to communicate the scope of the response to an emergency to donors and the public, and thus serve a secondary purpose for resource mobilization.

HRPs are made up of two components:

- A country strategy consisting of a narrative, strategic objectives and indicators.
- Cluster plans consisting of objectives, activities and accompanying projects, which detail implementation and costing of the strategy.

What is its purpose?

- To set the direction and strategic objectives of the humanitarian response.
- To indicate each cluster/sector's contribution toward meeting the strategic objectives.
- To provide strategic objectives, indicators and targets for monitoring progress.
- To ensure the contextual, institutional and programmatic risks to the achievement of the strategic objectives are identified.

- To link to the existing development plan (if applicable) and indicate how the response will provide a path into recovery and build resilience.
- To mobilize resources for the humanitarian response

More information: <http://bit.ly/2eIKtIs>

c. Information Management Services:

i. Redhum and ReliefWeb

What is it?

- Redhum is a website coordinated by the OCHA Regional Office and supported by organizations in the REDLAC group to promote efficient information management about humanitarian issues in the region. The site disseminates official documents, news, maps, activities, job vacancies and infographics.
- ReliefWeb is a website that provides timely, reliable and relevant information on new developments during emergencies worldwide. It is the leading English website for online information on humanitarian emergencies and disasters and it is updated on a 24x7 basis.

What is its purpose?

Redhum and ReliefWeb were specifically designed to help the international humanitarian community carry out humanitarian assistance in emergencies more efficiently. They provide the latest information about emergencies, allowing users to see all reports, news and events about humanitarian activities, facilitating coordination, situational awareness and offering visibility to humanitarian partners.

How does it work for Governments?

- Redhum is accessible via: <http://www.redhum.org>, social media and email: submit@redhum.org
- ReliefWeb is accessible via <http://www.reliefweb.int>, social media and email: submit@reliefweb.int

ii. HumanitarianResponse.info

What is it?

HumanitarianResponse.info is a web-based platform to support inter-cluster coordination and information management in line with the endorsed IASC Operational Guidance on Responsibilities of Cluster/Sector Leads and OCHA Information Management.

What is its purpose?

- To provide core features for all countries.
- To allow clusters to launch sites dedicated to specific disasters and/or countries should they have specific requirements that the main site does not meet.

How does it work for Governments?

The site complements information management capabilities of national authorities and in-country humanitarian and development actors. It is a resource specifically tailored to the needs of clusters but is publicly accessible.

More information: humanitarianresponse.info

iii. Humanitarian Data Exchange (HDX)

What is it?

The Humanitarian Data Exchange (HDX) is an open platform for sharing data among UN agencies, NGOs and government. A team within the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) manages HDX.

What is its purpose?

The goal of HDX is to make humanitarian data easy to find and use for analysis. Launched in July 2014, HDX has been accessed by users in over 200 countries and territories and brings together 4,000 datasets from over 200 partner organizations.

More information: data.humdata.org

iv. Index for Risk Management (INFORM)

What is it?

INFORM is a global, open-source risk assessment for humanitarian crises and disasters. It can support decisions about prevention, preparedness and response. INFORM is a collaboration of partners led by the Inter-Agency Standing Committee Task Team for Preparedness and Resilience and the European Commission.

- For the Latin America and the Caribbean, a regional adaptation of the global INFORM model (LAC-INFORM) aims to count with a risk tool that incorporates a set of risk indicators that capture the realities of the Latin America and Caribbean region (LAC) and provides a realistic comparison of the countries within the region. The LAC-INFORM results are a valuable input into any analysis that supports planning or resource allocation processes at the regional level. The tool will be used to support regional prevention and preparedness actions, for example of the REDLAC group. It can also contribute to the implementation of the Sendai Framework for Disaster Risk Reduction, the Sustainable Development Goals among others.
- In Central America, a validation and institutionalization of the Index for Risk Management (INFORM) at sub-regional level with a focus on El Salvador, Guatemala and Honduras is promoted by OCHA, UNDP and UNICEF in coordination with CEPREDENAC and funded by ECHO, the INFORM will be used to prepare key regional political and technical tools.

What is its purpose?

INFORM is a global, objective and transparent tool for understanding the risk of humanitarian crises. The INFORM model is based on risk concepts published in scientific literature and envisages three dimensions of risk: hazards & exposure, vulnerability and lack of coping capacity dimensions.

How does it work for Governments?

INFORM is publicly accessible, on the web and via Twitter and Facebook.

More information: www.inform-index.org

v. Situation Reports (SitRep)

What is it?

SitReps are an operational document issued by OCHA or the UN country teams (other agencies might issue their own mandate specific SitReps) to report a situation after a disaster or natural event in a global level. SitReps are only issued during the acute phase of an emergency and not used to report on protracted emergencies.

What is its purpose?

A SitRep summarizes concisely and accurately the overall situation of an emergency and all the activities developed by humanitarian agencies. The SitRep methodology ensures a comprehensive view of the needs and the partner actions, providing a common analysis of the situation.

How does it work for Governments?

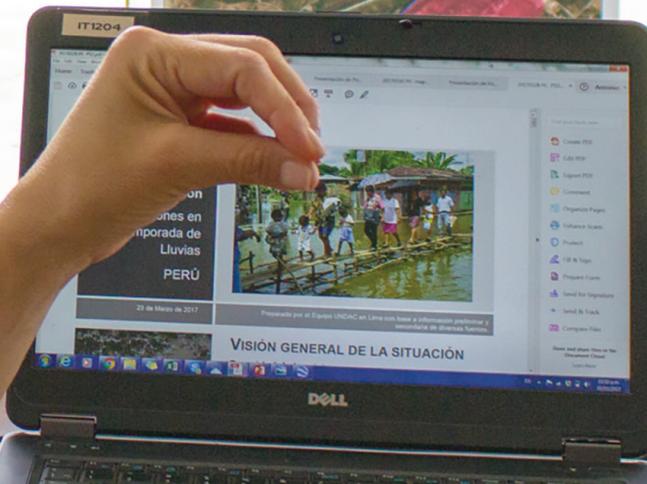
SitReps are publicly accessible on ReliefWeb and UNOCHA ROLAC page.

Interested actors may also subscribe to receive SitReps issued by OCHA globally.

d. Satellite Imagery and Mapping

Satellite imagery can be a powerful tool for analyzing the effects of a disaster quickly and over a large area. Mapping is an effective means of analyzing and sharing information about the effects of an emergency. Many organizations, including OCHA, have a capacity for mapping data and using satellite imagery. The following tools and services are available to Governments:

NAME	MAIN PURPOSE	ACCESS
UNITAR's Operational Satellite Applications Programme (UNOSAT)	Delivers imagery analysis and satellite solutions to UN and non-UN humanitarian organizations	www.unitar.org/unosat/
UN Platform for Space-based Information for Disaster Management & Emergency Response (UN-SPIDER)	Connects disaster management and space communities; assists Governments in using space based information for disaster preparedness	www.un-spider.org/
International Charter for Space and Major Disasters	Provides a unified system of space-data acquisition and delivery to people affected by natural or man-made disasters through authorized users	https://disasterscharter.org/en/web/guest/home
MapAction	Delivers information in mapped form to support decision-making & the delivery of aid	https://mapaction.org/
iMMAP	Provides decision-making support services to national & international actors through mapping & a specialized tool for disaster awareness called the Common Operating Picture (COP) Framework	http://immap.org/?page_id=321



7. Operational Readiness



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7. OPERATIONAL READINESS

a. IASC Emergency Response Preparedness (ERP)

What is it?

The IASC has developed the Emergency Response Preparedness (ERP) approach to enable the international humanitarian system to apply a proactive approach to emergency preparedness. In the majority of emergencies, external support can take days and in some cases weeks to arrive. Therefore it is vital that there is a plan in place, based on the available in-country capacity, to deal with the initial phase of an emergency.

What is its purpose?

The primary aim is to optimize the speed and volume of critical assistance delivered immediately after the onset of a humanitarian emergency which will require the concerted action of a number of agencies/ organisations.

To improve readiness to respond, based upon a review of relief operations over the past decade, the ERP approach, guidelines and tools provide guidance for humanitarian agencies to:

- Understand risks and establish a system to monitor them
- Establish a minimum level of multi-hazard preparedness; and
- Take additional action, including developing contingency plans, to ensure readiness to respond to identified risks.

More information: www.humanitarianresponse.info/en/coordination/preparedness

b. CADRI

What is it?

The Capacity for Disaster Reduction Initiative (CADRI) is a global partnership composed of 14 UN and non-UN organizations that works towards strengthening countries' capacities to prevent, manage and recover from the impact of disasters. The CADRI Partnership

draws upon the diversity of expertise of its members to offer a unique combination of knowledge, experience and resources to support countries implement the Sendai Framework for Disaster Risk Reduction.

What is its purpose?

The objective of the CADRI Partnership is to support the identification of critical capacity gaps at country level in view of prevailing risks and the articulation of coherent UN and other stakeholder's interventions to address those capacity gaps.

More information: www.cadri.net

c. UNDAC training and OSOCC courses

What is it?

UNDAC training is offered via two courses:

- The UNDAC Induction Course, is a two-week training that gives participants applicable knowledge about UNDAC's core activities: assessment, coordination and information management.
- The UNDAC Refresher Course, is a four- to five-day training course that UNDAC roster participants are required to take every two years to maintain these skill levels.

In addition, UNDAC members are encouraged to take other available courses such as:

- OSOCC courses are designed to train the participants in the OSOCC methodology (i.e. to establish a platform for coordination in a large-scale emergency with a multi-organization response). The target audience for the course is urban search and rescue (USAR) liaison officers and team leaders, national emergency managers, cluster coordinators, coordinators from NGOs and from regional and international emergency management organizations, UNDAC members and technical support staff.

Once a year, an UNDAC specialised course on environmental emergencies is also offered.

Who is it for?

UNDAC training is available to representatives of UNDAC members and UNDAC participating countries. Representatives are generally from Government entities, OCHA and UN Agencies, but can also be from NGOs. Once the course is completed, participants are eligible to sign a contract and be added to the UNDAC emergency response roster. UNDAC roster participants are expected to be available at least two to three times a year for emergency missions.

More information: <http://bit.ly/2vC7HkC>

d. Simulation Exercises (SIMEX)

i. Regional INSARAG and USAR simulation exercises

What is it?

Regional INSARAG SIMEX USAR simulation exercises give disaster managers the opportunity to test earthquake-response methodologies and to improve coordination between local, regional and international USAR teams. The exercises include training, simulation and lessons-learned components that take place over one week.

Who are they for?

INSARAG simulation exercises are for Government officials, including civil-defense and USAR teams, and national and international humanitarian organizations. Regional INSARAG simulation exercises have taken place in Colombia, Chile, Mexico, Peru and Costa Rica.

More information: <http://bit.ly/2vGZaME>

ii. Words into Action guidelines. Concise guide on design and conduct of simulation exercises

This concise guide on design and conduct of simulation exercises is part of the Words into Action Guideline series on practical implementation of the Sendai Framework for Disaster Risk Reduction Priority 4 component on enhancing disaster preparedness for effective response. It targets emergency managers, relevant government officials and

many other actors responsible for disaster preparedness planning and drills. It consists of three main sections:

- General Information on Simulation Exercise, or SIMEX
- The Process
- Existing Guidelines

More information: <http://bit.ly/2wH2SKu>



8. Sources

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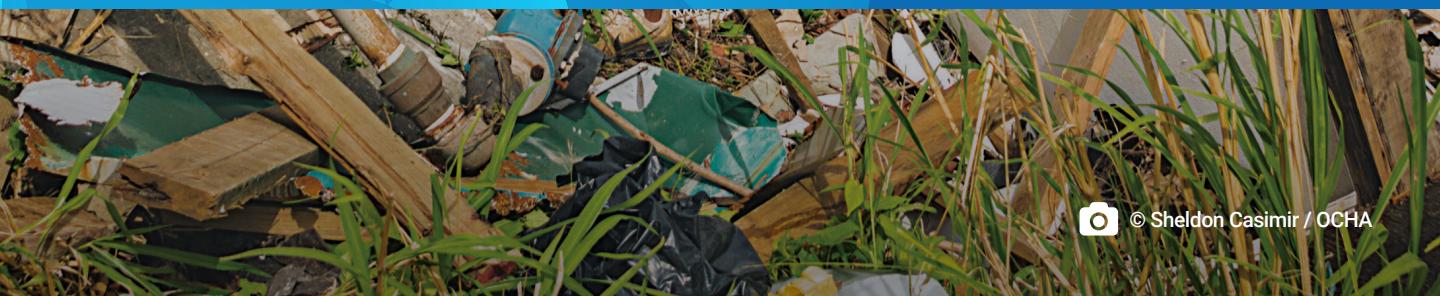
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Annex: Glossary of Humanitarian Terms



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Annex: GLOSSARY OF HUMANITARIAN TERMS

Accountability: Individuals and groups being held responsible for their actions. In particular, ending impunity for genocide, crimes against humanity, war crimes and other serious violations of human right or humanitarian law, through justice and truth-seeking mechanisms, such as, the International Criminal Court, Ad hoc tribunals, special courts and tribunals, truth commissions and national courts.

Affected population: People who are affected, either directly or indirectly, by a hazardous event. Directly affected are those who have suffered injury, illness or other health effects; who were evacuated, displaced, relocated or have suffered direct damage to their livelihoods, economic, physical, social, cultural and environmental assets. Indirectly affected are people who have suffered consequences, other than or in addition to direct effects, over time, due to disruption or changes in economy, critical infrastructure, basic services, commerce or work, or social, health and psychological consequences.

Armed Conflict: A dispute involving the use of armed force between two or more parties. International humanitarian law distinguishes between international or non-international armed conflicts.

- **International armed conflict:** A war involving two or more States, regardless of whether a declaration of war has been made or whether the parties recognize that there is a state of war.
- **Non-international armed conflict:** A conflict in which government forces are fighting with armed insurgents, or armed groups are fighting amongst themselves.

Armed Group: An armed non-state actor engaged in conflict and distinct from a governmental force, whose structure may range from that of a militia to rebel bandits.

Asylum: The granting, by a State, of protection on its territory to persons from another State who are fleeing persecution or serious danger. A person who is granted asylum may be a refugee. A person who has left her country of origin and has applied for recognition as a refugee in another country and whose request or application for refugee-status has not been finally decided by a prospective country of refuge is formally known as an asylum-seeker. Asylum seekers are normally entitled to remain on the territory of the country of asylum until their claims have been decided upon and should be treated in accordance with basic human rights standards.

Civil Military Coordination (CMCoord): The dialogue and interaction between civilian and military actors in humanitarian emergencies that is necessary to protect and promote humanitarian principles, avoid competition, minimize inconsistency, and when appropriate pursue common goals. Basic strategies range from coexistence to cooperation. Coordination is a shared responsibility facilitated by liaison and common training.

Civilian Populations: Groups of unarmed people, including women, children, the sick and elderly, refugees and internally displaced persons, who are not directly engaged in the armed conflict.

Civil Society: Refers to structures independent from governments such as non-governmental organizations and human rights groups, independent activists and human rights defenders, religious congregations, charities, universities, trade unions, legal associations, families and clans. Domestic civil society represents one of the most critical sources of humanitarian assistance and civilian protection during humanitarian emergencies.

Code of Conduct: A common set of principles or standards that a group of agencies or organizations have agreed to abide by while providing assistance in response to complex emergencies or natural disasters. For example, the Principles of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations in Disaster Response Program, and the IASC Core Principles of a Code of Conduct for Protection from Sexual Abuse and Exploitation.

Complex Emergency: A multifaceted humanitarian crisis in a country, region or society where there is a total or considerable breakdown of authority resulting from internal or external conflict and which requires a multi-sectoral, international response that goes beyond the mandate or capacity of any single agency and/or the ongoing UN country program. Such emergencies have a devastating effect on children and women, and call for a complex range of responses.

Contingency Planning: A management tool used to ensure that adequate arrangements are made in anticipation of a crisis. This is achieved primarily through engagement in a planning process leading to a plan of action, together with follow-up actions.

Disaster: A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts. The effect of the disaster can be immediate and localized, but is often widespread and could last for a long time. The effect may test or exceed the capacity of a community or society to cope using its own resources, and therefore may require assistance from external sources, which could include neighboring jurisdictions, or those at the national or international levels.

Emergency is sometimes used interchangeably with the term disaster, as, for example, in the context of biological and technological hazards or health emergencies, which, however, can also relate to hazardous events that do not result in the serious disruption of the functioning of a community or society.

Disaster damage occurs during and immediately after the disaster. This is usually measured in physical units (e.g., square meters of housing, kilometers of roads, etc.), and describes the total or partial destruction of physical assets, the disruption of basic services and damages to sources of livelihood in the affected area.

Disaster impact is the total effect, including negative effects (e.g., economic losses) and positive effects (e.g., economic gains), of a hazardous event or a disaster. The term includes economic, human and environmental impacts, and may include death, injuries, disease and other negative effects on human physical, mental and social well-being.

Displacement: Forcible or voluntary uprooting of persons from their homes by violent conflicts, gross violations of human rights and other traumatic events, or threats thereof. Persons who remain within the borders of their own country are known as internally displaced persons. Persons who are forced to flee outside the borders of their state of nationality or residence for reasons based on a well-founded fear of persecution on the grounds identified in the 1951 Refugee Convention or to flee conflict in the case of States Parties to the 1969 OAU Convention or 1984 Cartagena Declaration on Refugees are known as refugees.

Emergency Relief Coordinator (ERC): The Under-Secretary-General for Humanitarian Affairs also carries the title of Emergency Relief Coordinator. In this role, the ERC coordinates the international response to humanitarian emergencies and disasters.

Family Reunification: The process of bringing together families, particularly children and elderly dependents with previous care-providers for establishing or re-establishing long-term care. Separation of families occurs most often during armed conflicts or massive displacements of people.

Gender-Based Violence: Violence that is directed against a person based on gender or sex. It includes acts that inflict physical, mental, or sexual harm or suffering, threats of such acts, coercion, or other deprivations of liberty. While women, men, boys and girls can be victims of gender-based violence, because of their subordinate status, women and girls are the primary victims.

Host Communities: Communities that host large populations of refugees or internally displaced persons, typically in camps or integrated into households directly.

Humanitarian Access: Where protection is not available from national authorities or controlling non-state actors, vulnerable populations have a right to receive international protection and assistance from an impartial humanitarian relief operation. Such action is subject to the consent of the State or parties concerned and does not prescribe coercive measures in the event of refusal, however unwarranted.

Humanitarian Assistance: Aid that seeks, to save lives and alleviate suffering of a crisis affected population. Humanitarian assistance must be provided in accordance with the basic humanitarian principles of humanity, impartiality and neutrality, as stated in General Assembly Resolution 46/182. In addition, the UN seeks to provide humanitarian assistance with full respect for the sovereignty of States. Assistance may be divided into three categories - direct assistance, indirect assistance and infrastructure support - which have diminishing degrees of contact with the affected population.

Humanitarian Coordination: An approach based on the belief that a coherent response to an emergency will maximize its benefits and minimize potential pitfalls. In each country, the coordination of UN humanitarian assistance is entrusted to the UN Resident and Humanitarian Coordinator. OCHA, under the direction of the Emergency Relief Coordinator, is responsible for the coordi-

nation of a humanitarian response in the event of a crisis and carries out this role according to approved policies and structures set by the IASC. This coordination involves developing common strategies with partners both within and outside the UN system, identifying 13 overall humanitarian needs, developing a realistic plan of action, monitoring progress and adjusting programs as necessary, convening coordination forums, mobilizing resources, addressing common problems to humanitarian actors, and administering coordination mechanisms and tools. It does not involve OCHA in the administration of humanitarian assistance.

Humanitarian Worker: Includes all workers engaged by humanitarian agencies, whether internationally or nationally recruited, or formally or informally retained from the beneficiary community, to conduct the activities of that agency.

Internally Displaced Persons (IDPs): Persons or groups of persons who have been forced or obliged to leave their homes or habitual residence, in particular because of or to avoid the effects of armed conflict, situations of generalized violence, violations of human rights or natural or human-made disasters, and who have not crossed an internationally recognized State border. A series of 30 non-binding "Guiding Principles on Internal Displacement" based on refugee law, human rights law and international humanitarian law articulate standards for protection, assistance and solutions for internally displaced persons.

Non-Refoulement: A core principle of International Refugee Law that prohibits States from returning refugees in any manner whatsoever to countries or territories in which their lives or freedom may be threatened. This principle is a part of customary international law and is therefore binding on all States, whether they are parties to the 1951 Refugee Convention or not.

Protection: A concept that encompasses all activities aimed at obtaining full respect for the rights of the individual in accordance with the letter and spirit of human rights, refugee and international humanitarian law. Protection involves creating an environment conducive to respect for human beings, preventing and/or alleviating the immediate effects of a specific pattern of abuse, and restoring dignified conditions of life through reparation, restitution and rehabilitation.

Reconstruction: The medium- and long-term rebuilding and sustainable restoration of resilient critical infrastructures, services, housing, facilities and livelihoods required for the full functioning of a community or a society affected by a disaster, aligning with the principles of sustainable development and "build back better", to avoid or reduce future disaster risk.

Recovery: The restoring or improving of livelihoods and health, as well as economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected community or society, aligning with the principles of sustainable development and "build back better", to avoid or reduce future disaster risk.

Refugee: A person, who owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, or for reasons owing to external aggression, occupation, foreign domination or events seriously disturbing public

order in either part or the whole of his country of origin or nationality, is compelled to leave his place of habitual residence in order to seek refuge outside his country of origin or nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of his country of origin or nationality.

Rehabilitation: The restoration of basic services and facilities for the functioning of a community or a society affected by a disaster.

Resident Coordinator (RC) and Humanitarian Coordinator (HC): The Resident Coordinator is the head of the UN Country Team. In a complex emergency, the RC or another competent UN official may be designated as the Humanitarian Coordinator (HC). In large-scale complex emergencies, a separate HC is often appointed. If the emergency affects more than one country, a Regional HC may be appointed. The decision whether to and who to appoint as HC is made by the Emergency Relief Coordinator, in consultation with the Inter-Agency Standing Committee. In countries where large multi-disciplinary UN field operations are in place the Secretary General might appoint a Special Representative (SRSG). The relationship between the SRSG and the RC/HC is defined in a note issued by the Secretary-General on 11 December 2000 (Note of Guidance on Relations Between Representatives of the Secretary-General, Resident Coordinators and Humanitarian Coordinators, dated 30 October 2000).

Resilience: The ability of a system, community or society exposed to hazards to resist, absorb, accommodate, adapt to, transform and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions through risk management.

Sexual Abuse: Actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions.

Sexual Exploitation: Any abuse of a position of vulnerability, differential power, or trust for sexual purposes; this includes profiting monetarily, socially or politically from the sexual exploitation of another.

State Responsibility: The principle that States bear primary responsibility for the functions of protecting the physical security and lives of their citizens and promoting their welfare. During complex emergencies occurring within their territories, this includes initiating, organizing, coordinating, and implementing humanitarian assistance programs. State responsibility also means that national political authorities are responsible to the citizens internally and to the international community through the UN, and are accountable for their acts of commission and omission. This principle was recently reinforced by the International Law Commission in its final report on State Responsibility, adopted in 2001, as draft Article I of the report provides that: "Every internationally wrongful act of a State entails the international responsibility of that State".

State Sovereignty: A concept that signifies the legal identity of states in international law and provides order, stability and predictability in international relations since sovereign states are

regarded as equal, regardless of comparative size or wealth. Sovereignty is not a grant to states of unlimited power to do all that is not expressly forbidden by international law; rather, it entails the totality of international rights and duties recognized by international law.²⁴ The principle of sovereign equality of states is enshrined in Article 2.1 of the UN Charter and means that a sovereign state is empowered to exercise exclusive and total jurisdiction within its territorial borders without intervention from other states (principle of non-intervention). Membership of the United Nations is viewed as the final symbol of independent sovereign statehood and the seal of acceptance into the community of nations. Membership also entails responsibilities to the citizens internally and to the international community through the UN. 191 States are Members of the United Nations as of March 2003.

Vulnerability: The conditions determined by physical, social, economic and environmental factors or processes which increase the susceptibility of an individual, a community, assets or systems to the impacts of hazards.

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