MINIMUM PREPAREDNESS ACTIONS (mpa)

The Minimum Preparedness Actions (MPA) is a list of practical activities that should be implemented in order to mainstream a minimum level of emergency preparedness in country. MPAs are based on a multi-hazard approach and are not risk specific. MPAs ensure definition of roles and responsibilities and effective coordination at inter-agency and sector levels.

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|  | Completed |  | Ongoing |  | Not started |

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| **INTER AGENCY MINIMUM PREPAREDNESS ACTIONS** |
| * #
 | * Risk Monitoring
 | **Status** | **Due date** | **Lead** | **Actions Taken** |
| 1 | Establish an **early warning monitoring and analysis system**, mostly for seasonal hazards |  |  |  |  | OCHA | Monitoring ongoing |
| 2 | Ensure HCT discussion on **evolving risks**, when required |  |  |  |  | HCT |  |
|  | * Coordination & Management Arrangements
 | **Status** | **Due date** | **Lead** | **Actions Taken** |
| 3 | Maintain an **inclusive Humanitarian Country Team** (HCT) with participation of NGOs and Red Cross/Crescent Movement |  |  |  |  | ACHT |  |
| 4 | Ensure **inter-agency coordination** with regular meetings |  |  |  |  | Sector/Cluster leads |  |
| 5 | Agree on a **coordination structure for response** with HCT members including clusters/sectors structures with respective responsibilities during an emergency  |  |  |  |  | AHCT & Sector/Cluster leads |  |
| 6 | Ensure humanitarian agencies are **aware of the Government coordination structures** for emergency response  |  |  |  |  | OCHA |  |
| 7 | **Share with MoSWRR possible resources available** for emergency response (with the international community in country or additional resources that can be requested)  |  |  |  |  | OCHA & Sector/Cluster leads |  |
| 8 | Advocate for government clear procedures /protocols between HCT and Government for requesting/accepting international assistance (International Disaster Response Law), **including established requirements such as custom clearances and visas**  |  |  |  |  | RCO/ OCHA |  |
| 9 | Clarify if **government intends to use military assets** in emergencies and establish clear protocols for cooperation/coordination |  |  |  |  |  |  |
| 10 | Ensure **coordination with MNGO** on preparedness and at the onset of any emergency |  |  |  |  | OCHA |  |
| 11 | Establish a proper and **functioning communication system with the government** to ensure the timely flow of information before and during an emergency (EOC) – including at the State and Region level in at risk areas (Rakhine, Mandalay and Ayeyarwaddy) |  |  |  |  | RC/HC, OCHA & Sector/Cluster leads |  |
| 12 | Compile a list of **government counterparts** (technical and political) at the national and local level |  |  |  |  | * Sector/Cluster leads
 |  |
| 13 | Review and update the MPA and APA for the AHCT and ensure that all members are aware of them (included in the ERP) |  |  |  |  | * ERP WG
 |  |
| 14 | Decide on a **primary and alternative location** where the AHCT can meet during emergencies |  |  |  |  | * OCHA and ACHT
 |  |
| 15 | **Familiarize** humanitarian partners, government and other key partners on humanitarian principles, **international** **humanitarian architecture**, international response and humanitarian civil-military coordination |  |  |  |  | * OCHA
 |  |
|  | * Operational Capacity & Arrangements to deliver relief and protection
 | **Status** | **Due date** | **Lead** | **Actions Taken** |
| * 16
 | * Ensure that contingency plan with possible response strategies is developed along with sectors response plans. Include response monitoring framework in the planning
 |  |  |  |  | * OCHA & Sector/Cluster leads
 | * CP developed for Rakhine in 2014, updated in 2015
 |
| * 17
 | * Agree on minimum humanitarian standards for humanitarian response (Sphere guidelines, cluster global guidelines)
 |  |  |  |  | * Sector/Cluster leads
 | * Sector/cluster defined the standards
 |
| 18 | Maintain information on **stockpilings** at sector/cluster level |  |  |  |  | * Sector/Cluster leads & OCHA
 | * At least twice per year before cyclone seasons
 |
| 19 | Identify **human resources surge needs** by sectors in case of emergency, available surge mechanisms at regional or global level (stand-by partnerships, internal deployment, external recruitment, others) and mechanisms for their activation. |  |  |  |  | * Sector/Cluster leads & OCHA
 | * Sector/clusters know their mechanisms
 |
| * 20
 | * Conduct regular simulation exercise to test ERPP
 |  |  |  |  | * OCHA
 | In Sept 2014 |
| * 21
 | * Conduct simulation exercises for AHCT and Government, when feasible.
 |  |  |  |  | * WFP/OCHA
 | In Sept 2014 |
| * 22
 | * Conduct table-top exercise for the Crisis Management Team (CMT) - UN SMT
 |  |  |  |  | * UNDSS
 | Annually |
| * 23
 | * Advocate for government to authorized an Emergency Communications System (ECS) in case of large-scale emergencies
 |  |  |  |  | * WFP
 |  |
|  | * Assessments
 | * Status
 | **Due date** | **Lead** | **Actions Taken** |
| 24 | * Validate current IRA form among sectors to ensure that collected data can be used as baseline for more complex monitoring efforts. Ensure form available in mobile application
 |  |  |  |  | * OCHA & Sector/Cluster leads
 |  |
| 25 | * Develop guidelines for MIRA process
 |  |  |  |  | * OCHA & Sector/Cluster leads
 |  |
| * 26
 | * Develop and deliver training on the use of MIRA
 |  |  |  |  | * OCHA & Sector/Cluster leads
 |  |
| * 27
 | Maintain an **Emergency Assessment Team** with available staff expertise across sectors that can be deployed at short notice (to be updated twice per year) |  |  |  |  | * OCHA & Sector/Cluster leads
 |  |
|  | * Information Management
 | **Status** | **Due date** | **Lead** | **Actions Taken** |
| * 28
 | * Update Quarterly the Common Operational Datasets (COD) and Fundamental Operational Datasets (FOD)
 |  |  |  |  | * MIMU & OCHA
 |  |
| * 29
 | * Maintain and disseminate FODs that related with development or preparedness activities, including a contact list of humanitarian/development actors in Myanmar, a schedule of meetings, “Who does What Where” (3W) products, assessment tracking, standard place names and place codes (P-codes), baseline data, as well as thematic and base maps
 |  |  |  |  | * MIMU
 |  |
| * 30
 | * Maintain emergency related FODs and disseminate it, primarily in MIMU Website – it should include, among other, Sector 3W, Camp Lists, at least a quarterly basis (for Rakhine, Kachin and Northern Shan)
 |  |  |  |  | * OCHA & Sector/Cluster leads
 |  |
| * 31
 | * Sectors/clusters to integrate Humanitarian Data Standards developed by IM Network
 |  |  |  |  | * Sector/Cluster leads
 |  |
| * 32
 | * Ensure that each cluster/sector has a designated and active IM Focal point engaged in the IM Network and its relevant humanitarian-focused activities
 |  |  |  |  | * Sector/Cluster leads
 |  |
| * 33
 | * Cluster/Sector to register on assessment tracking
 |  |  |  |  | * Sector/Cluster leads
 |  |
|  | * Reporting
 | **Status** | **Due date** | **Lead** | **Actions Taken** |
| * 34
 | * Have pre-formulated report templates readily available to allow joint situation reporting
 |  |  |  |  | * OCHA
 |  |
| 35 | * Ensure that Reporting Focal points have been identified in cluster/sector lead agencies and other partners
 |  |  |  |  | * All
 |  |
| 36 | * Provide orientation and guidance for emergency reporting focal points/Sector and Clusters, on joint situation reporting
 |  |  |  |  | * OCHA
 |  |
| 37 | * Agree on basic structures and timeline to allow joint situation reporting (incl. role of clusters)
 |  |  |  |  | * OCHA
 |  |
|  | * Public Information and Communication with Communities
 | **Status** | **Due date** | **Lead** | **Actions Taken** |
| 38 | Put in place a protocol on **how to handle media issues** at country level, and identify a spokesperson |  |  |  |  |  |  |
| 39 | Ensure that **lists of national and international media** and media contacts in the country are up-to-date. |  |  |  |  |  |  |
| 40 | Develop agreed **guidelines for coordination of communications with communities’** activities in an emergency  |  |  |  |  | * OCHA
 |  |
| 41 | Develop agreed **priority messages** for the affected community to reduce their risk  |  |  |  |  | * OCHA & Sector/Cluster leads
 |  |
|  | * Resource Mobilization
 | **Status** | **Due date** | **Lead** | **Actions Taken** |
| 42 | Ensure that **partners are familiar with the procedures** on ERF, CERF, HNO, HRP and Flash Appeal provided to key partners.  |  |  |  |  | * OCHA
 |  |
| 43 | Compile a list of **contacts for in-country donors** and technical focal points to be contacted. |  |  |  |  | * OCHA
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| **CLUSTER/SECTOR MINIMUM PREPAREDNESS ACTIONS** |  |  |  |  |  |
| **#** | **Camp Management & Camp Coordination Cluster (CCCM/C)** | **Status** | **Due Date** | **Lead** |
| 1 | Communicate with national, region/state government entities on CCCM practices and responsibilities in the events of event/large scale displacement |  |  |  |  | CCCM/C lead, IOM |
| 2 | CCCM training for Government on post natural disaster settings, “principles and approaches”  |  |  |  |  | CCCM/C lead, IOM |
| 3 | Monthly updated list online of Cluster participants (www.shelternficccmmyanmar.org)  |  |  |  |  | CCCM/C lead  |
| 4 | Every two months data/analysis on CCCM coverage (www.shelternficccmmyanmar.org) |  |  |  |  | CCCM/C lead  |
| 5 | Focal points for Camp Management assessments with awareness of standards, shared wih partners |  |  |  |  | CCCM/C lead  |
| 6 | All partners aware of overall CCCM strategy, standards (including cross-cutting issues), especially issues related to vulnerable groups |  |  |  |  | CCCM/C lead  |
| 7 | Collect and analyse information on populations likely to be more vulnerable |  |  |  |  | CCCM/C lead  |
| 8 | Agree on data management, data sharing mechanisms and protocols, rapid assessment tools and reporting formats  |  |  |  |  | CCCM/C lead & OCHA (MIRA) |
| 9 | Evaluate overall performance of the Cluster |  |  |  |  | CCCM/C lead |
| **#** | **Education in Emergencies Sector (EiE/S)** | **Status** | **Due Date** | **Lead** |
| 1 | National level education coordination mechanism and roles and responsibilities (individual and organizational) clarified – ETWG vs. EiE Sector Coordination Group  |  |  |  |  | EiE/S leads: UNICEF, SCI |
| 2 | Government focal points and mechanisms identified and included/incorporated into the EiE coordination mechanism  |  |  |  |  | EiE/S leads  |
| 3 | Updated sector contact list shared regularly (March, June, September, December) |  |  |  |  | EiE/S leads  |
| 4 | Focal points for joint assessments with expertise and experience identified from sector partners, listed and updated quarterly (March, June, September, December) |  |  |  |  | EiE/S leads  |
| 5 | Sector stockpiles available in country listed and updated regularly (March, June, September, December), and supply chain identified for rapid procurement and delivery |  |  |  |  | EiE/S leads  |
| 6 | Available sector seed and response funding sources and mechanisms identified, listed and notified (updated bi-annually - March and September) (taking into account flash appeal funding opportunities in the case of emergency) |  |  |  |  | EiE/S leads  |
| 7 | EiE section of a multi-sectoral rapid initial assessment (MS-IRA) tool developed and agreed.  |  |  |  |  | EiE/S leads  |
| 8 | EiE specific rapid assessment tool developed and agreed by sector |  |  |  |  | EiE/S leads  |
| 9 | Identified EiE assessment focal points trained in use of assessment tools |  |  |  |  | EiE/S leads  |
| 10 | Minimum emergency education assistance package, in line with INEE Minimum Standards (and current programming) agreed by sector and documented |  |  |  |  | EiE/S leads  |
| 11 | Sector cross-cutting issues (gender, conflict sensitivity, inclusive education, child rights, protection, PSS) and strategies to be included in check-lists. Updated and shared bi-annually (April and October) |  |  |  |  | EiE/S leads  |
| 12 | Education in emergencies response capacity amongst key partners (in emergency-prone areas and nationally) assessed. Plans to fill capacity gaps developed |  |  |  |  | EiE/S leads  |
| **#** | **Food Security Sector (FS/S)** | **Status** | **Due Date** | **Lead** |
| 1 | Udpated contact list of sector participants shared at list twice per year |  |  |  |  | FS/S lead |
| 2 | Updated list of government counterparts (national and local levels) shared |  |  |  |  | FS/S lead |
| 3 | Sector stockpiles available in country identified, updated at least twice per year and shared with partners, and supply chain identified for rapid procurement and delivery |  |  |  |  | FS/S lead |
| 4 | Focal points for joint assessments with sector expertise identified, shared with partners and updated twice per year |  |  |  |  | FS/S lead |
| 5 | Agreed joint-assessment formats put in place |  |  |  |  | FS/S lead |
| 6 | Agreed minimum assistance package, in line with Sphere Standards |  |  |  |  | FS/S lead |
| 7 | Information management and reporting focal points identified |  |  |  |  | FS/S lead |
| 8 | Cross-cutting issues identified, shared with partners and included within the activities in check-lists |  |  |  |  | FS/S lead |
| 9 | Sector check list of inmediate actions after disaster |  |  |  |  | FS/S lead |
| 10 | Sector check list of actions within two weeks  |  |  |  |  | FS/S lead |
| **#** | **Health Cluster (H/C)** | **Status** | **Due Date** | **Lead** |
| 1 | Update contact list of sector participants share with the sector partners |  |  |  |  | H/C lead |
| 2 | Focal points for joint assessments with sector expertise identified and shared with partners |  |  |  |  | H/C lead |
| **#** | **Logistics Sector**  | **Status** | **Due Date** | **Lead** |
| 1 | Update of contact list of sector participants shared at list twice per year |  |  |  |  | WFP |
| 2 | Review rosters of Local Transporters, Customs clearing agents, Non Food Item suppliers, etc. |  |  |  |  | WFP |
| 3 | Review SOPs for logistics activities such as customs and port clearance, transport, warehouse management |  |  |  |  | WFP |
| 4 | Update and review on the stock level of emergency operational equipment  |  |  |  |  | WFP |
| 5 | Review Logistics Capacity Assessment (LCA) – online |  |  |  |  | WFP |
| 6 | Trainings for emergency operation (i.e. WH management, MSU erection, logistics cluster, etc.) |  |  |  |  | WFP |
| **#** | **Non Food Items Cluster (NFI/C)** | **Status** | **Due Date** | **Lead** |
| 1 | Establish responsibilities and coordination mechanisms between the Government and NFI partner agencies to coordinate effectively |  |  |  |  | NFI/C & GoM (GAD)  |
| 2 | Monthly updated list online of Cluster participants (www.shelternficccmmyanmar.org)  |  |  |  |  | NFI/C lead  |
| 3 | Every two months data/analysis on NFI coverage (www.shelternficccmmyanmar.org) |  |  |  |  | NFI/C lead |
| 4 | Focal points for joint assessments with awareness of NFI standards, shared with partners and updated 3 times per year |  |  |  |  | NFI/C lead |
| 5 | Clarify total NFI contingency supplies for entire Cluster, updated 3 times per year  |  |  |  |  | NFI/C lead |
| 6 | All partners aware of overall NFI strategy, including cross-cutting issues  |  |  |  |  | NFI/C lead |
| 7 | Collect and analyse information on populations likely to be affected, and identify likely scenarios and responses  |  |  |  |  | NFI/C lead |
| 8 | With NFI partner agencies agree on minimum NFI standards in-line with prioritized criteria  |  |  |  |  | NFI/C lead |
| 9 | Arrange procurement of contingency supplies, as required |  |  |  |  | NFI/C lead |
| 10 | Agree on data management, data sharing mechanisms and protocols, rapid assessment tools and reporting formats  |  |  |  |  | NFI/C lead & OCHA (MIRA) |
| 11 | Coordinate with transport agents to identify standby capacities/quantities/delivery time for emergency NFI distributions  |  |  |  |  | NFI/C lead |
| 12 | Assess warehousing capacities against minimum agreed contingency requirements |  |  |  |  | NFI lead |
| **#** | **Nutrition Sector** | **Status** | **Due Date** | **Lead** |
| 1 | Updated contact list of sector participants shared at least twice per year |  |  |  |  | UNICEF |
| 2 | Focal points for joint assessments with sector expertise identified, shared with partners and updated twice per year |  |  |  |  | UNICEF |
| 3 | Preposition of supplies for nutrition response for under-fives and pregnant/lactating women |  |  |  |  | UNICEF |
| 4 | Sector stockpiles available in country identified, updated at least twice per year and shared with partners, and supply chain identified for rapid procurement and delivery |  |  |  |  | UNICEF |
| 5 | Capacity building/training provided to partners on identified gaps  |  |  |  |  | UNICEF |
| 6 | Mapping (3W) of partners, including UN agencies, MoH and I/NGOs  |  |  |  |  | UNICEF |
| 7 | Adapt generic tools recommended by Global Nutrition Cluster such as the ‘Rapid assessment matrix’, SMART and standard tools for Myanmar context and endorsethrough sector/cluster |  |  |  |  | UNICEF |
| 8 | Ensure availability of standard protocols for community-based and in-patient management of acute malnutrition |  |  |  |  | UNICEF |
| 9 | Support a multi-sectoral rapid assessment mechanism and format that includes priority nutrition information. |  |  |  |  | UNICEF |
| **#** | **Protection Sector**  | **Status** | **Due Date** | **Lead** |
| 1 | Maintain and update Protection working group, Child Protection and GBV sub-working groups contact lists at national and sub-national levels  |  |  |  |  | UNHCR, UNFPA, UNICEF |
| 2 | Consolidate and keep up to-date contacts of key focal points within line ministries at the state and township level |  |  |  |  | UNHCR, UNICEF, UNFPA |
| 3 | Ensure data protection and security protocols are in place for each protection-related case management agency, in case of evacuation of personnel |  |  |  |  | UNHCR, UNFPA, UNICEF |
| 4 | Harmonize CP Case Management Form and agree on a Child Protection Information Management System, (CPIMS) emergency template |  |  |  |  | UNICEF (SCI) |
| 5 | Initiate emergency GBV IMS: emergency intake forms and information sharing protocols |  |  |  |  | UNFPA, UNHCR |
| 6 | Identify Protection WG, CP and GBV SWG members with relevant language and technical skills willing to take part in the inter-agency rapid assessment teams |  |  |  |  | UNHCR, UNFPA, UNICEF |
| 7 | Disseminate the revised MIRA form and specific protection related questions/observations for Protection Sector/CP/GBV Sub Sector members at national and sub-national level. |  |  |  |  | UNHCR |
| 8 | Develop and disseminate a protection action sheets (addressing Gender/GBV/CP/Elderly/Disabled issues) per sector to mitigate potential risks in the delivery of broader humanitarian assistance |  |  |  |  | UNHCR, UNICEF, UNFPA, GenCap |
| 9 | Finalize key messages on prevention of separation in emergencies for communities and translate them into relevant languages |  |  |  |  | UNICEF, UNHCR |
| 10 | Unaccompanied and separated children (UASC) working group field- testing the UASC framework  |  |  |  |  | UNICEF (MRCS) |
| 11 | Disseminate CP Inter-Agency Minimum Standards  |  |  |  |  | UNICEF |
| 12 | Develop “emergency” referral protocols for acute and protracted emergency contexts. |  |  |  |  | UNFPA |
| 13 | Develop and disseminate protection emergency ‘Toolkit’ to include safety audit tools, rapid assessment/focus group questions. Include guidance notes on child protection, GBV and main protection issues in emergencies. |  |  |  |  | UNHCR, UNICEFUNFPA |
| 14 | Consolidate and keep updated protection-related itemsstockpiles (as per stock pile list) available in country  |  |  |  |  | UNHCR, UNFPA, UNICEF |
| 15 | Train Protection Sector, GBV and CP Sub-Sector members on the use of the Protection Incident Monitoring Form, child protection intake form, GBV intake form. |  |  |  |  | UNHCR, UNICEFUNFPA |
| 16 | Ensure Protection Sector GBV and CP Sub-sector members at national and sub-national level are briefed on Protection from Sexual Violence and Abuse (PSEA) and are able to inform communities on complaint mechanisms and immediate assistance |  |  |  |  | UNHCR,UNICEF, UNFPA, GenCap |
| **#** | **Emergency Telecommunications Sector** | **Status** | **Due Date** | **Lead** |
| 1 | Organize regular local working group meetings with inter-agencies ICT focals |  |  |  |  | WFP |
| 2 | Update the contact list of ICT focals from agencies twice per year |  |  |  |  | WFP |
| 3 | Update and share the status of Data and Telecomm infrastructure service and equipment of agencies in country and prepositioning if required. |  |  |  |  | WFP |
| 4 | Get the countrywide UN radio license from the government |  |  |  |  | WFP/UNDSS |
| 5 | Regular update of the countrywide staff contract list, callsigns and the emergency communication equipment training to the users |  |  |  |  | UNDSS |
| 6 | To organize emergency telecomm training for ICT staff in country to be ready for rapid response |  |  |  |  | WFP |
| **#** | **Shelter Cluster** | **Status** | **Due Date** | **Lead** |
| 1 | Monthly updated list online of Cluster participants (www.shelternficccmmyanmar.org)  |  |  |  |  | Shelter/C lead  |
| 2 | Updated site plans online for key/vulnerable IDP communities (www.shelternficccmmyanmar.org)  |  |  |  |  | Shelter/C lead  |
| 3 | Focal points for joint assessments with awareness of emergency shelter |  |  |  |  | Shelter/C lead  |
| 4 | Clarify total emergency shelter contigency supplies for entire Cluster, updated 3 times per year  |  |  |  |  | Shelter/C lead  |
| 5 | All partners aware of overall shelter strategy, including types of emergency shelter intervention, minimum standards and cross-cutting issues  |  |  |  |  | Shelter/C lead  |
| 6 | Collect and analyse information on populations likely to be affected, and identify likely scenarios and responses  |  |  |  |  | Shelter/C lead  |
| 7 | Arrange procurement of contingency supplies, as required |  |  |  |  | Shelter/C lead  |
| 8 | Agree on data management, data sharing mechanisms and protocols, rapid assessment tools and reporting formats  |  |  |  |  | Shelter/C lead & OCHA (MIRA) |
| **#** | **WASH Cluster (WASH/C)** | **Status** | **Due Date** | **Lead** |
| 1 | Updated contact list of sector participants shared at least twice per year |  |  |  |  | WASH/C lead |
| 2 | Public Information management system in place |  |  |  |  | WASH/C lead & MIMU |
| 3 | Develop reporting mechanism and template for situation report |  |  |  |  | WASH/C lead |
| 4 | Share mechanism between Regional UNICEF office Bangkok and Global cluster for specific support activation |  |  |  |  | RECA |
| 5 | Define proper linkage with Government (contact list, preliminary meeting,…) |  |  |  |  | WASH/C lead & OCHA  |
| 6 | Cross-cutting issues identified, shared with partners and included in check-lists |  |  |  |  | WASH/C lead |
| 7 | Wash stockpiles available with national coverage, updated at least twice per year and shared with partners, and supply chain identified for rapid procurement and delivery |  |  |  |  | WASH/C lead |
| 8 | Focal points for joint assessments with WaSH expertise identified, shared with partners and updated twice per year |  |  |  |  | WASH/C lead |
| 9 | Consolidate MIRA quick assessment in coordination with OCHA |  |  |  |  | WASH/C lead |
| 10 | Agreed minimum assistance package with associated technical standard (design and EIC) |  |  |  |  | WASH/C lead |
| 11 | Capacity building/training to partners on identified gaps provided: UNICEF emergency training national and technical training to be organized |  |  |  |  | WASH/C lead |

advanced preparedness actions (APA)

The Advanced Preparedness Actions (APAs) are designed to guide the AHCT to an advanced level of readiness to respond to a specific risk. They build on the MPA. The APA checklist includes essential preparedness actions to complement and support the contingency plan process.

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|  | Completed |  | Ongoing |  | Not started |

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| **#** | **Activities** | **Status** | **Due Date** | **Lead** | **Actions Taken** |
|  | **Coordination & Management Arrangements** |  |  |  |  |  |  |
|  | Contact OCHA **to inform on the threat** and cross-check information at field level |  |  |  |  | All & OCHA |  |
|  | **Alert RC/HC** |  |  |  |  | OCHA |  |
|  | **Contact GoUM** (RRD) to inform/verify threat |  |  |  |  | RC/HC & OCHA |  |
|  | Once the threat is confirmed contact the government to know:1. National capacity to deal with the emergency
2. Intent to declare a state of emergency.
3. Intent to request, welcome or decline international assistance.
* If welcomes, outline support options available, request approval for additional humanitarian staff's entry into the country and the need for UNDAC team.
* If declines assistance but is nonetheless required, HCT to increase their capacity to respond.
 |  |  |  |  | RC/HC |  |
|  | Alert **ERP WG**  |  |  |  |  | OCHA |  |
|  | Convene HCT meeting (define inter-agency response plans and additional clusters activation on standby) |  |  |  |  | RC/HC & OCHA |  |
|  | Analyze possible need for additional coordination resources from regional/HQ level. Consider pre-deployment of an UNDAC team if appropriate |  |  |  |  | RC/HC & HCT |  |
|  | Agree on response coordination structure at the most high area where CP or scenario planning were developed |  |  |  |  | AHCT & ICCG |  |
|  | Contact MNGO CPR focal point for information sharing |  |  |  |  | OCHA |  |
|  | Organize a briefing for in-country donors |  |  |  |  | OCHA |  |
|  | **Operational Capacity & Arrangements to deliver relief and protection** |  |  |  |  |  |  |
|  | Revise CP for the imminent emergency and adjust it as required.  |  |  |  |  | ERP WG |  |
|  | Review capacity to respond (information on available stocks, personnel available assessments, staff deployable for a possible response, including capacity of donors/embassies). Identify and quantify the gaps |  |  |  |  | OCHA & Sector/cluster leads |  |
|  | Identify constraints for accessing potential affected populations |  |  |  |  | AHCT |  |
|  | Request Government logistical assistance for site visits if required.  |  |  |  |  | HCT |  |
|  | If case of access constraints due to bureaucratic impediments: advocate with Government for simplified visa, entry and travel procedures to affected areas  |  |  |  |  | RC/HC & OCHA |  |
|  | Consider potential need for using Military and Civil Defence Assets |  |  |  |  | HCT |  |
|  | Based on situation and gender analysis identify the most appropriate activities needed to reach potential beneficiaries (including vulnerable groups) |  |  |  |  | GenCap & Protection Sector lead |  |
|  | Decide on possible distribution strategy and beneficiary selection criteria based on situation and gender analysis |  |  |  |  | GenCap & Protection Sector lead |  |
|  | Ensure there is a clear protection strategy in place. Ensure appropriate prevention and response mechanisms for sexual and gender based violence |  |  |  |  | Protection Sector lead |  |
|  | Identify potential local partners, including women’s organisations, in the areas likely to be affected to support distribution of relief items |  |  |  |  | OCHA & ERP WG |  |
|  | Identify and address any urgent training needs of cluster/sector and local partners i.e. standards for distribution, Protection from Sexual Exploitation and Abuse (PSEA) |  |  |  |  | Sector/cluster leads |  |
|  | Contact with private sector partners and identify possible areas of support |  |  |  |  | OCHA & ERP WG |  |
|  | Based on the analysis of the potential risk and the initial relief requirements estimated by the sector/cluster, review the need for pre- positioning |  |  |  |  | OCHA & Sector/cluster leads |  |
|  | Hold an inter-agency logistics coordination meeting to determine existing logistics capabilities and additional needs |  |  |  |  | Logistic sector & Sector/Cluster leads |  |
|  | If stocks are being brought from outside the country, ensure that custom and importation procedures are understood. Identify the timeline for arrival of stocks |  |  |  |  | Logistic sector & Sector/Cluster leads  |  |
|  | Compile a list of local/regional transport and logistics suppliers that have capacity to continue operating during an emergency |  |  |  |  | Logistic sector & Sector/Cluster leads |  |
|  | Review the need for air support, including United Nations Humanitarian Air Service (UNHAS) deployment |  |  |  |  | Logistic sector |  |
|  | Review security plans to see that they are up- to-date and relevant for the area of planned operation |  |  |  |  | DSS |  |
|  | Review Business Continuity Plans to see that they are up-to-date and relevant for the area of planned operation |  |  |  |  | Each organization |  |
|  | Liaise with appropriate Government institutions on security matters |  |  |  |  | DSS |  |
|  | **Assessment & Information Management** |  |  |  |  |  |  |
|  | Gather relevant secondary data and maps for preliminary scenario definition |  |  |  |  | OCHA & MIMU |  |
|  | Disseminate MIRA agreed form (hard and soft copies) |  |  |  |  | OCHA |  |
|  | Plan joint multi-sector rapid needs assessments schedule using agreed methodology. Ensure coordination with local NGOs. |  |  |  |  | OCHA & Clusters/Sectors |  |
|  | Confirm IM focal points from sector/clusters to coordinate under IM Network |  |  |  |  | OCHA & MIMU |  |
|  | Advocate to incoming emergency response staff to register in MIMU |  |  |  |  | OCHA & MIMU |  |
|  | Operationalized tracking system for aid inputs and outputs delivered by disaggregated data in the first days of the emergency |  |  |  |  | OCHA & MIMU |  |
|  | Based on 2015 Response Monitoring Framework (RMF) and activities/targets identified in the Contingency Plan, agree on the RMF for the new emergency |  |  |  |  | OCHA |  |
|  | **Reporting** |  |  |  |  |  |  |
|  | Send **Flash Update** (email) to key partners (internally and externally if required) |  |  |  |  | OCHA |  |
|  | Confirm reporting focal points |  |  |  |  | Sector/Cluster leads |  |
|  | Issue regular Situation Reports (daily if necessary) |  |  |  |  | OCHA |  |
|  | **Public Information & Communications with Communities** |  |  |  |  |  |  |
|  | Alert **HACG** to be on standby |  |  |  |  | OCHA |  |
|  | Revise the protocol on how media issues should be handled at country level and identify a agree on a spokesperson |  |  |  |  | HACG |  |
|  | Start developing risk-specific talking points and Q&As for RC/HC and HCT |  |  |  |  | HACG |  |
|  | Ensure that lists of national and international media and media contacts in the country are up-to-date |  |  |  |  | OCHA |  |
|  | Establish two-way consultation and communications systems to support information provision to and feedback from affected communities  |  |  |  |  | Sector/Cluster leads & OCHA |  |
|  | Ensure all field staff, local partners, HACG, MRCS, Government and relevant media have the priority messages for the communities |  |  |  |  | OCHA |  |
|  | **Resource Mobilization**  |  |  |  |  |  |  |
|  | Drafting a **Flash Appeal** with inputs from Contingency Plan |  |  |  |  | OCHA |  |
|  | Identify **emergency funds capacities** (ERF, CERF) |  |  |  |  | OCHA |  |
|  | Organise **donor briefing** and ascertain intentions to fund the response. Ensure coordination with local NGOs. |  |  |  |  | RC/HC & OCHA |  |