

XXXX REGIONAL EMERGENCY

UNITED NATIONS JOINT LOGISTICS CENTRE **UNJLC/XXX**

Terms of Reference

A. CONTEXT

In response to the humanitarian crisis in XXXX and nearby countries, UN agencies and other humanitarian organisations are taking actions to provide humanitarian support for a considerable number of Refugees, IDPs and other vulnerable groups in the Region. To coordinate their respective logistics efforts, Agencies activated the United Nations Joint Logistics Centre (UNJLC) in a response mode on xxxxxxxxxx. The UNJLC/XXXXX will function in accordance with the Concept, which was approved by the Interagency Standing Committee Working Group (IASC WG) on 14 March 2002. The UNJLC mission will be to complement and co-ordinate the logistics capabilities of co-operating humanitarian agencies during the crisis.

B. DEPLOYMENT

UNJLC/XXXXX locations will depend on prevailing political and UN security concerns as well as humanitarian logistics needs. At the initial stage, the UNJLC is installed in XXXXXX and the core UNJLC in Rome will provide backstop support. In addition, satellite JLCs are installed in the field, initially mainly in those neighbouring countries with access routes into Iraq and hosting humanitarian supply depots. If the unfolding emergency would require immediate and massive humanitarian intervention, Agencies concerned may decide on further UNJLC deployment or re-deployment as required. This will include offices in Iraq should re-entry be possible. The deployment structure is included in Annex A.

C. LINE OF REPORTING and PRIORITISATION

1. The UNJLC/XXX will be operating under the Aegis of the Humanitarian Coordinator. The UNJLC will report to the HC through the Deputy HCI for Operations (HC/DO), which will provide for day-to-day oversight for the UNJLC. The HC will be supported by the United Nations Office of the Humanitarian Coordinator and the Crisis Management Group (CMG) which will determine the overall policy for the humanitarian response. The CMG will approve the prioritisation of all needs in terms of such activities as the provision of food, shelter, water, sanitation facilities, medical support, etc. These prioritisation decisions will be supported by the UNJLC in particular when scheduling common transport assets.
2. The Satellite UNJLC Field Officers will closely coordinate all actions with the relevant UN Country Team (UNCT) and report to UNJLC/XXXX.
3. The Core UNJLC, in its function of coordination platform for strategic logistics planning, air operations and CMCoord activities will report to the Chief UNJLC/XXX.

D. FUNCTIONS

1. The UNJLC is to coordinate the joint logistics planning and operations of participating UN Agencies, IOs and NGOs, rather than conducting logistics activities itself. In principle, each participating organisation will continue to operate its own transport assets but will jointly plan the prioritisation and to maximise the use of the limited transport infrastructure.
2. UNJLC functions will depend on the evolution and magnitude of the humanitarian crisis. At the initial stage, UNJLC will concentrate on border crossing points and other logistics bottlenecks. Once fully established, the UNJLC will:

a. In its capacity of central coordination platform for humanitarian logistics operations in the region,

- Establish and maintain appropriate logistics coordination functions in the region of Iraq, including satellites in neighbouring countries, logistics entry points and possibly in Iraq;
- Advise on procedures for importing commodities in the region;
- In cooperation with the Humanitarian Information Centre (HIC), collect all relevant logistics information from different sources, which include Satellite JLCs, Agencies, IOs, NGOs and other entities involved in the emergency;
- Identify bottlenecks affecting the humanitarian logistics operations and analyse the nature of the constraint;
- Inquire on customs procedures and negotiate facilitation measures with local authorities at the land border crossings for assuring free and unimpeded flow of humanitarian goods;
- Coordinate UN logistics activities in the regions seaports;
- Coordinate inter-agency logistics meetings at Regional HQ and Field levels as required;
- Monitor relief item stock movements and pipeline in the region to ensure a smooth overall humanitarian supply chain;
- Establish any specialised inter-agency task forces for specific logistics activities, such as infrastructure repair, when required;
- Produce regular bulletins providing essential logistics information and analysis;
- Prepare all relevant data and transmit to the core UNJLC in Rome for publication on the UNJLC website;
- Work with the HC/DO and OCHA on containing unsolicited donation traffic flows;

An overview of the logistics information flow and on the key products is in Annex B.

b. In its capacity of air coordination platform:

- In consultation with the relevant airspace management authorities in the Region, identify airspace restrictions and propose safe corridors and procedures for UN Humanitarian Air Service (UNHAS) and other humanitarian flights;
- Liaise with the International Civil Aviation Organisation (ICAO) and advise on any humanitarian logistics concerns in respect of the use of Iraqi airspace and surrounding countries;
- Establish inter-agency users group to plan and prioritise air cargo in line with UNOHCI guidance, and advise UNHAS of the agreed air movement plan on a timely basis:
 - The responsibility of transporting passengers will be undertaken by a dedicated humanitarian air service (UNHAS). It is the responsibility of this service to publish procedures and relevant aircraft schedules;
 - Planning, prioritisation and drafting the schedule of common cargo aircraft will be a UNJLC responsibility, but UNHAS will be responsible for the execution.
- Negotiate facilitation measures and advise all agencies and humanitarian bodies of local practices at the relevant entry airports;
- In coordination with the relevant authorities, negotiate and obtain space and slot times for humanitarian aircraft at destination airfields in the crisis area;
- Provide information on the capacity of accepting strategic humanitarian aircraft into the crisis area and, if required, coordinate the influx of these aircraft,
- Serve as the focal point for coordinating facilitation measures with local authorities regarding navigation and landing fees including taxes and boarding/loading procedures for passengers and cargo;
- If required, arrange assessment missions to airfields, identify and address any airfield repair requirements.

c. In its capacity of Civil and Military Coordination platform:

- Coordinate closely with the HC/DO in defining its logistics related CMCoord activities:
- Establish and maintain contact with civilian humanitarian actors in the crisis area and serve as an information channel for bringing their concerns to the attention of the military authorities;
- Advise the humanitarian community and their military counterparts on the guidelines on the use of MCDA to support UN humanitarian activities in Complex Emergencies as laid down in the UNJLC Field Operations Manual.
- Establish and maintain dialogue and liaison with the military and security forces in the area of responsibility and ensure mutual information as appropriate;

- Pursue declassification process for information to support humanitarian logistics information and planning activities;
- Coordinate de-confliction of humanitarian movements in the crisis area;
- Compile and forward regional MCDA requests for approval to the relevant authorities;
- Monitor the employment of in-theatre MCDA;
- If required, manage MCDA assets which are designated for common use;
- In the post-emergency phase, act as advisor for any Civil Affairs activities in reconstruction so as to synergise with similar activities of UN Agencies, IOs and NGOs.

d. In its capacity of infrastructure and fuel coordination platform:

- In consultation with the HC/DO and UNOPS, develop a plan for the provision and management of fuel for the ACOs (Area Co-ordinators Office);
- In consultation with HC/DO, UNOPS and UNDP, develop a fuel supply programme for power systems related to the provision of essential services of health and Watsan;
- Deploy a fuel management team comprised of suitable fuel experts;
- Plan, prioritise and monitor fuel deliveries in support of ACOs and local power systems in partnership with UNOPS;
- Coordinate the fuel supply operation with Agencies' fuel supply programme, such as WFP's PDS (Public Distribution System) support project;
- Develop linkages with local entities responsible for managing logistics infrastructure;
- In coordination with the local authorities, carry out technical assessments of the fuel sector as required;
- If necessary, arrange technical missions related to road, rail, port and other logistics infrastructure assessments;
- In coordination with local authorities, advise on urgency and nature of infrastructure projects for solving key logistics bottlenecks affecting humanitarian operations;
- In coordination with local authorities, prioritise infrastructure repair activities in respect of humanitarian logistics operations;
- Develop any emergency repair interventions, which will not be undertaken by the local authorities.

3. Satellite JLCs will be established to address logistics bottlenecks and major logistics operational nodes as required and these will be demobilised once the bottleneck is addressed or the need for a UNJLC intervention has ceased.
 - The initial deployment of satellite JLCs is at Annex A.
 - The JLC Field Officers will coordinate all actions with the UNCT and report to UNJLC/XXXXX;
 - Terms of Reference are at Annex C but relevant tasks may vary with each location and will be published separately;
 - ICT support will be provided through either WFP's inter-agency capacity, or any sponsoring Agency present in the area;
 - Satellite JLCs may be complemented by or consist of CM Coord Staff. In the latter case, the CM Coord officer will combine both the functions of JLC Field Officer and CM Coord staff. TOR for CM Coord officers are at Annex C.

4. The Core UNJLC in Rome will function as a coordination and advisory platform for supporting strategic logistics planning. It will provide strategic advice for logistics contingencies in the crisis region and simultaneously host the UNJLC website.
 - Organise coordination meetings at Headquarters level;
 - Provide the platform for compiling information on contingency planning, for logistics planning, creation of logistics bases, warehouse capacities, transport plans etc.
 - Collect and disseminate all information related to strategic logistics activities;
 - Determine requirements for and monitor execution of strategic airlift;
 - Coordinate the requests for military aircraft for strategic UN humanitarian missions towards the crisis region;
 - Advise external bodies and donors on the UNJLC concept, activities and needs;
 - Coordinate with major NGO representatives, as required;
 - Provide input on any policy level discussions between UN and Military Headquarters on issues related to humanitarian logistics activities in the region;
 - Provide the mechanism and, during the initial phase, manage the contents of the UNJLC website.

E. STRUCTURE and STAFFING

The organigramme in Annex A depicts the structure of the UNJLC. The TORs of the staff officers are included in Annex C.

F. EXIT STRATEGY

The UNJLC operation will run for an initial six-month period with a possible three to six month extension depending on the level of humanitarian logistics support required and advice from the Office of the Humanitarian Coordinator. The objectives of the UNJLC are to optimise and complement the logistics capabilities of cooperating agencies during the initial phase of Iraq regional emergency. After the initial relief phase, humanitarian activities will focus on rehabilitation and/or resettlement and UN Agencies' logistics will revert gradually to their normal activities. The UNJLC will assist in the initial phase of this process by creating the necessary logistics coordination structures including capacity building and on-the-job training. Capacity building activities will be pursued with individual Agencies, the UN inter-agency structure prevailing at the time of departure and concerned technical ministries within the government. UNJLC will endeavour to leave in place a viable and suitable inter-agency humanitarian logistics coordination structure at each level of operation.

- ANNEXES:**
- A. UNJLC STRUCTURE
 - B. INFORMATION FLOW and KEY PRODUCTS
 - C. TOR STAFF OFFICERS