

PREPARATION OF IRAQ REGIONAL EMERGENCY

UNITED NATIONS JOINT LOGISTICS CENTRE (UNJLC)

Terms of Reference (Planning Phase)

Note: These Terms of Reference should be considered as a working document which is subject to change during the preparedness phase.

A. CONTEXT

During its meeting in Geneva on 25-26 November 2002, the IASC/WG acknowledged the good work done by the UNJLC and agreed that interested operational agencies should be invited to take part in discussions on joint efforts in the area of logistics. Subsequently, on 04 December 2002, UNHCR hosted a UNJLC meeting in Geneva on inter-agency logistics coordination. The UNJLC was further endorsed in its role of providing a coordination platform for planning and preparedness for the regional Iraq crisis at the inter-agency meeting on 14-16 January 2003 (Versoix 2). Furthermore, the meeting invited the UNJLC to investigate on the potential fuel shortage and take all necessary actions for quick deployment in the event of war. When deployed, the UNJLC/Iraq would report to the Humanitarian Coordinator for Iraq (HCI).

B. ORGANISATION

The coordination of logistics inter-agency contingency planning will be done by the Core UNJLC which is installed in the premises of HQ WFP in Rome. The Core UNJLC reports to the Chief OTL/WFP and ultimately to the IASC-WG, which maintains a general oversight of the UNJLC activities. It consists of one permanent staff member and 3 to 5 consultants who are experts in respectively Emergency Logistics Management, Civil and Military Coordination, Air Management, Information Management, Data Management, Geographical Information Systems and Fuel Supply Systems. During the contingency planning phase, the Core UNJLC will be assisted by a number of Field and CMCoord officers which are deployed in the neighbouring countries with access routes into Iraq and hosting humanitarian supply depots. The deployment structure and the line of reporting are at Annex A.

C. FUNCTIONS

1. During the planning phase, the UNJLC is to coordinate the joint logistics planning of UN Agencies, IOs and NGOs, rather than preparing logistics operations itself. Its main functions are:

- Collect and analyse all available logistics information, create an information platform and make it available to the wider humanitarian community;
- Develop the air operations plan for supporting UN humanitarian activities, in particular during the early stages of the emergency;



- Represent the Agencies in coordination meetings with relevant military authorities for coordinating the views and concerns related to humanitarian logistics matters;
- Take all precautionary actions for identifying and resolving logistics bottlenecks in the early stages of the emergency.

2. To fulfil the above functions, the Core UNJLC will:

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

- Advise external bodies and donors on the UNJLC concept, activities and needs;
- Provide input on any policy level discussions between UN and Military Headquarters on issues related to humanitarian logistics activities in the region.
- Collect, analyse and provide logistics information to support agencies' logistics planning efforts;
- Advise on humanitarian logistics concerns for any revision process to the current sanctions regime as contained in Security Council Resolution 661;
- Provide inputs to and support the activities of the Inter-Agency Logistics Working Group which studies the impact of a crisis in Iraq on the Oil-for-Food-Programme (OFFP);
- 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;
- Provide the mechanism and, during the initial phase, manage the contents of the UNJLC website;
- Coordinate inter-agency logistics planning meetings at HQ and Field levels as required;
- Monitor relief item stock movements and pipeline in the region to provide an overview of the availability for a set of major relief items in the overall humanitarian supply chain;
- Produce regular bulletins providing essential logistics information and analysis;
- Prepare all relevant data for publication on the UNJLC website;



- If necessary, arrange technical missions related to road, rail, port and other logistics infrastructure assessments;

b. In its capacity of air planning and coordination platform:

- Propose an interagency air operations plan for supporting the humanitarian relief efforts during the emergency;
- In consultation with the relevant airspace management authorities, identify airspace restrictions and propose safe corridors and procedures for humanitarian flights;
- Liaise with the International Civil Aviation Organisation (ICAO) and advise on any humanitarian logistics concerns in respect of the Iraqi airspace use;
- In coordination with the United Nations Humanitarian Air Service (UNHAS), prepare procedures for prioritising and scheduling common humanitarian air assets;
- 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;
- Analyse the capacity of accepting strategic humanitarian aircraft into the crisis area and prepare coordination procedures for coordinating the influx of these aircraft,
- Advise on the establishment of agreements with local authorities regarding navigation and landing fees including taxes and boarding/loading procedures for passengers and cargo.

c. In its capacity as Civil and Military Coordination (CMCoord) platform:

Note: UNJLC CMCoord activities will be restricted to logistics-related matters and will be closely coordinated with any OCHA deployed CMCoord officers and OCHA/MCDU Geneva.

- Establish and maintain contact with Military Humanitarian Operations Centres (HOCs) for obtaining and providing logistics information related to humanitarian logistics activities;
- Coordinate safe passage procedures and corridors for conducting humanitarian air operations;
- In coordination with OCHA, prepare and forward Requests for Information (RFI) for logistics related matters to the appropriate military authorities;



- 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 Part 5.5.6;
- 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 and anticipate de-confliction procedures related to humanitarian movements in the crisis area;
- Establish procedures for compiling and forwarding regional MCDA requests for approval to the relevant authorities;

d. In its capacity as logistics preparedness platform:

- Prepare an appropriate proposal and TOR for formal activation of a UNJLC during the response phase to ensure a speedy formal activation process as per IASC-agreed UNJLC Activation Protocol;
- Take all necessary actions to deploy the UNJLC/Iraq at the onset of the crisis;
- Coordinate closely with inter-agency ICT arrangements, including CMCoord related ICT issues;
- Identify possible bottlenecks affecting the humanitarian logistics operations and analyse the nature of the constraint;
- Advise on procedures for importing commodities;
- Advise on procedures for obtaining facilitation measures with local authorities at the land border crossings for assuring free and unimpeded flow of humanitarian goods;
- Analyse restrictions and anticipated capacity of the regions air- and seaports;
- Analyse fuel availability for supporting humanitarian operations, including essential services such as town power supplies, hospitals and water/sanitation systems, and propose solutions, with an emphasis on the initial relief activities immediately after a cease fire.



3. Satellite JLCs are established to identify and address logistics bottlenecks and major logistics operational nodes as required. Satellite JLCs will be headed by JLC Field Coordinators and may be supported by a CMCoord officer. In some cases, both functions may be cumulated. The main task of the satellite JLCs is to support the Core UNJLC in its Logistics Coordination, Air Planning, CMCoord and Preparedness functions

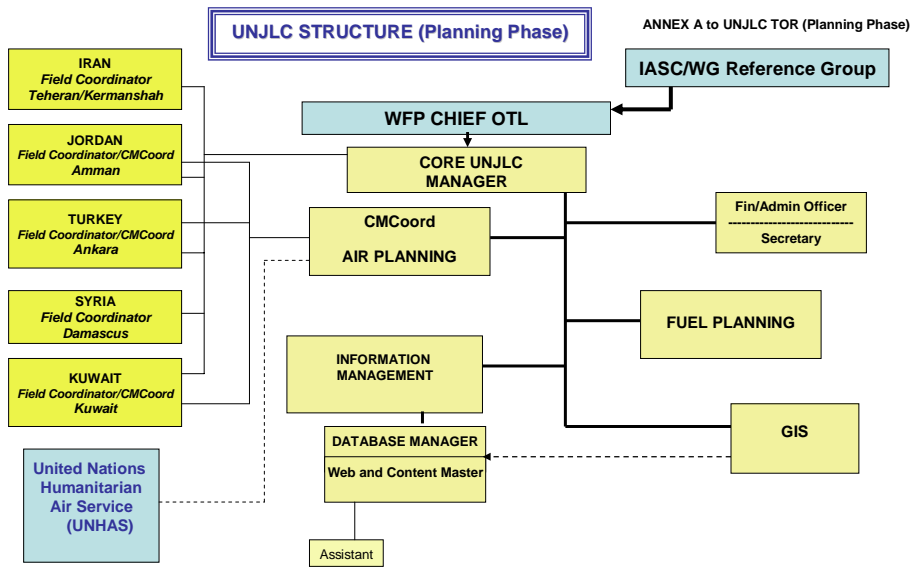
- The initial deployment of satellite JLCs is at Annex A.
- The JLC Field Officers will coordinate all actions with the Resident Coordinator and the United Nations Country Team (UNCT) and report to the Core UNJLC;
- Terms of Reference are at Annex B;
- ICT support will be provided through either WFP's inter-agency capacity, or any sponsoring Agency present in the area.

D. TERMINATION

The UNJLC planning support functions will terminate in case of activation of the UNJLC/Iraq. In such a case, new TORs will supersede the present TORs. In case of non-activation, the IASC WG Reference Group will decide on the termination of the present TORs.



ANNEX A



ANNEX B

POST TITLE: UNJLC Field Coordinator

Under the overall direction of the Core UNJLC Manager in Rome, the Field Coordinator is responsible for establishing and maintaining an efficient and effective Satellite JLC office. The main task of the satellite JLCs is to support the Core UNJLC in its Logistics Coordination, Air Planning, CMCoord and Preparedness functions. Field Coordinators will synchronize all actions with the relevant Resident Representative and the United Nations Country Team (UNCT). JLC Field Coordinators may be supported by a CMCoord officer. In some cases, both functions may be cumulated. In such a case, both the TOR of Field Coordinator and CMCoord, respectively in paragraphs 1 and 2 of this Annex will apply.

The Field Coordinator will:

- Work in close co-ordination with representatives of participating Agencies as well as with any other humanitarian organisations undertaking logistics activities in the area;
- Determine reliable information sources such as local authorities, military entities, Agencies and other humanitarian organisations.
- Act as the focal point for logistics information in the region;
- Agree co-ordination mechanisms on information collection and exchange procedures with OCHA/HIC (if deployed);
- Obtain and periodically update information on:



- Political sensitivities relating to the affected country; security situation; and any potential evacuation strategy,
- Type of logistics support required and available assets,
- General road and railroad conditions,
- Location of any hazardous or impassable areas, bottlenecks, etc.
- Availability of fuel for trucks and other vehicles,
- Establish and chair regular inter-agency logistics coordination meetings as required;
- Consolidate and distribute all available logistical information to local representatives of humanitarian organisations;
- Note procedures for importing commodities and other material into the area;
- Advise on the establishment of agreements with local authorities regarding navigation and landing fees including taxes and boarding/loading procedures for passengers and cargo;
- Negotiate other facilitation measures regarding importing/exporting commodities, customs procedures, import taxes, etc. and advise all agencies and humanitarian bodies of local practices;
- Obtain and provide stock position data as required for the regional UNJLC stock database;
- Obtain and periodically update information on local warehouse capacity, including that of Agencies and other humanitarian organisations. In case of shortages, propose sharing formulas;
- *Verify contracts and conditions for warehouse space and equipment and recommend actions to hire local labour as necessary. Discuss procurement procedures for obtaining local supplies;*
- Conduct assessment of port, railroad and storage facilities in local area. Recommend any necessary repairs and improvements;
- Conduct assessment of airfields as requested by the Core UNJLC;
- *Report regularly to the Core UNJLC using format at FOM 5.3.10. The frequency of these reports will be determined by Core UNJLC.;*
- Manage the JLC satellite office, supervise local staff and perform all necessary administrative and financial duties;
- Maintain accurate record of all expenditure;
- Liaise closely with adjacent Satellite JLCs;
- Liaise with UNJLC appointed CMCoord officers and CMCoord (or CIMIC) staffs of local military authorities;



- Perform other duties as required.

POST TITLE: CM Coord Officer

The CMCoord officer will report to the Core UNJLC in Rome and will coordinate all actions with the relevant Resident Representative and the United Nations Country Team (UNCT). In his/her capacity as coordinating body between humanitarian and military authorities, the CMCoord officer will:

- Establish and maintain contact with civilian humanitarian actors in the designated area of responsibility and serve as an information channel for bringing their concerns to the attention of the military authorities;
- Establish and maintain contact with appropriate military counterparts and ensure mutual exchange of information on relevant humanitarian logistics issues;
- Advise local military authorities on humanitarian co-ordination mechanisms;
- Advise and support UN security personnel on security issues related to planning of logistics movements;
- Establish (if appropriate) an information exchange forum for stakeholders and interested parties in civil-military relations;
- On request of the Core UNJLC, forward Requests for Information (RFI) to the relevant military authorities and pursue the compliance with these requests;
- Obtain information of military authorities on actions which could endanger or constrain humanitarian logistics operations;
- Provide inputs to Civil/Military logistics-related activities for publication in the UNJLC Bulletin;
- Participate in and report on local meetings pertinent to Civil/Military relations;
- Undertake any other tasks requiring inter-action between civilian and military actors in the area of responsibility.