Pacific Humanitarian Team

Emergency Preparedness & Response Plan

A guide to inter-agency humanitarian action in the Pacific

Acronyms

3W	Who What Where
ABM	Anglican Board of Mission – Australia
ADB	Asian Development Bank
ADRA	Adventist Development and Relief Agency
APDRF	Asia Pacific Disaster Response Fund (ADB)
AusAid	Australian Aid program (now DFAT)
CERF	Central Emergency Relief Fund
CIMS	Coordinated Incident Management System
CLA	Cluster Lead Agency
DAEF	Disaster Assistance Emergency Fund
DFAT	Department of Foreign Affairs & Trade
DREF	Disaster Relief Emergency Fund
ECHO	European Community Humanitarian Organization
EPREP	Emergency Preparedness and Response Plan
ERC	Emergency Relief Coordinator (UN)
EU	European Union
FAO	Food and Agricultural Organization
FEMA	Federal Emergency Management Agency
FSM	Federated States of Micronesia
GBV	Gender based violence
HAP	Humanitarian Action Plan
HoO	Heads of Organizations
IASC	Inter-Agency Standing Committee
ICCG	Inter-Cluster Coordination Group
ICRC	International Committee of the Red Cross
IFRC	International Federation of the Red Cross and Red Crescent Societies
IM	Information Management
ISO	Initial Situation Overview
JICA	Japan International Cooperation Agency
JPO	Joint Presence Office (UN)
MHPSS	Mental Health and Psychosocial Support
MIRA	Multi-Cluster Initial Rapid Assessment
MoH	Ministry of Health
MPP	Minimum Preparedness Package
NDMO	National Disaster Management Office
NDC	National Disaster Committee
NFI	Non Food Item
NGO	Non-Governmental Organization
OCHA	Office for the Coordination of Humanitarian Affairs
OHCHR	Office of the High Commissioner for Human Rights
PDA	Preliminary Damage Assessment
PDNA-RF	Post Disaster Needs Analysis and Recovery Framework
PHT	Pacific Humanitarian Team
PIC	Pacific Island Country
PIWG	Public Information Working Group
PSD	Preliminary Scenario Definition
RMI	Republic of the Marshall Islands
RNA	Rapid Needs Assessment
ROP	Regional Office for the Pacific (OCHA)
Sitrep	Situation Report
SOP	Standard Operating Procedure
SOPAC	Applied Geoscience and Technology Division of SPC
SPC	Secretariat of the Pacific Community
TOR	Terms of Reference
UN	United Nations
UNDAC	UN Disaster Assessment and Coordination
UNDP	UN Development Programme
UNDSS	UN Department of Safety and Security
UNEP	UN Environmental Programme
UNFPA	UN Population Fund
UNICEF	UN Children's Fund
UNISDR	UN Office for Disaster Risk Reduction
UNMCT	UN Multi-Country Team
UN RC	UN Resident Coordinator
USAID/OFDA	United States Agency for International Development
WASH	Water, Sanitation and Hygiene
WFP	World Food Programme
WHO	World Health Organization
WVI	World Vision International

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INTRODUCTION

Introduction

What is the purpose of this plan?

The *Emergency Preparedness and Response Plan,* or the EPREP, is designed to guide inter-agency humanitarian action in the Pacific, and consolidates information on the humanitarian architecture, tools and services of the Pacific Humanitarian Team (PHT).

The objective of the EPREP is to define the coordination mechanisms of the PHT (at various levels of response) and the relevant Government institutions for emergency preparedness and response. Furthermore, its objective is to outline the mechanisms through which PHT members can link to Government structures to ensure the most effective and efficient means of coordination and information sharing during an emergency.

The EPREP aims to prepare humanitarian stakeholders to provide more efficient and effective support to Pacific Island Governments before, during and after an emergency response to minimise the humanitarian consequences of disasters.

The EPREP, in particular the cluster plans, provide the roadmap through which future collaborative humanitarian action will be carried out in the region.

Who is this plan for?

The target audience for this document is all humanitarian stakeholders in the region, notably regional, national and local NGOs, UN agencies, National Disaster Management Offices (NDMOs), donors and the International Federation of Red Cross and Red Crescent Societies (IFRC).

This guide is also a reference document for line ministries involved in disaster response and disaster response preparedness.

What is the scope of this plan?

The EPREP covers disaster response and disaster response preparedness.

Disaster response is defined as the provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected.

Disaster response preparedness is defined as pre-disaster activities that are undertaken to minimize loss of life, injury and property damage in a disaster, and to ensure that rescue, relief, rehabilitation and other services can be provided following a disaster. Preparedness for the first and immediate response is called 'emergency preparedness'.

The EPREP does not cover disaster mitigation activities.

How is the plan organized?

The EPREP is organised according to the disaster management cycle beginning with disaster response.

The reverse chronological order of the guide – response before response preparedness – is intentional. The EPREP is designed to be used as an action-oriented guide that can be quickly referred to during an emergency response. Less time-critical information on preparedness activities and background information are included in the later sections of the plan.
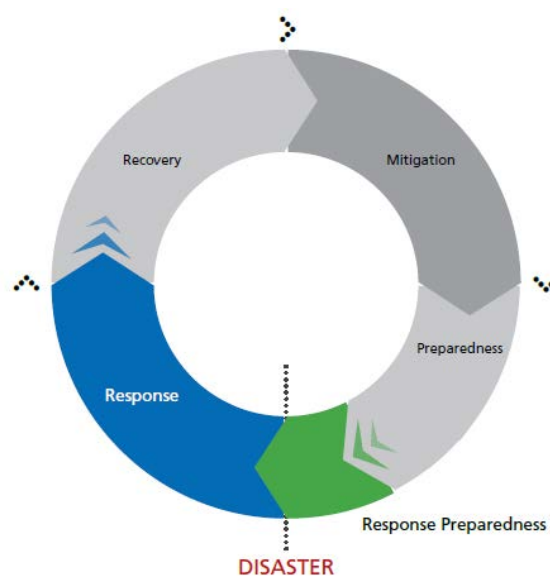
Section 1 covers immediate disaster response actions and activities

Section 2 covers disaster response tools and services

Section 3 covers early recovery and post disaster activities

Section 4 covers preparedness activities

Section 5 includes key background information

There are also annexes that contain key reference material.

How has the plan been developed?

The EPREP was based on outcomes of the five PHT Annual Regional Meetings held between 2008 and 2012. The EPREP is based on PHT member consensus built through commonly agreed PHT and cluster-specific terms of reference and IASC guidance. It is shared with all PHT partners to ensure a common understanding of general procedures, tools and services and roles and responsibilities in humanitarian action. The EPREP acts as a guide for effective humanitarian response to affected communities and builds upon lessons learned from previous emergencies.

When is the plan updated?

The EPREP is a living document and should be updated annually, following the annual PHT Regional Workshop. Lessons learned from PHT emergency response should also be reflected and included in the updates.

The EPREP is maintained and updated by the PHT Inter-Cluster Coordination Group (ICCG) and supported by the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) Regional Office for the Pacific (ROP.

If you identify any errors or omissions, or would like to contribute or update EPREP content, please contact OCHA ROP at ochapacific@un.org.

Where can I find a copy of the plan?

The plan is available on the PHT website at www.phtpacific.org.

Pacific Humanitarian Team member organizations and agencies

Hawaii (USA)
- APCS
- PDC
- Uni Hawaii
- US Center for Excellence in DM
- US PACOM

Samoa
- ADRA
- Caritas
- EU
- FAO
- FRC
- JICA
- NDMO
- Oxfam
- Peace Corps
- RRRT
- Red Cross
- SPREP
- SUNGO
- UN DSS
- UNDP MCO
- UN RCO
- UNESCO
- USP
- WHO

Cook Islands
- ADRA
- NDMO
- Red Cross
- UNDP
- USP

Tonga
- WHO
- ADRA
- AusAID
- JICA
- NDMO
- NCCA
- NCWC
- NZ Aid Prog
- Red Cross
- TWCCC
- UN Joint Presence

Niue
- NDMO

Tokelau
- NDMO
- NZ Aid Prog

Fiji
- ADRA
- ADB
- AusAID
- EU
- FIJI School of Medicine
- FSPI
- HfH-FIJI
- ICRC
- IFAD
- IFRC
- ILO
- IMF
- JICA
- NDMO
- NZ Aid Prog
- OCHA
- OHCHR
- Pacific Disability Forum
- PIFS
- RRRT
- Red Cross
- Save the Children
- SPC
- UN DSS
- UN ESCAP
- UN Habitat
- UN ISDR
- UN RCO
- UN Women
- UNAIDS
- UNCTAD
- UNDP GEF
- UNDP MCO
- UNDP PC
- UNFPA
- UNICEF
- UNODC
- UNV
- USP
- WHO
- World Bank

Tuvalu
- JICA
- NDMO
- Red Cross
- UN Joint Presence
- USP

Kiribati
- AusAID
- ILO
- NZ Aid Prog
- UN Women
- UNDP
- UNICEF
- WHO

Nauru
- NDMO
- UN Joint Presence

Marshall Islands
- IOM
- NDMO
- Red Cross
- UNFPA
- USAID

FSM
- IMF
- IOM
- Red Cross
- UNDP
- UNFPA
- UNICEF
- WHO

Vanuatu
- ACTIV
- ADRA
- AusAID
- CARE
- Caritas
- Pacific Disability Forum
- EU
- FSPV
- ILO
- JICA
- Live & Learn
- NDMO
- NCCA
- NZ Aid Prog
- Oxfam
- PCI DRR
- Peace Corps
- Red Cross
- Save the Children
- UN Women
- UNDP
- UNFPA
- UNICEF
- VANGO
- VSO
- VWC
- WHO
- World Vision

New Zealand
- ADRA
- Caritas
- CWS
- GNS Science
- HfH-NZL
- MCDEM
- NIWA
- NZ-CID
- NZL-DF
- Oxfam
- RedR
- Rotary
- Red Cross
- Save the Children
- ShelterBox
- SIDT
- TearFund
- UNICEF
- World Vision

Solomon Islands
- ADRA
- AusAID
- Caritas
- Christian Care
- EU
- JICA
- Live & Learn
- NDMO
- NCCA
- NZ Aid Prog
- Oxfam
- RAMSI
- RRRT
- Red Cross
- Save the Children
- UN Women
- UN DSS
- UNFPA
- UNICEF
- UNV
- WHO
- World Bank
- World Vision

Australia
- ACFID
- Act for Peace
- ActionAid
- ADF
- ADRA
- AusAID
- Bureau of Met'
- CARE
- Caritas
- Geoscience Australia
- IOM
- MSF
- NCCA
- Oxfam
- Plan
- RedR
- Red Cross
- Save the Children
- UNHCR
- World Bank
- World Vision

Palau
- Red Cross
- UN Joint Presence

SECTION 1

Immediate Disaster Response Actions & Activities

1   Immediate Disaster Response Actions & Activities

The first section of the EPREP focuses on inter-agency response actions immediately following a disaster.

The table below is to be used to guide coordinated inter-agency response within the first 72 hours following a disaster. Additional response actions relevant to level 1, 2 and 3 responses are detailed in subsequent tables. All inter-agency response actions should consider national capacity, existing coordination arrangements and in-country presence of international humanitarian actors.

Immediate Actions

No.	Action	Responsible	Timeframe	Location
1	Contact national government ■ Determine priority sectors or areas of activity for the emergency ■ Offer deployment ■ Discuss their plans for a preliminary situation overview (aerial reconnaissance etc.) Contact UN Joint Presence Office (JPO)	OCHA and cluster leads	Immediately	Regional
2	Brief UN RC on information available from NDMO, PHT partners, JPO etc.	OCHA	Immediately	Regional
3	Email update to PHT Heads of Organization (HoO) with available information	OCHA	<u>Update sent</u>: ASAP, within 2 hours	Regional
4	Brief UN RC on safety and security of UN staff	UNDSS	ASAP	Regional
5	Convene a meeting of the PHT HoO. The designated sector/cluster leads or nominees should be present at the meeting. Agencies will have an opportunity to share and receive the most up-to-date information about the situation on the ground in the affected country(ies). Decisions will be taken as to: ■ assessment(s) ■ regional or global activation of clusters ■ coordination structures, including operations centre (in capital city or in affected area(s)) ■ UNDAC deployment ■ triggering of relevant funding mechanisms ■ identification of potential humanitarian protection and/or violence issues ■ broad agreement on gender situation analysis and issues	UN RC / OCHA / with inputs from Clusters	<u>Meeting held</u>: ASAP, within 12 hours	Regional
6	Contact relevant national government ministries/agencies or non-governmental counterparts, detailing the type of immediate support that the PHT can provide ■ Liaise with government to ensure request for assistance is communicated to humanitarian community	OCHA, responding organizations and/or cluster leads	<u>Contact made</u>: Immediately after meeting	Regional

Subsequent actions will depend on the level of the response required, as outlined in 1.4 of this document.

1.1   Immediate response plan – Level 1 response – Small scale

The first table describes the characteristics of a level 1 response. It is followed by a list of inter-agency response actions typically undertaken during a level 1 response.

Description	Concept of operations	Examples
- Localized - One or few sectors/areas of activity are affected and priority needs - Government(s) affected is/are generally able to respond to the needs, but may request specialized assistance Generally sufficient stockpiles in country to address needs	- Individual agencies provide aid to affected area(s) via local networks - Coordination ensured through existing regional set-up or bilaterally with in-country partners - In-country organizations lead sectoral coordination	- Floods in Solomon Islands (Feb 2009) - Kiribati drought (Feb 2011) - Vanuatu flooding and landslides (Oct 2013) - Palau TC Haiyan (Nov 2013)

No.	Action	Responsible	Timeframe	Location
1-6	See immediate actions above			
7	Send consolidated update as needed	OCHA	Update sent: Following PHT HoO meeting	
8	Provide relevant baseline data to humanitarian community	OCHA	Data provided: Prior to national level coordination meeting	
9	Convene general national level coordination meeting to operationalize the response	NDMO with support from OCHA	Meeting held: Following PHT HoO meeting	Affected country

1.2 Immediate response plan – Level 2 response – Medium scale

The first table describes the characteristics of a level 2 response. It is followed by a list of inter-agency response actions typically undertaken during a level 2 response.

Description	Concept of operations	Examples
▪ Humanitarian needs are of a sufficiently large scale and complexity that significant external assistance and resources are required ▪ Multi-sectoral response is needed with the engagement of a wide range of international humanitarian actors ▪ Insufficient local stockpiles, but sufficient regional stockpiles ▪ Funding from regional partners sufficient	▪ Cluster approach may be rolled out in affected area(s) ▪ Regional cluster leads coordinate the sectoral response	▪ Fiji floods (Jan 2009) ▪ Tropical Cyclone Vania (Jan 2011) ▪ Tuvalu drought (Oct 2011) ▪ Tropical Cyclone Evan in Fiji (Dec 2012) ▪ Santa Cruz Islands Tsunami (2013) ▪ Marshall Islands drought (May 2013)

No.	Action	Responsible	Timeframe	Location
1-6	See immediate actions			
7	If needed, immediately send an official letter to UN Emergency Relief Coordinator (ERC) requesting endorsement within 24 hours from the full Inter-Agency Standing Committee (IASC) at the global level of activation of relevant clusters	UN RC	Letter sent: immediately after PHT HoO meeting	Regional
8	If needed, request UNDAC deployment	OCHA	Request made: immediately after PHT HoO meeting	Regional
9	Provide relevant baseline data to humanitarian community	OCHA	Data provided: Prior to ICCG meeting	Regional
10	Convene a regional ICCG meeting with relevant sector/cluster leads to: ▪ discuss coordinated approach ▪ outline priority needs ▪ detail immediate response plans ▪ agree on assessment mechanism, notably joint rapid needs assessment	OCHA	Meeting held: ASAP following PHT HoO meeting Subsequent meetings held: as needed	Regional Affected country
11	Distribute first inter-agency situation report	OCHA	Situation report (Sitrep) circulated: within 24 hours Subsequent sitreps circulated: daily until needed	Regional
12	Issue first inter-agency press release	UN RC's Office and OCHA	Press release sent: within 72hours Subsequent press releases circulated: as needed	Regional
13	Travel to field	Responding organizations	Arrive to field: within 24 hours	Affected country
14	Set up operations centre with in-country cluster leads and national coordination structures	OCHA	Operations centre set up: within 48 hours	Affected country
15	Initiate Initial Rapid Assessment (IRA) (Reference IASC MIRA and coordinated needs assessment guidelines)	NDMO with in-country humanitarian organizations & OCHA support	IRA completed: within 72hours	Affected country

No.	Action	Responsible	Timeframe	Location
16	Prepare Preliminary Scenario Definition (PSD) and circulate to NDMO, PHT and other relevant in-country actors.	NDMO with in-country humanitarian organizations & OCHA support	<u>Report distributed</u>: within 2 days after end of RNA	Affected country
17	Prepare summary of immediately available resources (human, financial, material) to share with clusters (or OCHA if not sector-specific)	Responding organizations	<u>List of resources submitted</u>: prior to second cluster meeting	Affected country
18	Convene relevant cluster meetings with partners interested and/or able to respond to needs in affected area(s) to: ▪ develop cluster response plan ▪ agree on who will do what and where (3W)	Cluster leads	<u>First meeting held</u>: upon receipt of RNA <u>Subsequent meetings held</u>: as needed	Affected country
19	Share cluster response plans with OCHA	Cluster leads		Affected country
20	Convene ICCG meeting in affected country	OCHA	<u>First meeting held</u>: A	Affected country
21	Prepare a HAP	OCHA with input from cluster leads	<u>Appeal distributed to donors</u>: within 72 hours	Affected country

1.3   Immediate response plan – Level 3 response – Large scale

The first table describes the characteristics of a level 3 response. A level 3 emergency is defined based on five criteria of scale, complexity, urgency, capacity and reputational risk[1]. It is followed by a list of inter-agency response actions typically undertaken during a level 3 response.

Description	Concept of operations	Examples
▪ Multiple locations/islands affected ▪ Humanitarian needs are of a sufficiently large scale and complexity that significant external assistance and resources are required ▪ Multi-sectoral response is needed with the engagement of a wide range of international humanitarian actors ▪ Insufficient regional stockpiles ▪ Insufficient funding available in region	▪ Cluster approach is rolled out in affected area(s) ▪ Global clusters provide support ie. deploy extra personnel, funding	▪ Samoa earthquake and tsunami (Sept 2009)

No.	Action	Responsible	Timeframe	Location
1-6	See immediate actions above			
7	Immediately send an official letter to UN ERC requesting endorsement within 24 hours from the full IASC at the global level of activation of relevant clusters.	UN RC	Letter sent: immediately after PHT-HoO meeting	Regional
8	Request UNDAC deployment	OCHA	Request made: immediately after PHT-HoO meeting	Regional
9	Provide relevant baseline data to humanitarian community	OCHA	Data provided: Prior to ICCG meeting	Regional
10	Convene a regional ICCG meeting with relevant sector/cluster leads to: ▪ discuss coordinated approach ▪ outline priority needs ▪ detail immediate response plans ▪ agree on assessment mechanism, notably joint Rapid Needs Assessment (RNA)	OCHA	Meeting held: ASAP following PHT-HoO meeting Subsequent meetings held: as needed	Regional Affected country
11	Distribute first consolidated inter-agency situation report	OCHA	Sitrep circulated: within 24 hours Subsequent sitreps circulated: daily until needed	Regional
12	Issue first coordinated inter-agency press release	UN RCO and OCHA	Press release sent: within 24 hours Subsequent press releases circulated: as needed	Regional
13	Travel to field	Responding organizations	Arrive to field: within 24 hours	Affected country
14	Brief national government counterparts on cluster mechanism and introduce PHT cluster leads	OCHA and cluster leads	Immediately upon arrival in country	Affected country
15	Set up operations centre with in-country cluster leads and national coordination structures	OCHA	Operations centre set up: within 48 hours	Affected country

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[1] A level 3 emergency is defined by the IASC as a major sudden-onset humanitarian crisis triggered by a natural disaster or conflict which requires system-wide mobilization or 'L3 activation' to ensure a more effective response to humanitarian need. This exceptional measure will only be applied for exceptional circumstances where the gravity justifies mobilization beyond normally expected levels, while recognising the complementarity of humanitarian systems.

16	Initiate initial rapid assessment (IRA) (Reference IASC MIRA and coordinated needs assessment guidelines)	NDMO with in-country humanitarian organizations & OCHA support	IRA completed: within 72 hours	Affected country
17	Prepare consolidated assessment report and circulate to NDMO, PHT and other relevant in-country actors	NDMO with in-country humanitarian organizations & OCHA support	Report distributed: within 2 days after end of RNA	Affected country
18	Prepare summary of immediately available resources (human, financial, material) to share with clusters (or OCHA if not sector-specific)	Responding organizations	List of resources submitted: prior to second cluster meeting	Affected country
19	Convene relevant cluster meetings with partners interested and/or able to respond to needs in affected area(s) to: • develop cluster response plan • agree on who will do what and where (3W) Hold subsequent meetings to consolidate information (3Ws), analyse gaps and material assistance flow	Cluster leads	First meeting held: upon receipt of RNA Subsequent meetings held: as needed	Affected country
20	Share cluster response plans with OCHA	Cluster leads		Affected country
21	Convene ICCG meeting in affected country	OCHA	First meeting held: following cluster meetings	Affected country
22	Prepare a consolidate response plan	OCHA with input from cluster leads	Appeal distributed to donors: within 72 hours	Affected country

In the event of a rapid on-set natural disaster affecting multiple (island/country) locations at once, relevant PHT clusters will be mobilized at the national level with a representative from the cluster lead agency deployed to each affected country and/or island. In countries where multiple clusters have been rolled out, the PHT-ICCG will relocate to the affected countries, with OCHA leadership and/or UNDAC. If multiple countries have been affected, the PHT-HoO Group will remain at the regional level and meet as needed to provide strategic guidance and leadership for the emergency response.

1.4   Tools and services by scale of disaster

The table shows what tools and services may typically be offered to affected governments based on the scale of disaster.

	Small (level 1)	Medium (level 2)	Large (level 3)
Emergency coordination	• UN JPO convenes donor meeting. • OCHA staff deployment • Cluster specialist deployment e.g. WASH specialist	• UN JPO convene donor meeting with or without OCHA support • OCHA staff deployment • PHT Cluster(s) mobilised • UNDAC	• OCHA staff deployment • PHT Clusters • UN RC • UNDAC • International clusters deploy resources to support PHT
Communications and reporting	• JPO liaise and provide updates • OCHA brief	• Inter-agency Sitrep • HAP • Inter-agency press release	• Inter-agency Sitrep • HAP • Inter-agency press release
Information management and assessments	• OCHA IM deployment support to national assessment	• MIRA • PDNA-RF • OCHA IM deployment	• MIRA • PDNA-RF • OCHA IM deployment
Financial mobilization	• OCHA assistance to mobilise regional funds	• Humanitarian Action Plan • OCHA Emergency Cash Grant	• Humanitarian Action Plan or UN Flash Appeal if needed • CERF • ADB

1.5   Timeline of tools and services

The diagram below shows a timeline view of when tools and services are generally triggered during an emergency response.

| 12 Hours | 24 | 36 | 48 | 60 | 72 | 1 week | 2-3 weeks | 4-6 weeks |

- Declaration of emergency by affected Government
- Request for and acceptance of international assistance
- Potential deployment of PHT Clusters and OCHA
- Potential deployment of UNDAC
- Inter-agency Sitrep
- Inter-agency press release

- Preliminary scenario definition completed
- Cluster response planning initiated
- Inter-agency response plan (draft HAP)

- Inter-agency response plan (HAP)
- Emergency Cash Grant funds disbursed within 10 days

- UNDAC team exit after 3 weeks

- Revised HAP

1.6   Request for international assistance

The first responders in any emergency are disaster-affected people and their Governments. The key objective of international humanitarian action is to support national efforts in protecting the lives, livelihoods and dignity of people in need.

International assistance can be mobilized when a request is made by the affected government.

In the event of a disaster, the UN RC will contact the Government within 24 hours of the disaster to make an offer of international assistance. The Government may request, welcome or decline international assistance.

If the Government *requests* or welcomes assistance, the UN RC will outline support options available, request approval for humanitarian workers' entry into the country and request UNDAC and PHT standby.

If the Government *declines* international assistance, but assistance is nonetheless required, the RC may urge in-country humanitarian actors to increase their capacity to respond[2].

The UN RC will communicate the Government's decision to all PHT partners and provide advice on any recommended actions.

A generic letter of offer of PHT support and assistance is available should the RC/OCHA not be able to reach authorities immediately following a disaster. The letter highlights the range of assistance and support services PHT can potentially provide to affected populations based on existing capacities and past experience.

> **Resolution 46/182**
>
> '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.'
>
> Extract: UN General Assembly resolution 46/182 defines the role of the UN in coordinating humanitarian assistance when a Government requests external support.

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[2] IASC Handbook for RCs and HCs on Emergency Preparedness and Response, p27

SECTION 2

Disaster Response Tools & Services

2   Disaster Response Tools & Services

The second section of the EPREP focuses on providing information to support effective inter-agency coordination during a disaster response.

2.1   Inter-agency situation report

Inter-agency situation reports, or Sitreps, support the coordination of humanitarian response in an emergency. They are used to help actors directly involved in the humanitarian emergency to understand what each of them is working on and to inform the wider humanitarian community about developments in the field.

Inter-agency situation reports provide a snapshot of the situation, current needs, response (including government) and gaps in a given emergency by cluster/sector. The reports are prepared by OCHA Pacific and are issued based on cluster inputs reported through the relevant Cluster Coordinator. Individual agencies, through the Cluster Coordinator, should provide information on what aid has been distributed and where, any assessment information, trends being noticed and issues being faced.
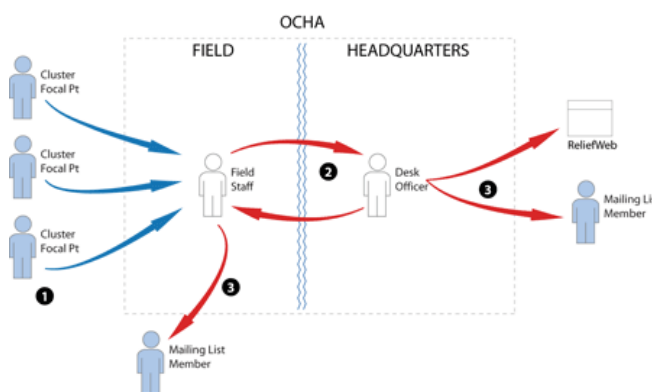

Diagram 1: Information flow used to prepare an inter-agency situation report

The first Inter-agency situation report should be issued within 24 hours of an emergency. In the initial phase of the emergency, a situation report should be issued every day. As the situation becomes more stable and the information changes less frequently, reporting should move to every second or third day and eventually weekly.

Go to Annex 4 to see the Inter-agency situation report template.

Prepared by: OCHA Pacific
Contributors: All PHT partner organizations via respective cluster coordinators
When: Issued by OCHA Pacific within 24 hours of a significant emergency

2.2   Humanitarian Action Plan

A Humanitarian Action Plan is used in disasters when a coordinated response is required beyond the capacity of the Pacific Island government plus any single agency. It is a humanitarian response strategy that requires a coordinated response and addresses acute needs for a common planning horizon, normally up to three months. It outlines specific cluster/sector response plans and activities, roles and responsibilities and funding requirements. The HAP aims to facilitate coordination of the humanitarian response by documenting the response plan and identifying gaps/requirements for the response.

It is prepared within the first five to 10 days following a disaster with input from clusters, local partners, government and donors based on available information and reasonable inference. After a rapid first edition is produced, the HAP can be revised as more information emerges. A general revision, can take place about a month after the initial HAP is produced, to incorporate more complete information, such as in-depth assessments and more clearly defined early recovery projects.

The HAP should be Government-led, where possible. Otherwise, OCHA is responsible for initiating and consolidating the plan. Cluster lead agencies play a crucial role to consult with their members, gather relevant information and prioritize activities in their clusters.

The plan should analyse the situation of men, women, girls and boys, and include violence prevention and humanitarian protection needs. It should also cover the IASC cross-cutting issues of accountability to affected people, age, environment, gender, HIV/Aids, mental health and psycho social support.

Go to Annex 5 to see the HAP template and HAP guidance note for PHT response

Prepared by: Affected Government and/or OCHA Pacific
Contributors: All PHT partner organizations via cluster coordinator
When: 2-5 days following a significant emergency

2.3   Financial resource mobilization

Following disasters in the Pacific, typically the availability of international funding is usually not an immediate concern because events are relatively small-scale and regional donor partners (e.g. Australia, European Union, Japan, New Zealand and the United States) are very responsive in terms of funding and in-kind support. In the first instance, partner resources in the region will be sought. If additional funds are required funds may be made available via an Emergency Cash Grant or other funding mechanisms.

Partner resources

Financial resources available in the region and time needed for deployment (last updated December 2010).

Agency	Fund Name	Days required for mobilization (in order of time)	Financial Resources (Max. amount)	Usage (e.g. logistics, food, coordination)
ABM		24 hours	$A 50,000	
ADB	APDRF			Immediate expenses to restore lifesaving services
ADRA		24 hours	$US 100,000	
AusAID		3-7 days	Case by case basis	
EU				
IFRC		To be confirmed	Disaster Relief Emergency Fund (DREF)	
JICA				
NZAID		24 hours	Based on need	
NZ Red Cross		Immediately	$NZ 250,000	
OCHA	Emergency Cash Grant	As soon as requested	$US 100,000	Purchase of disaster assistance items, and/or logistics of distribution
Oxfam		Immediately	$A 500,000 (to be confirmed)	
Save the Children		3-7 days	$US 100,000	
UNDP		1-2 weeks	$US 100,000	
UNFPA		24 hours	$US 50,000 to 100,000	
UNICEF		24 hours	$US 500,000	
WFP		48 hours	$US 500,000	
WHO		Depends	$US 100,000	
World Vision		24 hours (Pacific), 3 days (Asia Pacific)	$US 25,000 (Pacific), $US 500,000 (Asia Pacific)	

Emergency Cash Grant

The OCHA Emergency Cash Grant is an emergency relief grant that can be quickly dispersed in a sudden-onset disaster. The amount per allocation cannot exceed $US 100,000, although more than one allocation can be made per emergency.

Funds are disbursed within 10 days and can be useful in funding specific, immediate, life-saving activities such as local procurement, logistics support and/or transporting relief items. Emergency cash grants are usually received by the UN RC. The UN RC may spend the funds directly or seek OCHA's approval for their transfer to national authorities or NGOs.

Asia Pacific Disaster Response Fund (APDRF)

The Asia Pacific Disaster Response Fund (APDRF) is a special fund designed to provide grants to developing member countries impacted by a major natural disaster. The APDRF provides quick-dispersing grants to assist member countries in meeting immediate expenses to restore life-saving services to affected people following a declared disaster and in augmenting aid provided by other donors in times of natural crisis. The fund is supported by the Asian Development Bank (ADB).

Assistance may be granted when the following emergency conditions are met:

- A natural disaster has occurred
- A statement of national emergency has been officially declared by the Government
- The UN RC has confirmed the scale and implications of the disaster and has indicated the general amount of funding that would be required to assist in alleviating the situation.

Resource Mobilization for the Republic of the Marshall Islands and the Federated States of Micronesia

A specific mechanism exists in the Federated States of Micronesia (FSM) and the Republic of the Marshall Islands (RMI) in terms of resource mobilization in line with the recently amended Compact of Free Association with the United States and the role of USAID and FEMA (the US Federal Emergency Management Agency). In November 2008, an amended Article X came into force. The modified agreements establish a Disaster Assistance Emergency Fund (DAEF), with an annual deposit of $US 200,000 by the Governments of RMI and FSM, to be matched by a contribution of the same amount by the US Government, starting in 2005 and ending with a contribution in 2023.

To request assistance from USAID, the Governments of RMI and FSM need to undertake certain actions, including:

- an official declaration by the President of RMI and FSM of a national state of emergency
- acknowledgment that the disaster is beyond the capacity of the government to respond, including the resources available in the DAEF; and
- a request for international assistance through the UN.

If these criteria are met, USAID may provide initial assistance of $US 50,000 for immediate relief. Should the emergency require greater response, needing more resources than those available through the DAEF, the international community and USAID combined, the Presidents of RMI and FSM may request to FEMA that the US President declare a state of emergency. FEMA/USAID will undertake a Preliminary Damage Assessment (PDA) to determine the required assistance.

Following a Presidential disaster declaration, USAID will implement the relief and reconstruction activities in accordance with a relief and reconstruction plan to be developed by the US Government in consultation with the national government. The funding will be provided by FEMA, which will remain available as a "safety net" of last resort.

2.4   Coordinated needs assessment

A coordinated needs assessment is planned and carried out in partnership by humanitarian actors, in order to document the impact of a particular crisis and to identify the needs of affected populations. Credible and accurate assessment results form the basis for needs-based strategic planning and system-wide monitoring. Assessment teams should include both male and female personnel.

International IASC guidance on coordinated needs assessment can be used to guide how coordinated needs assessment takes place in the Pacific.

This IASC guidance includes:

- Operational Guidance on Coordinated Assessments in Humanitarian Crises which promotes a shared vision of how to plan and carry out coordinated assessments, and use the results to support humanitarian decision-making.

- Multi-cluster/sector Initial Rapid Assessment manual which outlines an approach to undertaking a joint multi-sector assessment in the earliest days of a crisis or change in the context, and guides subsequent in-depth sectoral assessments.

To better coordinate assessment and response, minimize duplication, avoid assessment fatigue, and fully utilize available information, humanitarian partners have agreed on the following procedures to assess the needs of affected people following an emergency in the Pacific:

1. Within 24 hours after the emergency, Government should carry out a Preliminary Scenario Definition (PSD), sometimes referred to as Initial Situation Overview (ISO). Red Cross national societies and the volunteer networks often produce early preliminary situation overviews.

    OCHA will contact the Government to ask about their assessment plan and encourage involvement of in-country PHT partners in all the assessments. In order for pooled funding (e.g. CERF) to be disbursed, the assessments need to be joint. If donors provide assets for an assessment, they should also encourage Government to invite humanitarian partners. Information from this assessment should be made available for the first PHT HoO meeting where decisions will be made as to the international humanitarian response.

2. Government (with PHT/OCHA support if needed) should subsequently conduct a joint multi-sectoral initial rapid assessment within 48-72 hours after the emergency including in-country cluster partners.

    PHT members will determine if the assessment is likely to provide the required age, sex and geographically disaggregated information in time for early decision-making or not. If not, the PHT will determine whether extra PHT support (e.g. ICT equipment, transport, funding, staff, expertise, etc.) is needed to ensure that necessary information is produced in time. If this is not possible, PHT, in consultation with NDMO and the National Red Cross Society should consider conducting a separate rapid assessment. Careful consideration should be given to the latter option, as preparations could take time and affected communities may have already been visited several times by different assessment teams.[3]

3. Detailed joint inter-agency sectoral assessments should take place within one month following an emergency.

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[3] Guiding principles for effective assessments: Composition of assessment teams should include men and women from the affected area. In order to be useful, information on needs must be collected in a way that can subsequently be disaggregated by sex, age, and geographical location.

Assessing needs following an emergency in RMI and FSM

If the United States President declares a State of Emergency for RMI or FSM, a "hybrid" FEMA/USAID/Government assessment team will carry out a Preliminary Damage Assessment (PDA). Because of FEMA regulations the mobilization of such a team follows specific guidelines and the assessment report cannot be shared with other stakeholders outside of the US Government.

It is therefore important that other international actors work early on and closely with RMI and FSM Governments and IOM, which has presence in FSM and RMI as the USAID implementing partner, and can act as the linkage with the wider humanitarian community so that there is no duplication of efforts.

## 2.5   Multi-cluster Initial Rapid Assessment

The Multi-cluster Initial Rapid Assessment (MIRA) is a multi-sector assessment methodology designed to identify strategic humanitarian priorities during the first weeks following an emergency. It aims to provide fundamental information on the needs of affected people and the priorities for international support. It enables all humanitarian actors to have a common understanding of the situation and its likely evolution and to agree on strategies.

The MIRA should be carried out under the leadership of the UN RC and, where possible, led by Government. The MIRA should be conducted by a team of emergency specialists, including assessment and sectoral specialists, drawn from Government and the various clusters/sectors present in the country to ensure that local knowledge is included in the findings. Additional support from the PHT clusters may be required, depending on the scale of the emergency.

Based on its findings, humanitarian actors can develop a joint strategic plan, mobilize resources and monitor the situation and the response. However, the MIRA should not be expected to provide detailed information for the design of localized response projects.

The MIRA approach produces a preliminary scenario definition (PSD) within the first 72 hours following a disaster and a final report within two weeks. The MIRA can be used as a reference document to develop or strengthen SOPs on coordinated needs assessments at the national level.

Refer to the Multi-Cluster/Sector Initial Rapid Assessment Guide 2012 for more information on MIRA, including the PSD and MIRA report templates.
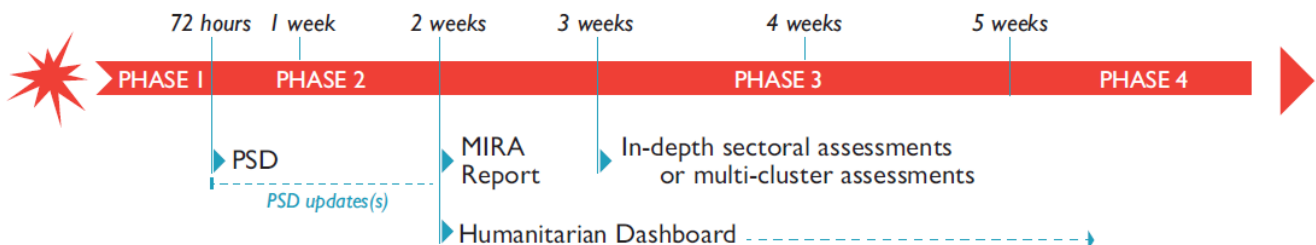
2.6   Public information and the media

All humanitarian responders should first refer to their own organizational standards on communicating with the media and public information. During an inter-agency response it is important that humanitarian responders work together to communicate effectively with the media and coordinate public information. This will ensure that the information provided to affected people and the general public is consistent, coherent and accurate.

Benefits of an inter-agency approach to communicating with the media may include:

- An improved ability to advocate for the needs of women, men, boys and girls affected by disasters
- An improved ability to communicate with disaster affected people
- Greater success in mobilizing appropriate resources from donors and the general public
- Improved knowledge and perceptions of the work and worth of the humanitarian community
- More effective response

To achieve the outcomes above, the following guiding principles have been agreed:

1. Ensure that all communication with the media draws information from the same source. This will help to achieve a consistency of messages.
2. Ensure that each person who is likely to undertake communication understands their role, responsibilities and authority. This will again help to ensure consistency of messages, and also help to avoid duplication.
3. Ensure that each person who is likely to communicate with the media is appropriately resourced. This will ensure that people have the skills and tools required to do their job.

Key actions during a response

1. PHT members, via cluster leads, submit information to OCHA for the consolidated situation report, including on what aid has been distributed/provided where; any assessment information; trends being noticed and issues being faced
2. All communications draw on the OCHA situation report for statistics relating to the disaster
3. Clusters work with the UN RC to develop key advocacy messages as the disaster breaks and all agencies base their communication on these messages
4. Key advocacy messages are reviewed regularly throughout the disaster and amended where necessary

Guiding principles

- Be factual, use verified facts, and follow agreed information sharing protocols. Do not speculate.
- Manage public panic by using similar messages
- Be innovative and understand the driving factor is usually solidarity
- Understand which partners will be tapping which networks (i.e. ADRA/WVI and the churches)

Key themes

- Whether or not there is a request for international assistance/emergency declaration
- Emphasize the lead is with the national government
- Articulate the damage/event details as far as known
- Use demographic information if available
- Assessments underway
- Provide advisory information, particularly around secondary hazards to affected people
- A statement as to "actions underway" ie. what the government/agency/NGO is doing – "we have plans in place, and are standing by ready to assist in X, Y, Z ways."
- Fundraising options – How you can help (and what not to do e.g. donate goods)
- Nominate a media spokesperson (pre-identified)
- Explain the coordination mechanism (with national government in the lead)
- Where to get additional information
- When the next update will be disseminated (and in what form)
- Indicate what PHT agencies are doing and what they plan to do
- Explain that the situation is being monitored
- All actions should be in line with national assistance
- Key messages should end with when next update of detailed information will be provided.

UNICEF key messages in a disaster
UNICEF has developed 10 key messages of important things to know to keep families and children safe in a disaster. The campaign has been rolled out in Fiji and includes a website, mobile application, posters and a pocket guide produced in English, Fijian and Hindustani. The campaign can also be replicated for roll-out to other Pacific Island countries. Further information is available at: www.getready.gov.fj

PHT website

The PHT website provides information specific to humanitarian responses in the region. It is a common platform for sharing and accessing up-to-date information in emergencies. The website includes a calendar of events, evaluations and lessons learned reports, cluster lead contacts and other information relevant to PHT members.

PHT members can upload documents to this site as well as provide information on events, including trainings and workshops taking place in the region. For assistance, please contact the OCHA ROP Public Information Officer at ochapacific@un.org.

The website can be accessed at www.phtpacific.org.

Pacific Disaster Net

Pacific Disaster Net (PDN) is an information portal for disaster risk management. The PDN was launched in 2008 to provide data and information on disaster risk management which is relevant to the needs of Pacific Island countries in terms of efforts to increase their safety and resilience to natural hazards. PDN is supported by the Applied Geoscience and Technology Division (SOPAC) of the Secretariat of the Pacific Community. Partners include the UN Pacific Centre, OCHA, IFRC and UN ISDR. In 2008, it was agreed between humanitarian actors that the PDN would be fully utilized as one of the key information management tools of PHT member organizations.[4]

The website can be accessed at www.pacificdisasternet.net.

Social media

Social media are the internet-based tools used to publish, share and discuss information. They include You Tube, Flickr, Twitter, Facebook and different crowd-sourcing platforms, such as Ushahidi. These tools provide a wealth of opportunities for communications, engagement and information sharing and are increasingly being used by disaster affected people during disasters.

Social media can be used to provide information to the public, including weather forecasts, evacuation warnings and emergency shelter locations. It can also be used to gather and share information in real-time.

During Tropical Cyclone Evan in 2012, Twitter and Facebook were used to share information about current conditions from the Government of Samoa and from affected people. Twitter also provided a quick and early source of information regarding damages and conditions at various evacuation centres.

While there may be some advantages in using social media during disasters, there may also be potential drawbacks. These include potential policy issues, privacy and security concerns, as well as outdated, inaccurate or false information. Social media is also not useful in disasters where there are prolonged power outages.

There are no inter-agency standards on the use of social media in disasters. Humanitarian responders should refer to their organizational policies on social media use in the first instance.

2.7   Communications with Communities

Communications with Communities (CwC) is an emerging field of humanitarian response that helps to meet the information and communications needs of people affected by crisis. CwC is based on the principle that information and communications are critical forms of aid, without which disaster survivors cannot access services or make the best decisions for themselves and their communities. People working on CwC help disaster survivors to access the information they need and communicate with people assisting them.

CwC is an operational field of work distinct from conventional public information/advocacy. Communication is a two-way process, and effective CwC strategies facilitate dialogue between survivors and responders, both local and international. CwC projects establish ways that disaster survivors can source the information they need and ensure their voices are heard by responding agencies. An example may be setting up a mobile radio station or interacting through social media.

The PHT is aiming to establish a CwC working group of communications professionals in government and responding agencies, as well as media representatives and telecommunications companies. The working group will work together in emergencies to support communication with affected people using existing and alternate in-country communication channels.

Infoasaid has some interesting resources (including an online e-learning course) on communicating with crisis-affected communities. These resources are available on their website www.infoasaid.org. Other interesting resources are available at Communicating with Disaster Affected Communities (CDAC) at www.cdacnetwork.org.

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[4] 2008 Inter-Agency Contingency Planning Report
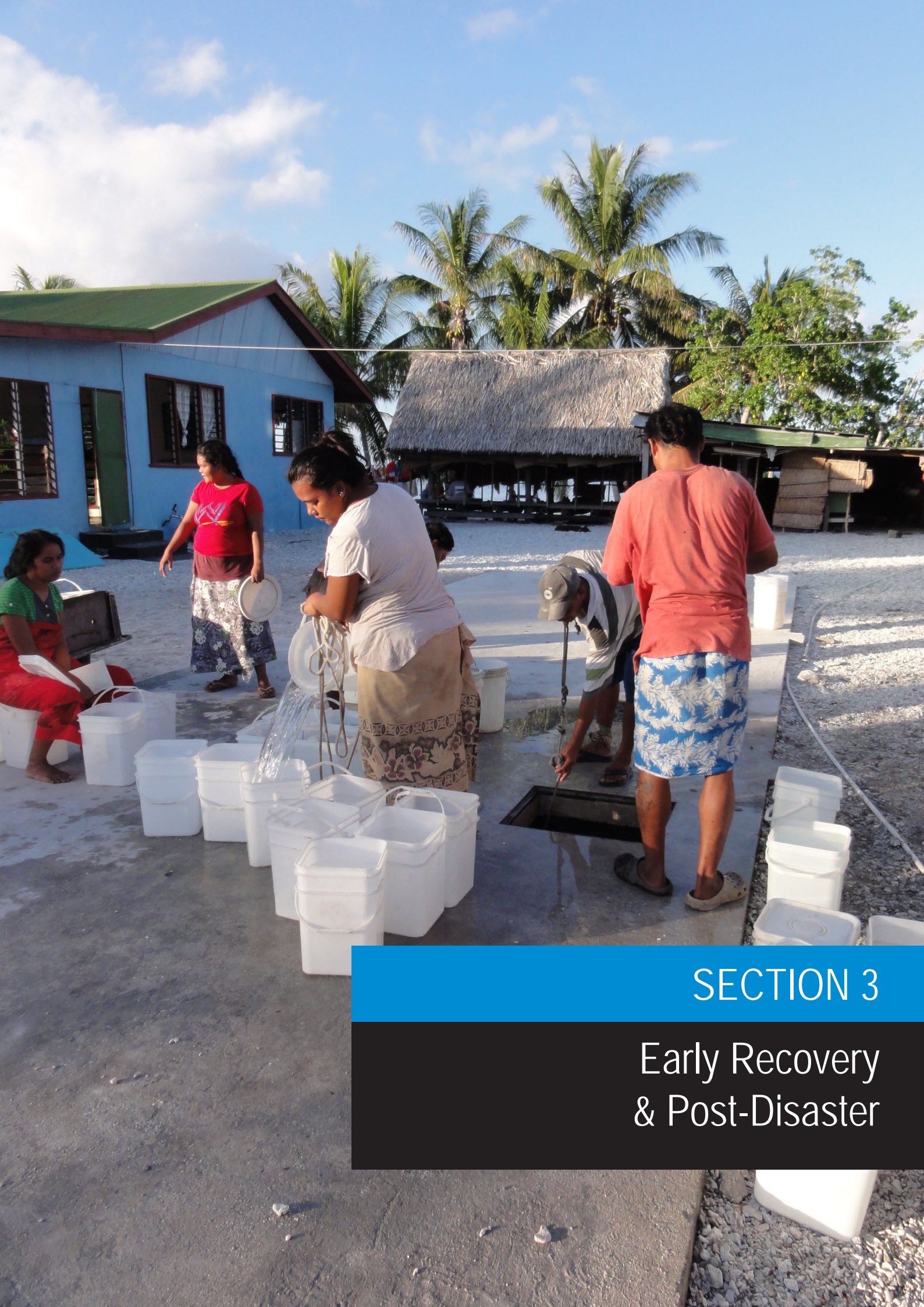
SECTION 3

Early Recovery & Post-Disaster

3 Early Recovery & Post-Disaster

The third section of the EPREP focuses on the actions and activities undertaken in the recovery phase following a disaster. Early recovery is the process following relief and leading into long-term recovery and is most effective if anticipated and facilitated from the very outset of a humanitarian response.

3.1 Early Recovery

Each cluster is responsible for integrating early recovery from the outset of the humanitarian response. The UN RC has the lead responsibility for ensuring early recovery issues are adequately addressed at country level, with the support of an Early Recovery Advisor. The Advisor works on inter-cluster early recovery issues for a more effective mainstreaming of early recovery across the clusters and to ensure that multidisciplinary issues, which cannot be tackled by individual clusters alone, are addressed through an Early Recovery Network. An Early Recovery Network addresses the multi-dimensional nature of early recovery by bringing together focal points from each of the clusters/sectors to work together on the integration, mainstreaming and coordination of early recovery issues and activities across all clusters/sectors.[5]

3.2 Post-Disaster Needs Assessment and Recovery Framework (PDNA-RF)

The Post-Disaster Needs Assessment and Recovery Framework (PDNA-RF) is a Government-led assessment exercise with integrated support from the UN, the European Commission, the World Bank and other national and international actors. It combines into a single consolidated report on the physical impacts of a disaster; the economic value of damage and loss; the human impacts as experienced by affected people; and the resulting early and long-term recovery needs.

The Recovery Framework is the principal output of a PDNA. It provides a basis for prioritization, design and implementation of a coherent set of recovery programmes.

A PDNA complements rather than duplicates initial rapid assessments conducted by humanitarian actors. It analyses these assessments to obtain recovery-related data.

3.3 Lessons Learned

The PHT can provide support to affected Governments to conduct inter-agency lessons learned following disasters. These inter-agency lessons learned workshops generally include the NDMO, responding government ministries, international and local NGOs, SPC, donor governments and UN agencies. These lessons learned are useful in improving communications between partners and identifying areas where further preparedness actions need to take place.

Additionally, the PHT-ICCG reflects on its own lessons learned on an annual basis. These lessons learned are generally captured by sector and include information such as problem/success, impact and recommendations. The lessons learned also capture performance issues based on the 12 cluster responsibilities detailed in the PHT cluster terms of reference.

These include:

- **Inclusive approach**: Ensure inclusion of key humanitarian partners for the cluster, respecting their respective mandates and program priorities.
- **Coordination mechanisms**: Establishment and maintenance of appropriate humanitarian coordination mechanisms. (Cluster meetings, etc.)
- **Coordination**: Coordination with national/local authorities, State institutions, local civil society and other relevant actors
- **Participatory and community-based approach**
- **Cross-cutting issues**: Attention to priority cross-cutting issues (gender, disabilities, HIV/AIDS, elderly etc.)
- **Assessment**: Needs assessment and analysis
- **Preparedness**: Emergency preparedness
- **Strategy development**: Planning and strategy development (cluster strategy, HAP, etc.)
- **Standards**: Application of standards
- **Information Management**
- **Advocacy and resource mobilization**
- **Training and Capacity building**

Lessons learned are also reported annually at the annual PHT Regional Workshop.

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[5] Reference Module for Cluster Coordination at the Country Level 2012, p10

SECTION 4

Preparedness

4 Preparedness

The fourth section of the EPREP outlines the key tools, activities and frameworks to guide a coordinated inter-agency approach to regional disaster response preparedness.

Disaster preparedness requires that actors-governments, humanitarian agencies, local civil society organizations, communities and individuals – have the capacities, relationships and knowledge to prepare for and respond effectively to disasters.

Before and during a response, they should start taking actions that will improve preparedness and reduce risks for the future.

4.1 Context analysis and risk assessment

The first step in preparedness is to assess the risks which all or part of a country's population face and which might impede, challenge or affect a humanitarian organization's capacity to provide assistance.

The following scenarios and planning assumptions were agreed by humanitarian partners at the first Regional Inter-Agency Contingency Planning Workshop in 2008.

Scenario

Seasonal predictions:

- Tropical cyclones
- Flooding
- Tsunami
- Drought

Planning assumption

For purposes of disaster preparedness and response planning, regional humanitarian partners agreed they would need to be prepared to support relief and recovery efforts for a *"most likely, worst case scenario"* in the Pacific. It was agreed that if regional humanitarian actors are well prepared to respond to such a scenario, they will be able to respond to majority of disasters that affect the Pacific.

Below are details of the *"most likely, worst case scenario"* of a **large-scale rapid on-set natural disaster/s that would affect a population of 30,000 people in multiple locations**. This assumption allows for common planning framework for PHT partners, recognizing that there are *potentially larger events* that would require response scale up with resources that are planned for at *global* (IASC) level.

	Main elements of most likely worst case scenario
Trigger	Rapid on-set natural disaster (e.g. tropical cyclone, flood, earthquake or tsunami)
Humanitarian consequences	Event has caused major disruptions to life and livelihoods: ■ Critical infrastructure and logistical facilities destroyed ■ Population displaced ■ Increased threat to vulnerable groups ■ Outbreak of communicable diseases ■ Disruption to education services ■ Reduced access to basic services
Affected people	30,000 or more people (women, men, boys, girls) or the majority of a population is affected
Location	Multiple countries or multiple remote islands within a country
Main actors available	National capacity to coordinate the response is limited; significant external assistance required
Constraining factors/gaps	These may include: ■ Insufficient funding ■ Insufficient regional human resources ■ Insufficient regional stockpiles

4.2 Minimum Preparedness Package (MPP)

The Minimum Preparedness Package (MPP) is a framework that includes a checklist of preparedness actions and end states, to provide a more coherent approach to preparedness and support to national disaster management authorities, UN RCs, and humanitarian teams.

Minimum Preparedness Actions (MPA) can be used to mainstream a minimal level of emergency preparedness across all potential responders in the region. MPAs are based on a multi-hazard approach and are not risk-specific.

End states at the country and regional levels include understanding of roles and responsibilities, an inclusive coordination structure, the ability to issue funding appeals at short notice and to produce key IM and reporting products based on sectoral inputs to support coordination, analysis and decision making.

The eight MPP positive response outcomes are:

1. Governments and humanitarian responders understand basic roles, responsibilities and capacities and can make appropriate use of PHT and other international response mechanisms.
2. Inclusive humanitarian coordination structures are established and functioning immediately following onset of an emergency.
3. Governments and humanitarian responders are able to initiate joint assessments and utilize the findings.
4. Inter-agency funding documents (e.g. HAP, Cash grants, Flash Appeal) are issued within 72 to 96 hours following onset of an emergency.
5. PIC governments and humanitarian responders have an agreed emergency communication strategy and are communicating with affected communities.
6. PIC governments and humanitarian responders are able to produce key information and reporting products to support coordination, analysis and decision-making (Situation reports, contact list, Preliminary Scenario Definitions, Humanitarian Action Plans).
7. Effective coordination exists between PIC governments, humanitarian responders, the military Domestic, FRANZ, US, etc.), civil society and others.
8. NDMO/NDC and humanitarian responders create an enabling environment for collective humanitarian response actions and agreement on triggers for accessing resources.

4.3 Disaster preparedness – strengthening capacity

PHT members, as a minimum commitment to collaboration, share information on their upcoming disaster preparedness trainings and workshops. Where possible, collaboration with other partners is encouraged to reduce duplication of training, different methodologies and workshop fatigue.

Coordinating the multiple capacity building and preparedness efforts in the region has proven to be a challenge that will require continued efforts by PHT partners. Currently there are a few tools being used to coordinate activities but with mixed results.

These include:

- SPC monthly calendar of DRM/CCA events (broader regional initiatives with some national specificity)
- PHT ICCG calendar of events (regional and some national preparedness for response initiatives – generally led by PHT cluster lead agencies)
- Various national planning calendars maintained by different partners in PICs

At present, PHT members are encouraged to provide information on events, including trainings and workshops taking place in the region on both the PHT and PDN websites.

> **Analysis of Disaster Response Training in the Pacific Island Region**
>
> A review of disaster response training in the region was commissioned by OCHA ROP in 2012. The primary aim of the analysis was to provide guidance for future disaster management training and capacity development initiatives by PICs, international and regional humanitarian and developmental organizations and donor partners.
>
> The report found that a more coordinated approach to disaster response training is needed to improve the effectiveness of disaster management in the Pacific Island region. This document can be used to initiate further collaborative action in this area.

4.4 Material resources (pre-positioned stocks)

Resource Area	Agency	Location	Items
Health and nutrition	UNICEF	Fiji, Vanuatu, Solomon Islands, Kiribati, Samoa	Emergency health kits, vaccines, vitamin A, shelter for mobile health team, tents for health staff and temporary clinics
	WHO	Brindisi, Dubai	Interagency emergency health kits
	WFP	Malaysia, Panama	Medical equipment
	UNFPA	Netherlands, Fiji	RH emergency kits
	Australian Red Cross	Brisbane and Kuala Lumpur	Vector control equipment for 1,000 families
WASH	NZ Red Cross	Auckland	Water container
	Australian Red Cross	Brisbane and Kuala Lumpur	Water container, treatment, distribution kits, sanitation equipment for 1,000 families
	UNICEF	Fiji, Vanuatu, Solomon Islands, Kiribati, Samoa	Water containers, water storage, purification sachets, water bladders
	NZAID	Auckland	Water containers
	OXFAM	Brisbane, PNG (Lae), Solomon Islands (Honiara and Gizo)	Watsan equipment
	JICA	Singapore, Frankfurt, Miami, Johannesburg	Water purifiers and generators, water tanks, jerry cans
	WFP	Malaysia, Panama	Water supply system, sanitation items
Camp Management & Emergency Shelter	NZ Red Cross	Auckland	Shelter
	Australian Red Cross	Brisbane and Kuala Lumpur	1000 shelter kits, mosquito nets
	UNICEF	Fiji, Vanuatu, Solomon Islands, Kiribati, Samoa	Tarps for temporary shelters
	Save the Children	West Timor	Shelters
	NZAID	Auckland	Tarps for temporary shelters, blanket, generators
	JICA	Singapore, Frankfurt, Miami, Johannesburg	Tents, sleeping mats, tarpaulins, blankets
	Oxfam	Brisbane, PNG (Lae), Solomon Islands (Honiara and Gizo)	Tarps
	WFP	Malaysia, Panama	Shelter
Logistics	UNICEF	Fiji, Vanuatu, Solomon Islands, Kiribati, Samoa	Outboard engine
	OCHA	UK, Sweden, Norway, Finland, Netherlands	IHP and equipment support module
	WFP	Malaysia, Panama	Transport, Warehousing
Emergency Telecom	UNICEF	Fiji, Vanuatu, Solomon Islands, Kiribati, Samoa	Mobile communication equipment
	NZ Red Cross		Telecom equipment
	WFP	Malaysia, Panama	Electricity devise, telecom

Resource Area	Agency	Location	Items
Food assistance	WFP	Malaysia, Panama	Food
NFI	NZ Red Cross	Auckland	Family kits, NFIs
	UNHCR	Several locations, not in the Pacific	NFIs
	OXFAM	Brisbane, PNG (Lae), Solomon Islands (Honiara and Gizo)	NFIs
	Save the Children	West Timor	NFIs
Education	UNICEF	Fiji, Vanuatu, Solomon Islands, Kiribati, Samoa	School in Box, ECCD kits
Protection	UNICEF		Recreational kits
	UNAIDS?		PEP kits?
	UNFPA		Dignity kits
Various	OCHA (UNHRD)	Brindisi	Emergency relief items (non-food, non-health) such as shelter, water equipment etc.
	Australia	Sydney and Brisbane	Emergency equipment

4.5 PHT surge capacity

PHT Cluster	Agency	Role	Days required for deployment
Health & Nutrition	WHO JICA/SDF Australian Red Cross World Vision ADRA Oxfam UN Women Save the Children UNICEF	Health emergency management Disease prevention/medicine MISP, safe motherhood, HIV Health/Nutrition/HIVAIDS	24 hours 24-48 hours 3 days 1-5 days or longer 2-5 days 4-7 days 7-14 days
WASH	RedR Australian Red Cross NZ Red Cross Oxfam World Vision Save the Children UNICEF		Standby 24-48 hours Less than 48 hours 1-5 days or longer 3 days 4-7 days 7-14 days
Camp Management & Emergency Shelter	RedR Australian RC UNHCR Save the Children Habitat for Humanity	 Shelter Shelter, CM, registration Shelter Shelter	Standby 24-48 hours 48 hours 4-7 days within 7 days
Protection	Protection Emergency Team (PET) roster (ref. Protection EPREP) and other stand-by emergency rosters (ProCap, RedR, etc.) Restoring Family Link (RFL) Specialist Pool (circa 65 staff from the ICRC and National Red Cross Societies worldwide)	Provide support to in-country protection response & coordination (incl. activation of national protection cluster) Emergency family tracing and reunification	PET deployed within 72 hours or ASAP after an emergency has occurred When RFL needs surpass existing national / regional capacities
Logistics	Australian Red Cross Oxfam World Vision RedR JICA/SDF (transport expert team) WFP		24-48 hours 3 days Stand by

PHT Cluster	Agency	Role	Days required for deployment
Information management	Australian Red Cross (assessment)		24-48 hours
	NZ Red Cross(assessment)		less than 48 hours
	World Vision (medical/communication)		3 days
	Oxfam (media)		1-5 days or longer
	OCHA and UNDAC		24 hours
	UNFPA (rapid assessment)		2-5 days
Emergency Telecom	WFP		48 hours
	NZ Red Cross		Less than 48 hours
	Oxfam		1-5 days or longer
Food assistance	WFP		48 hours
	Save the Children		4-7 days
Education	UNICEF		7-14 days
Coordination	UNICEF		7-14 days
	OCHA and UNDAC		24-48 hours
	UNDP		?
SAR	JICA		48 hours
	OCHA-INSARAG		Immediately (12hours)
Relief management	NZAID		6-48 hours
	World Vision		3 days
	ADRA		
	Oxfam		1-5 days or longer
	RedR		Stand by

4.6 Other preparedness actions

Actions required	Responsible	Timeframe
Monitoring of Early Warning indicators		
List of partner organizations (who, where and what) who can be mobilized in case of emergency, including gender experts and women's advocates	OCHA	
▪ Build, maintain and circulate contact details of key media targets to all PIOs ▪ Produce and circulate a "what to do and what not to do " media training one pager ▪ Agree on a set of generic holding statements for use when a disaster breaks ▪ Agree on and list key spokespeople at the Cluster and Agency level and clearly articulate guidelines for engagement with media.	PIWG	
Establish forums of local NGOs, women's organizations and representatives, and UN-agencies in the preparedness phase in countries with UN and NGOs presences	PHT	
Strengthen linkages with existing coordination mechanisms/groups at country level. In short, PHT and cluster approach needs to tailor its coordination mechanism according to different country contexts and presence of different non-government actors in country and its existing coordination mechanism.	PHT	
Nominate a focal point that can take the support role of the UN RC until UN RC/OCHA can take over the coordination role on ground, including initial information gathering, initial liaison and coordination with government and key actors.	UN agencies participating in UN Presences and Joint presences	
Stand by agreements to be prepared (Government, NGO's)		
Further dissemination on cluster approach and the PHT among government counterparts as well as UN and NGOs partners	OCHA	
Obtain baseline data for focus countries		
Develop and maintain baseline data methodology and standardized gender sensitive rapid needs assessment tools		
Undertake greater advocacy to ministries on early recovery	OCHA	
Provide gender analysis training to all actors	OCHA	
Establish gender networks to support and provide information/expertise to humanitarian actors	OCHA	
Health / Nutrition		
Develop and integrate rapid and standardized assessment tools with data from NDMOs	WHO	
WASH		
Prepare organizational preparedness plan		
Develop inventory of resources		
Establish inter-cluster coordination mechanism		

Actions required	Responsible	Timeframe
Shelter / Camp Management		
Map out lessons learned and conduct organizational analysis/capacity and gap analysis		
Discuss approach /strategy for addressing shelter and land allocation issues, exit strategy as well as rules of engagement with media		
Develop sectoral assessment tool		
Mainstream code of conduct		
Agree with governments on minimum standard of shelter		
Mapping actors, linkage with national NGO actors		
Identify pre-positioned stocks		
Logistics		
Map actors		
Establish inter-cluster information management mechanism		
Link up with governments, private sector and militaries		
Mainstream the global tools		
Work out possible stand-by agreements		
Support capacity building for civil-military cooperation	OCHA	
Information Management		
Develop standardized methodology and assessment format	OCHA	
Protection		
Map main protection issues		
Define key partnerships including governments		
Mainstream protection in all clusters		
Early Recovery		
Define overall coordination role		
Mainstream ER into all clusters		
Prepare templates for ER needs assessment as guidance		
Land issues		
Agree how to mainstream ER: ▪ Cluster concept: Representatives (heads) of each cluster to participate in ER cluster; ▪ Network concept: representatives from ER cluster attend all other clusters; ▪ Agent concept: identify representatives from all other clusters as a focal point for early recovery aspects		

SECTION 5

Background

5   Background

The fifth section of the EPREP provides important background and reference documents to inform coordinated inter-agency regional response.

5.1   Background and objectives

The PHT was established by humanitarian partners in the region at the First Regional Inter-Agency Contingency Planning workshop in 2008. At this time, it was agreed that the PHT was to comprise all disaster response actors in the region who play a regional role, as well as all the agencies participating in the workshop.[6]

The objective was to strengthen emergency preparedness and humanitarian assistance for the Pacific, in line with the international humanitarian reform processes of the Inter-Agency Standing Committee (IASC), specifically the cluster approach. The aim of the cluster approach is to strengthen humanitarian response by demanding high standards of predictability, accountability and partnership in all sectors or areas of activity.[7]

The basic idea of the cluster approach is to organize humanitarian actors into sectors or 'clusters' during disaster responses. Each cluster is then led by a designated lead agency which has a clear responsibility for overall coordination of that cluster as well as to act as 'provider of last resort'.[8]

At the 2008 workshop, humanitarian partners agreed to follow this model and established six clusters covering Health, WASH, Emergency Shelter, Information Management, Emergency Telecommunications and Early Recovery. Since this time, the PHT has evolved and now has seven clusters and one Early Recovery network.

The PHT coordination structure is represented in the diagram in section 5.5.

5.2   Brief history

2008	- PHT established at First Regional Inter-Agency Contingency Workshop - Six clusters formed (Health, WASH, Emergency Shelter, Protection, Information Management and Logistics)
2009	- Two additional clusters formed (Education and Early Recovery) - Information Management no longer recognized as a cluster - Inter-Agency Emergency Preparedness and Response Plan developed
2010	- Vanuatu Humanitarian Team formed - PHT Terms of Reference endorsed at the 3rd PHT Annual Regional Workshop - Three key coordination structures agreed (PHT Heads of Organization, PHT Inter-Cluster Coordination Group and PHT clusters)
2011	Food Security cluster formed
2012	- PHT website launched - PHT endorsed by IASC as part of the global cluster approach - Training Needs Analysis completed
2013	- Five-year PHT performance review completed - PHT strategy to be developed

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[6] The full list of participants is detailed in the 2008 Regional Inter-Agency Contingency Planning Workshop Report.

[7] IASC Guidance note on using the cluster approach to strengthen humanitarian response, 2006.

[8] According to the IASC definition 'Provider of last resort' means that the designated lead agency must be able to ensure the provision of services required to fulfil critical gaps as identified by the cluster where necessary, taking into consideration access, security and availability of funds.

5.3 Past disasters

Event	Country	Month
2008		
High sea swells	FSM, Marshall Islands and Solomon Islands	December
2009		
Floods	Fiji	January
Guadalcanal floods	Solomon Islands	February
Ambrym volcano and flood	Vanuatu	April
Earthquake and tsunami	Samoa and Tonga	September
Gaua volcano	Vanuatu	December
Tropical Cyclone Mick	Fiji	December
2010		
Tropical Cyclone Pat	Cook Islands	February
Tropical Cyclone Rene	Tonga	February
Tropical Cyclone Tomas	Fiji	March
Tropical Cyclone Ului	Solomon Islands	March
2011		
Tropical Cyclone Vania	Vanuatu	January
Tropical Cyclone Wilma	Tonga	February
Tropical Cyclone Atu	Vanuatu	February
Drought	Tuvalu	September
2012		
Floods	Fiji	January and March
Tropical Cyclone Jasmine	Vanuatu	February
Flash floods and landslides	Solomon Islands	June
Typhoon Bopha	Palau	December
Tropical Cyclone Evan	Samoa and Fiji	December
Tropical Cyclone Freda	Solomon Islands	December
2013		
Temotu Earthquake and Tsunami	Solomon Islands	February
Drought	Marshall Islands	April

5.4 Strategy – Position Statement

In 2012, a five-year performance review of the PHT was undertaken covering the period from 2008 to 2012. The review evaluated PHT performance based on PHT partner feedback provided in surveys and interviews in areas of accountability and leadership, cross-cutting issues, effectiveness and timeliness of responses, information management, inter-cluster coordination, monitoring and evaluation, national engagement, partnerships and training needs.

One of the key recommendations of the performance review was to define a strategy or approach to guide the PHT over the next three to five years. It recommended that the strategy confirm PHT objectives, roles and responsibilities, its role in preparedness, and how to best support Pacific Island countries with few international and national partners. This strategy should be realistic, guided by a recognition of what members can commit in terms of resources, and flexible to be continually improved to meet Pacific Island country priorities.

In 2013, the UN Resident Coordinator endorsed the establishment of a Strategic Advisory Group to lead the development of a PHT Position Statement to guide PHT priorities and activities over the next three to five years.

The Group includes representatives from NDMOs, UN agencies, international NGOs, SPC, IFRC and donor partners. Following consultations with the broader PHT membership, the Position Statement was tabled at the PHT Regional Workshop in October. Feedback was consolidated and the Position Statement was released in December 2013 to guide the PHT until 2020.

5.5 Coordination structure

The following diagram shows the PHT regional coordination structure and how it links to the IASC global coordination structure. The roles and responsibilities of each of these groups represented in the diagram at the regional level are detailed in section 5.9.
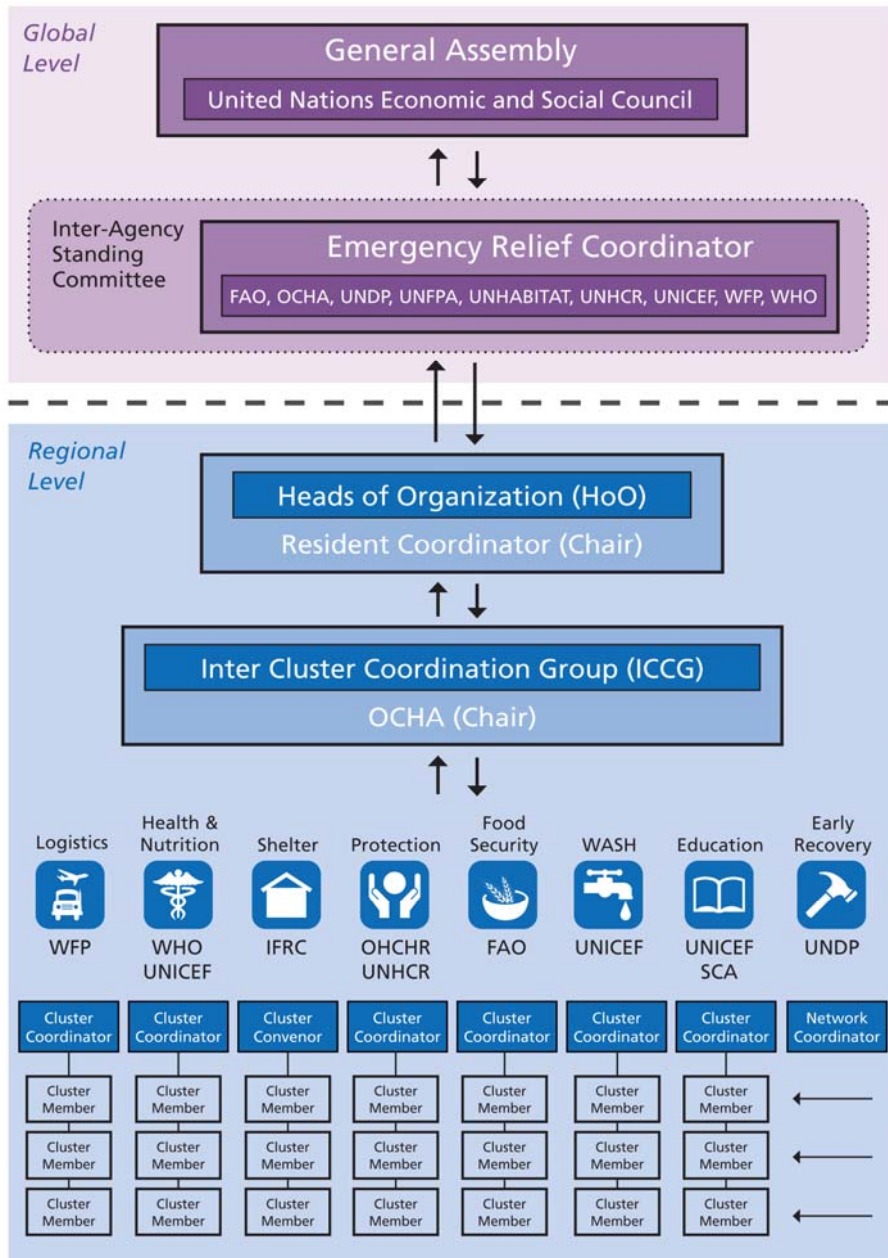
*Adapted from the IASC Handbook for RCs and HCs on Emergency Preparedness and Response, 2010

5.6 Coordination with national governments

The UN RC and OCHA are a Government's first point of contact within the international humanitarian system. The UN RC and OCHA interact with the Ministry of Foreign Affairs (MFA) in the affected countries. OCHA and the PHT-ICCG work with the NDMOs to provide support to government led emergency coordination, preparedness activities, and/or capacity building. Each of the clusters provides support to the relevant ministries.
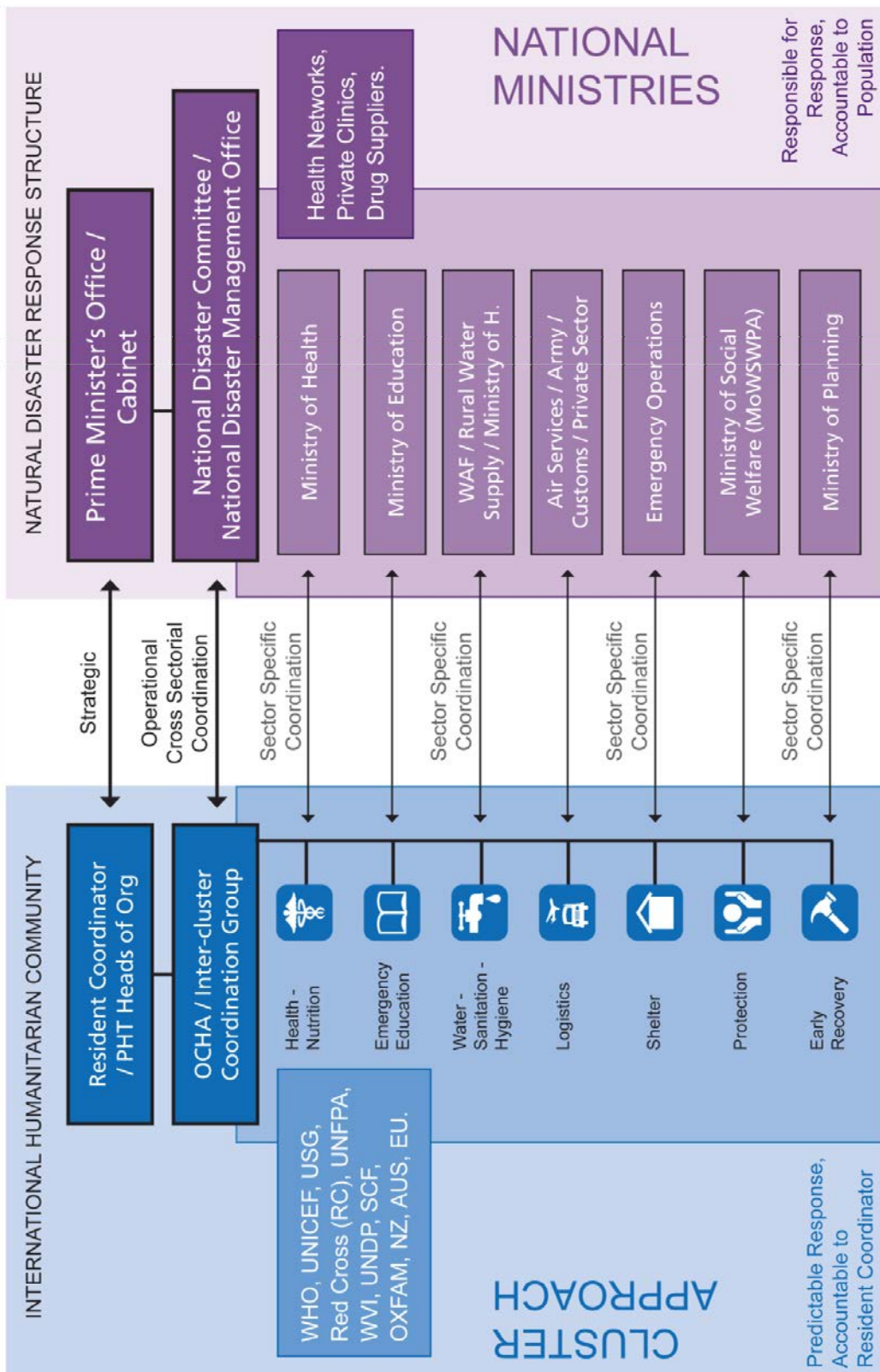
The diagram shows the general interface between the PHT and national governments. In some countries with small governments and few national and international partners, a cluster approach may not be appropriate. In these cases, traditional coordination between government and non-government partners would be the modus operandi.

5.7   National disaster management documents

The table below highlights the key national disaster management documents of each of the countries covered by the PHT. PHT members are encouraged to familiarise themselves with these documents to better understand the existing national coordination mechanisms in place. Please note that some of the disaster management plans may be in the process of being updated and may not reflect current arrangements.

Country	Act	Disaster plan	National Action Plan	Other relevant documents
Cook Islands	Disaster Risk Management Act 2007 Cooks Island Environment Act 2003	Cook Islands National Disaster Management Arrangements 2009 (Final draft)	Cook Islands National Action Plan for Disaster Risk Management 2009-2015	International Disaster Response Law (IDRL) in the Cook Islands 2012
FSM	Agreement to Amend Article X of the Federal Programs and Services Agreement Between the Government of the United States and the Government of the Federated States of Micronesia	Multi-State Multi-Hazard Mitigation Plan for the Federated States of Micronesia 2005	Nil	Nil
Fiji	Fiji Natural Disaster Management Act.1998	Nil	Nil	Nil
Kiribati	National Disaster Act 1993	National Disaster Risk Management Plan 2012		
Nauru	D. M. Act 2008, Act.No.15 of 2008, Parliament of Nauru	Nauru National Disaster Risk Management Plan 2008		
Niue	Niue Environment Act, 2003	Niue National Disaster Plan 2010	Niue's Joint National Action Plan for Disaster Risk Management and Climate Change, April 2012	
Palau	Agreement to Amend Article X of the Federal Programs and Services Agreement Between the Government of the United States and the Government of the Federated States of Micronesia	National Disaster Risk Management Framework 2010		
RMI	Disaster Assistance 1994	National Disaster Risk Management Arrangements 2010 (draft)	Republic of Marshall Islands National Action Plan for Disaster Risk Management 2008-2018	A Review of Disaster and Mitigation Plan Arrangements and alignment with the Pacific Framework for Action 2005-2015, 2005
Samoa	Disaster and Emergency Management Act. 2007, Samoa	Samoa's National Disaster Management Plan 2011-2014	Samoa National Action Plan for Disaster Risk Management 2011-2016, 2011	
Solomon Islands	National Disaster Council Act. 1990	Solomon Islands National Disaster Risk Management Plan 2010		

Country	Act	Disaster plan	National Action Plan	Other relevant documents
Tokelau		Tokelau Emergency Plan		Tokelau National Strategic Plan 2010-2015 (See chapter 6.9 on DRR)
Tonga	Tonga, Emergency Management Act. 2007	National Tsunami Plan Draft 2	Joint National Action Plan on Climate Change Adaptation and Disaster Risk Management 2010-2015	National Tsunami Plan Draft 2 Standard Operating Procedures for NECC Disaster Assessment Manual
Tuvalu	National Disaster Management Act 2007		Tuvalu National Strategic Action Plan for Climate Change and Disaster Risk Management 2012-2016	
Vanuatu	Republic of Vanuatu National Disaster Management Act.No.312000		Disaster Risk Reduction and Disaster Management National Action Plan 2006-2016	Vanuatu Disaster Simulation Report 2012

5.8   Cluster membership

The Cluster Lead Agencies (CLAs), as agreed in the PHT Regional Workshops, are listed below, along with an indicative list (not exclusive) of participating regional partners.

Area of intervention	Lead agencies	Participating partners at regional level
Health and nutrition	World Health Organization (WHO) and United Nations Children's Fund (UNICEF)	Australian Government (AUS), European Union (EU), Fiji School of Medicine, New Zealand Government (NZ), Oxfam, Red Cross, Save the Children Federation (SCF), UNICEF, United Nations Development Programme (UNDP), United Nations Environment Programme (UNEP), United Nations Population Fund (UNFPA), United States Government (USG) and WHO
Water, sanitation and hygiene (WASH)	UNICEF	Adventist Development and Relief Agency (ADRA), AUS, EU, Japan Government (JP), NZ, Oxfam, Red Cross, SCF, Secretariat of the Pacific Community (SPC), UNICEF, USG, WHO and World Vision
Shelter	International Federation of the Red Cross and Red Crescent Societies (IFRC)	ADRA, AUS, Habitat for Humanity (HFH), IFRC, International Organization of Migration (IOM), JP, NZ, Oxfam, SCF, ShelterBox and World Vision
Logistics	World Food Programme (WFP)	ADRA , Churches, France, Australia and New Zealand Governments (FRANZ), Oxfam, Red Cross, USG and WFP
Protection	Office of the High Commissioner for Human Rights (OHCHR) and United Nations High Commissioner for Refugees (UNHCR)	Act for Peace, ActionAid, ADRA, OCHA, IOM, Joint United Nations Program on HIV/AIDS (UNAIDS), Oxfam, Pacific Disability Forum (PDF), SCF, SPC, UNDP, United Nations Economic and Social Commission for Asia and the Pacific (UN ESCAP), UNFPA, United Nations Human Settlements Programme (UN-HABITAT), UNICEF, United Nations International Strategy for Disaster Reduction (UNISDR), UN Women and World Vision. *International Committee of the Red Cross and IFRC take part in an observer capacity.
Early recovery	UNDP	AUS, Food and Agricultural Organization of the United Nations (FAO)HFH, JP,NZ, SPC, UNDP, United Nations Educational, Scientific and Cultural Organization (UNESCO) UNICEF, UN-HABITAT and WHO
Emergency education	UNICEF & SCF	AUS, EU, France, JP, NZ, SCF, UNESCO and UNICEF.
Food security	FAO	

For information on national partners participating in the clusters please contact the relevant cluster lead as per Annex 1.

5.9   Roles and responsibilities

The PHT is grouped into three key bodies – each empowered with distinct decision-making authority and responsibilities. These are the PHT Head of Organizations Group (HoO), the PHT Inter-Cluster Coordination Group (ICCG) and the PHT Clusters (See TOR in Annexes 6, 7 and 8). The PHT HoO is chaired by the UN RCs and the PHT-ICCG is chaired by OCHA Regional Office for the Pacific.

The roles and responsibilities of these three bodies, including those of the UN RC, Cluster Coordinators/Conveners and OCHA, are further summarized below.

UN Resident Coordinator (RC)

- Organize and chair meetings of the PHT HoO
- Coordinate emergency response efforts with the affected country government authorities
- Ensure high level of preparedness of PHT
- Declare the appropriate level of response in consultation with relevant partners
- Oversee monitoring and evaluation of the overall emergency response

PHT Heads of Organizations (HoO)

- Participate in PHT meetings
- Ensure adequate representation in relevant clusters
- Implement agency-specific response plans based on this document and relevant cluster response plans
- Inform OCHA of intended response and staff deployments to ensure a coordinated response
- Report any policy and/or operational issues to the UN RC
- Advocacy in line with inter-agency media strategy
- Agree on common policies related to humanitarian action in the region
- Review and approve EPREP revisions
- Promote adherence by organizations that undertake humanitarian action in the region with humanitarian principles, Principles of Partnership, IASC guidelines, and policies and strategies adopted by the PHT
- In the event of a disaster, make decisions with regard to the "level" of the response (see above at 3.1) and therefore whether there a need for a coordinated response plan, based on information provided by PHT organizations and the clusters.

PHT Inter-Cluster Coordination Group (ICCG)

- Lead inter-agency preparedness and response planning process and revise EPREP at least once a year; including ensuring clusters have updated cluster preparedness and response plans
- Maintain an overview of the humanitarian response and gap analysis
- Ensure that cross-cutting issues including gender, environment, HIV/AIDS, disability, mental health, psychosocial support, human rights and violence prevention are reflected in cluster and inter-cluster plans and response

- Coordinate sectoral or inter-agency needs assessments
- Ensure all plans and projects equally address the perspectives and needs of men, women, girls and boys
- Implement a marking system (e.g. IASC Gender Marker) to ensure all UN-supported projects contribute to increased equality
- Consolidate the response/funding frameworks for submission to the PHT
- Ensure contingency plans and preparedness activities are updated and implemented
- Monitor performance of clusters, including adherence to the Cluster Leads or Co-Leads TORs, and report to the PHT on progress and challenges
- Identify financing gaps in response plans and provide recommendations to the PHT for resource mobilization
- Identify core advocacy concerns, including cross-cutting issues, and contribute key messages to the PHT HoO group
- Facilitate ongoing monitoring and post-emergency evaluation (lessons learned) in respective cluster.

Cluster coordinators/convenors

- Provide leadership of their respective cluster
  - Establish and maintain appropriate coordination mechanisms (at regional, national and/or sub-national levels)
  - Lead cluster preparedness and response planning process and review plan with cluster members at least once a year
  - Secure commitments from humanitarian partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the group
  - Ensure complementarities between different humanitarian actors' actions
  - Ensure effective links with other clusters
  - Represent the cluster in discussions with the UN RC and other stakeholders on prioritization, resource mobilization and advocacy
  - Ensure appropriate coordination and information exchange with national and local authorities, state institutions, local civil society and other relevant actors
  - Ensure cluster members identify and address distinct needs of women, girls, boys and men as well as other identifiable marginalized people
- Organize and chair regular cluster meetings, at regional, country and/or sub-national level
- Participate in ICCG meetings and provide update (including on funding)
- Keep OCHA informed of plans and outputs

NB. Cluster lead contacts are listed in Annex 1. For the most up-to-date list please refer to the PHT website www.phtpacific.org.

OCHA (Secretariat)

- Ensure ongoing, effective coordination between national and international partners;
- Organize and chair PHT ICCG meetings
- Support timely, appropriate and effective information management, including for PHT ICCG
- Prepare a Consolidated Response Plan during emergencies and ensure it is inclusive and gender-aware
- Consolidate updates or situation reports, ensuring it is age and gender-aware
- Financial tracking
- Consolidate inputs from cluster's ongoing monitoring and evaluation reports/lessons learned.

5.10 Cross-cutting issues

The IASC cross-cutting issues are accountability to affected people, age, disability, environment, gender, HIV/AIDS, mental health and psychosocial support. These issues should be integrated into the work of the clusters.

The coordination of cross cutting issues across humanitarian clusters, projects and activities throughout the cycle of an emergency is critical to assisting populations to prepare for, successfully respond and recover from natural hazards and man-made disasters.

The PHT ICCG is responsible for effective and comprehensive integration of cross-cutting issues across all clusters and ensuring that the combined efforts conducted by the different clusters allow a comprehensive, coherent and effective answer to the distinct needs of girls, boys, women and men.

5.11 Sex and age disaggregated data (SADD)

One of the most is to collect data by sex and age (SADD), and to analyse that data, in part, using a gender and generational analysis that is

Data showing the distribution of the affected people by age and sex, including single-headed households by age and sex, should be routinely collected. In addition, sex and age disaggregated data on at-risk people such as the disabled, orphans and victims of violence should be collected to ensure that their gender-specific needs are being addressed.

Collecting sex and age disaggregated data is one of the most effective ways to understand the different needs within a population. Data on who benefits from assistance during an emergency should also be reported by sex and age and be situated within the context of the particular country and crisis.

Good data and good analysis are key to identifying which groups are being marginalized and for what reasons. Such data are not only essential for a review of the humanitarian needs, they also send a powerful signal: being counted shows that each individual is recognized and included and can exercise their rights.

5.12 Humanitarian principles

Humanitarian principles provide the fundamental foundations for humanitarian action. Promoting compliance with humanitarian principles in humanitarian response is an essential element of effective humanitarian coordination. The table below highlights the four core humanitarian principles endorsed by the General Assembly.

Humanity	Neutrality	Impartiality	Operational independence
Human suffering must be addressed wherever it is found. The purpose of humanitarian action is to protect life and health and ensure respect for human beings.	Humanitarian actors must not take sides in hostilities or engage in controversies of a political, racial, religious or ideological nature.	Humanitarian action must be carried out on the basis of need alone, giving priority to the most urgent cases of distress and making no distinctions on the basis of nationality, race, gender, religious belief, class or political opinions.	Humanitarian action must be autonomous from the political, economic, military or other objectives that any actor may hold with regard to areas where humanitarian action is being implemented.

Principles of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Response Programmes
- The humanitarian imperative comes first.
- Aid is given regardless of race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
- Aid will not be used to further a particular political or religious standpoint.
- We shall endeavour not to act as instruments of government foreign policy.
- We shall respect culture and custom.
- We shall attempt to build disaster response and local capacities.
- Ways shall be found to involve programme beneficiaries in the management of relief aid.
- Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.
- We hold ourselves accountable to both those we seek to assist and those from whom we accept resources.
- In our information, publicity and advertising activities, we shall recognize disaster victims as dignified human beings, not helpless objects.

Commitment to humanitarian principles is also expressed at an institutional level by the vast majority of humanitarian organizations. Many humanitarian organizations are signatory to the Red Cross/NGO Code of Conduct for operations in disasters, which includes a commitment to adhere to the core humanitarian principles. It lays down ten points of principle which all humanitarian actors should adhere to in their disaster response work, and goes on to describe the relationships that agencies working in disasters should seek with donor governments, host governments and the UN system. The code is voluntary and self-policing.

Adhering to humanitarian principles is what allows humanitarian action to be distinguished from the activities and objectives of other actors, and thus not considered improper interference in States' domestic affairs. Communicating clearly about humanitarian principles, as ensuring that we act in accordance with them, is the key to gaining acceptance by all relevant actors on the ground for humanitarian action to be carried out.

The humanitarian principles govern our own conduct as humanitarian actions. PHT members are expected to promote and adhere to compliance of the humanitarian principles in every humanitarian response.

Principles of Partnership

All PHT members are encouraged to apply the Principles of Partnership in their work and throughout their organizations. The Principles of Partnership were developed to ensure that there is a common understanding of the concepts of partnership. The Principles of Partnership were endorsed at the Global Humanitarian Platform in July 2007. The principles now guide the minimum commitments for participation in clusters.[9]

Equality	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.
Transparency	Transparency is achieved through dialogue (on equal footing), with an emphasis on early consultations and early sharing of information. Communication and transparency, including financial transparency, increase the level of trust among organizations.
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.
Responsibility	Humanitarian organizations have an ethical obligation to each other to accomplish their tasks responsibly, with integrity and in a relevant and appropriate way. They must make sure they commit to activities only when they have the means, competencies, skills, and capacity to deliver on their commitments. Decisive and robust prevention of abuses committed by humanitarians must also be a constant effort.
Complementarity	The diversity of the humanitarian community is an asset if we build on our comparative advantage 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.

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9 IASC Cluster Coordination Reference Module, 2012

Protection principles

Protection is concerned with the safety, dignity and rights of people affected by disaster or conflict. The table below outlines the four basic Protection Principles that inform humanitarian action based on the Sphere Handbook 2011.

|	
Avoid exposing people to further harm as a result of your actions	Those involved in humanitarian response take steps to avoid or minimise any adverse effects of their intervention, in particular the risk of exposing people to increased danger or abuse of their rights.
Ensure people's access to impartial assistance – in proportion to need and without discrimination	People can access humanitarian assistance according to need and without adverse discrimination. Assistance is not withheld from people in need, and access for humanitarian assistance is provided.
Protect people from physical and psychological harm arising from violence and coercion	People are protected from violence, from being forced or induced to act against their will and from fear of such abuse.
Assist people to claim their rights, access available remedies and recover from the effects of abuse	The affected population is helped to claim their rights through information, documentation and assistance in seeking remedies. People are supported appropriately in recovering from the physical, psychological and social effects of violence and other abuses.

ANNEXES

Annex 1: Cluster Coordinators and focal points

Cluster	Role	Country of residence	Name	Job Title	Organisation
Coordination	Lead	Fiji	Mr Sune Gudnitz	Head of Office	OCHA
Coordination	Alternate	Fiji	Mr Greg Grimsich	Humanitarian Affairs Officer	OCHA
Education	Co-Lead	Fiji	Mr Iosefo Valau	Education Officer	UNICEF
Education	Co-Lead	Australia	Mr Daniel O'Flynn	Pacific Humanitarian Programme Manager	Save the Children
Education	Alternate	Fiji	Mr Simon Molendik	Education Specialist	UNICEF
Food Security	Lead	Samoa	Ms Elizabeth Christy	Food and Nutrition Officer	FAO
Food Security	Alternate	Samoa	Ms Fiasili Lam	Assistant FAO Representative	FAO
Health	Lead	Fiji	Mr Rokho Kim	Environmental Health Specialist	WHO
Health	Co-Lead	Fiji	Ms Naawa Sipilanyambe	Chief of Health, Nutrition and Sanitation	UNICEF
Health	Alternate	Fiji	Dr Madeline Salva		
Health	Alternate		Dr Eric Nilles		
Nutrition	Co-Lead	Fiji	Ms Seini Kurusiga	Nutrition Cluster Lead / Nutrition Specialist	UNICEF
Logistics	Lead	Malaysia	Mr Baptiste Burgaud	Logistics Cluster Coordinator	WFP
Protection	Lead	Fiji	Mr Erik Friberg	Deputy Head of Office	OHCHR
Protection	Co-Lead	Australia	Ms Catherine Gordon	Liaison Officer for the Pacific	UNHCR
Protection	Co-Lead	Fiji	Ms Maha Muna	Gender Advisor	UNFPA
Protection (Child)	Co-Lead	Fiji	Ms Laisani Petersen	Child Protection Officer	UNICEF
Shelter	Lead	Malaysia	Mr Patrick Elliott	Asia Pacific Shelter Delegate	IFRC
Shelter	Alternate	Fiji	Mr Vuli Gauna	Shelter Delegate	IFRC
WASH	Lead	Fiji	Mr Marc Overmars	Wash Specialist	UNICEF
WASH	Co-Lead	Fiji	Ms Dijana Duric	Emergency Specialist	UNICEF
WASH	Alternate	Fiji	Mr Dave Hebblethwaithe	Water Expert	SPC
Early Recovery	Lead	Fiji	Mr Moortaza Jiwanji	Senior Reg. Crisis Rev & Rec. Advisor	UNDP
Early Recovery	Lead	Fiji	Ms Sainimili Nabou	Governance team leader	UNDP
Early Recovery	Alternate	Fiji	Ms Asenaca Ravuvu		UNDP
Early Recovery	Alternate	Fiji	Ms Mio Kato	Crisis Prevention and Recovery Program Analyst	UNDP
Early Recovery	Alternate	Fiji	Ms Karen Bernard	Programme Specialist, DRR and Recovery	UNDP
Gender	Advisor	Fiji	Ms Anne Rehagen	UN Gender Group Secretary	UN WOMEN
Gender	Alternate	Fiji	Ms Katalaine Duaibe	Programme Specialist, Gender, Climate Change & DRR	UN WOMEN
Observer	Observer	FSM	Mr Ashley Carl	Country Officer for FSM and RMI	IOM
Observer	Observer	Fiji	Mr Finn Ruda	Delegate	ICRC

Annex 2: MIRA continuum of coordinated needs assessment
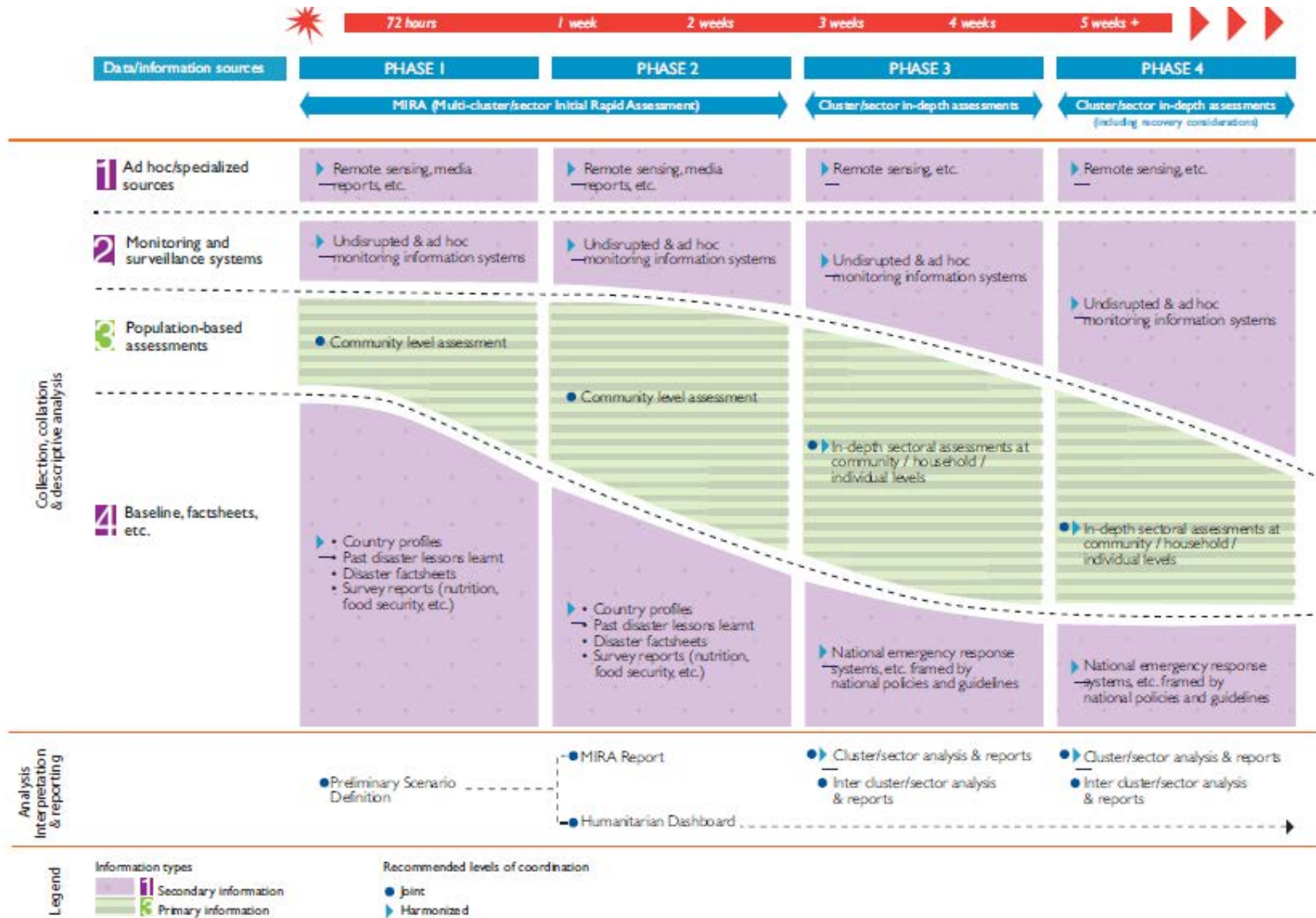
Annex 3: Operational guidance on responsibilities of cluster/sector leads and OCHA in IM

The following text is copied from the Operational Guidance endorsed by the IASC Working Group in December 2008. It is intended to help Cluster/Sector leads, OCHA and humanitarian partners ensure that relevant information related to a humanitarian emergency is provided to the right person at the right time in a usable form to facilitate situational understanding and decision-making.

Cluster/Sector leads and OCHA at the country level should aim to ensure that information management (IM) activities support national information systems, standards, build local capacities and maintain appropriate links with relevant Government, State and local authorities. Cluster/Sector leads and OCHA should thus seek to strengthen, not replace or diminish national efforts including those of institutions not part of the Cluster or Government.

Who is responsible for information management in emergencies?

- The responsibility for ensuring appropriate IM needed for an effective and coordinated *intra*-cluster response rests with the Cluster Lead Agency.[10]
- The responsibility for ensuring appropriate IM needed for an effective and coordinated *inter*-cluster response rests with OCHA.

How does information management support effective humanitarian response in emergencies?

- IM improves the capacity of stakeholders for analysis and decision making through strengthened collection, processing, interpretation and dissemination of information at the *intra* and *inter*-cluster level. **Information is in this sense the foundation on which decision-making for a coordinated and effective response is based.**
- Strong IM, carried out in support of coordination processes in a given emergency, will ensure that the relevant actors are working with the same or complementary information and baseline data, and that this information is as relevant, accurate and timely as possible. Properly collected and managed data during emergencies, are furthermore, to the benefit of early recovery, recovery and later development and disaster preparedness activities.

What are the information management responsibilities of Cluster/Sector leads at the country level?

- Cluster/Sector lead agencies shall allocate the necessary human and financial resources for IM. Each cluster shall appoint an IM focal point, who should have sufficient expertise and an ability to work with different partners and clusters.
- While it is important that there is one IM focal point per Cluster/Sector, humanitarian partners are encouraged to share IM resources and capacities within and across clusters at the country level where appropriate to promote harmonization and economies of scale.
- Cluster/Sector IM focal points should contribute to inter-cluster IM coordination led by OCHA, and support efforts to ensure coherence and coordination between intra and inter cluster information management initiatives.
- Cluster/Sector IM focal points are responsible for ensuring adherence to global—and taking into account national—IM norms, policies and standards. Global level clusters and OCHA can be called upon for IM expertise, operational support, general guidance, training materials and funds as appropriate.
- Cluster/Sector IM focal points will work with OCHA to establish the systems and processes needed for effective information sharing with cluster partners related to inter-cluster coordination and cross-cluster programming.
- Cluster/Sector leads are responsible for generating up-to-date cluster specific information (e.g. contact lists, meeting minutes, standard forms, policy or technical guidance, datasets, needs/gap analysis, etc.) and sharing it with OCHA in order to support inter-cluster data sharing.
- If needed, Cluster/Sector leads are responsible for establishing a data confidentiality and privacy policy within their cluster, which ensures that sensitive, personally identifiable datasets are suitably anonymized.
- Cluster/Sector leads should ensure all information is age and sex disaggregated where appropriate.

What are the information management responsibilities of OCHA at the country level?

- Providing information products and services to the humanitarian community is an important part of OCHA's coordination role in both new and ongoing emergencies. OCHA will allocate appropriate IM resources, according to the nature and scope of the emergency.
- OCHA will suggest standards that allow for datasets and databases to be compatible in order to support inter-operability of data.
- The minimum set of predictable standardized information products to be produced in collaboration with clusters/sectors and made available to all are:
  – Contact directories of humanitarian partners and IM focal points;
  – Meeting schedules, agendas and minutes of coordination meetings chaired by the Humanitarian Coordinator or OCHA;

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[10] The term 'information management' covers 'the various stages of information processing from production to storage and retrieval to dissemination towards the better working of an organization; information can be from internal and external sources and in any format.' Association for Information Management 2005, http://www.aslib.co.uk [accessed 16 July 2007]

- – Who does What Where (3W) database and derivative products, such as maps;
  - – Inventory of relevant documents on the humanitarian situation, i.e. mission reports, assessments, evaluations, etc.;
  - – Inventory of relevant common Cluster/Sector data sets, including population data disaggregated by age and sex;[11]
  - – Data on the humanitarian requirements and contributions (through FTS);[12]
  - – A country-specific or disaster specific humanitarian web-portal;
  - – Situation Reports; and
  - – Mapping products.
- The minimum services to be provided or made available to clusters/sectors are:
  - – A space where the humanitarian community can access information resources;
  - – Maintenance of common datasets that are used by the majority of sectors/clusters;
  - – Geospatial data and analysis relevant to inter-cluster/sector decision making;
  - – Management of the collection and dissemination of all *inter*-cluster information;
  - – Advocacy for data and information sharing within the humanitarian community as well as the adoption of global data standards;
  - – Provision of technical IM advice to clusters/sectors on survey design for needs assessments and/or other significant external data collection exercises; and
  - – Access to schedules, agendas and minutes of cluster/sector coordination meetings.
- OCHA will also aim to provide standardized cross-cluster needs/gap analysis based on information provided by the clusters.
- OCHA is responsible for establishing Information Management Network at the country level in order to coordinate IM activities and support sectors/clusters in their IM activities, including the promotion of best practices.
- In determining OCHA's IM response, OCHA will be cognizant of those organizations with in-country IM operational capacities willing to support *inter*-cluster humanitarian response throughout the emergency.

What is the role of the Information Management Network at the country level?

- The role of the Information Management Network at the country level is to build on existing relevant information systems in place in-country and support the

Government's efforts to coordinate and harmonize IM activities of all humanitarian partners.
- Through the Humanitarian Country Team the Information Management Network will support efforts to achieve consensus on authoritative common data sets disaggregated by sex and age. All partners will be informed accordingly concerning numbers and definitions of beneficiaries, administrative boundaries and operational areas.
- The Information Management Network should aim to be inclusive of all clusters/sectors, including national authorities.

What is expected of Cluster/Sector partners at the country level?

- Government representatives will play an important role in ensuring that IM carried out in support of the humanitarian response is based on existing, national datasets and IM systems in a sustainable manner.
- Humanitarian actors who participate in the Cluster/Sector are expected to be proactive partners in exchanging information relevant to situational understanding and the response
- Cluster/Sector partners are to adhere to commonly agreed definitions and indicators for "sector" needs and activities, as well as the use of common baseline or reference data, which are disaggregated by age and sex and consider diversity issues where appropriate.
- Humanitarian actors who participate in the Cluster/Sector as observers should be encouraged to share information with the wider humanitarian community.

What is the role of the Humanitarian Information Centre (HIC)?

- The mission of the Humanitarian Information Centre (HIC) is to support the humanitarian community in the systematic and standardized collection, processing and dissemination of information with the aim of improving coordination, situational understanding and decision making. In undertaking this mission, the HIC will complement the information management capabilities of the national authorities, as well as in-country development and humanitarian actors, in order to optimize the response and meet the needs of the affected people. The HIC will only be deployed in new complex emergencies or a disaster that exceeds the capacity of the Member State(s) and the IASC to respond. In fulfilling its mission, the HIC will be guided by the principles of humanitarian information management and exchange in emergencies: accessibility, inclusiveness, inter-operability, accountability, verifiability, relevance, objectivity, neutrality, humanity, timeliness, sustainability, and confidentiality.[13,14]

[11] Minimum Common Operational Datasets. Political/Administrative boundaries (Country boundaries, Admin level 1, Admin level 2, Admin level 3,Admin level 4, 1:250K): Populated places (with attributes including: latitude/longitude, alternative names, population figures, classification)Settlements 1:100K – 1:250K: Transportation network Roads; Railways 1:250K: Transportation infrastructure; Airports/Helipads Seaports, 1:250K:Hydrology; Rivers, Lakes, 1:250K: City maps, Scanned city maps, 1:10K.
[12] United Nations Financial Tracking Services. For more information visit: http://ocha.unog.ch/fts2/

[13] OCHA, Best Practices in Humanitarian IM and Exchange, Symposium on Best Practices in Humanitarian Information Exchange, Palais des Nations Geneva, Switzerland, 5 – 8 February 2002, Note: principles were abridged and adapted from the original

How can information management support needs assessment activities?

- Information on humanitarian needs is collected through assessments and their subsequent analysis. Undertaking assessments is primarily the responsibility of clusters/sectors and individual operational organizations. However, clusters/sectors are encouraged to seek the support of an IM specialist (from within the Cluster/Sector or OCHA) who may support the process in a number of ways:
  - Provide guidance on survey design and implementation including sampling, instrument development/adaptation, data collection, cleaning, storing, transformation, analysis and reporting (to ensure the quality, type and format of data collected meets the user's output needs and advise on relevant existing data);
  - Provide technical advice on data ownership, processing, management and outputs for distribution.
- Where they do not already exist, Clusters/Sectors should develop appropriate strategies and tools for data collection, interpretation and verification, with support from the Cluster lead.
- Where possible, common, complementary or distributed assessment arrangements should be put in place by OCHA and the Cluster/Sector leads to avoid over-assessment by multiple agencies.
- Cluster/Sector leads are to coordinate and share data collection efforts with the Information Management Working Group at the country level to ensure harmonization on data standards and avoid duplication of data collection.

How can information management support monitoring of the humanitarian response?

- Each Cluster/Sector lead should identify common standards and indicators for monitoring the progress and the effectiveness of humanitarian response within their Cluster/Sector.
- Standards and indicators should take into account existing globally-agreed standards such as SPHERE, ISO, IASC or other Cluster/Sector-specific norms as well as national standards or guidelines.
- Once indicators have been agreed to by each Cluster/Sector, mechanisms for ongoing data collection and reporting should be harmonized with the Humanitarian Country Team and OCHA. Mechanisms should clearly indicate a.) *What* data is needed?; b.) *Who* will collect the data?; c) *Where* will data be aggregated and processed? d.) *How often* will data be updated? e.) *To whom* is information disseminated?

What are the principles of humanitarian information management and exchange in emergencies?

The following operational principles should be used to guide IM and information exchange activities in emergencies:

- **Accessibility.** Humanitarian information should be made accessible by applying easy-to-use formats and tools and by translating information into common or local languages when necessary.
- **Inclusiveness.** Information exchange should be based on a system of partnership with a high degree of ownership by multiple stakeholders, especially representatives of the affected people and Government.
- **Inter-operability.** All sharable data and information should be made available in formats that can be easily retrieved, shared and used by humanitarian organizations.
- **Accountability.** Users must be able to evaluate the reliability and credibility of information by knowing its source and having access to methods of collection, transformation and analysis.
- **Verifiability.** Information should be relevant, accurate, consistent and based on sound methodologies, validated by external sources, and analyzed within the proper contextual framework.
- **Relevance**. Information should be practical, flexible, responsive, and driven by operational needs in support of decision-making throughout all phases of a crisis.
- **Objectivity**. A variety of sources should be used when collecting and analyzing information so as to provide varied and balanced perspectives for addressing problems and recommending solutions.
- **Neutral**. Information should be free of political interference that distorts a situation or the response.
- **Humanity.** Information should never be used to distort, to mislead or to cause harm to affected or at risk populations and should respect the dignity of those affected.
- **Timeliness.** Humanitarian information must be kept current and made available in a timely manner.
- **Sustainability.** Humanitarian information should be open sourced, preserved, cataloged and archived, so that it can be retrieved for future use, such as for preparedness, analysis, lessons learned and evaluation.
- **Confidentiality.** Sensitive data and information that are not to be shared publicly should be managed accordingly and clearly marked as such.

2002 version available at
www.reliefweb.int/symposium/2002_symposium/final_statement.doc
[14] For further information regarding the Humanitarian Information Centre refer to Humanitarian Information Centre terms of reference as at September version 0.3 Draft (to be presented to the IASC WG November 2007)

Annex 4: Situation Report Template

Pacific: Emergency
Situation Report No. XX (as of DD Mmm YYYY)

OCHA

This report is produced by OCHA [office name] in collaboration with humanitarian partners. It was issued by [XXXX]. It covers the period from [DD to DD Mmm YYYY]. The next report will be issued on or around [DD Mmm].

Highlights

[Insert three to four bullet points highlighting the main headlines. Keep them brief and to the point. The Situation Overview is reserved for detailed information.]

- Loremipsumdolorsitamet, consecteturadipisicingelit, sed do eiusmodtemporincididuntutlaboreetdolore magna.
- Loremipsumdolorsitamet, consecteturadipisicingelit, sed do eiusmodtemporincididuntutlaboreetdolore magna.
- Loremipsumdolorsitamet, consecteturadipisicingelit, sed do eiusmodtemporincididuntutlaboreetdolore magna.

x people reported dead	x people in Evacuation Centres	x houses reported damaged

PACIFIC: Affected Area
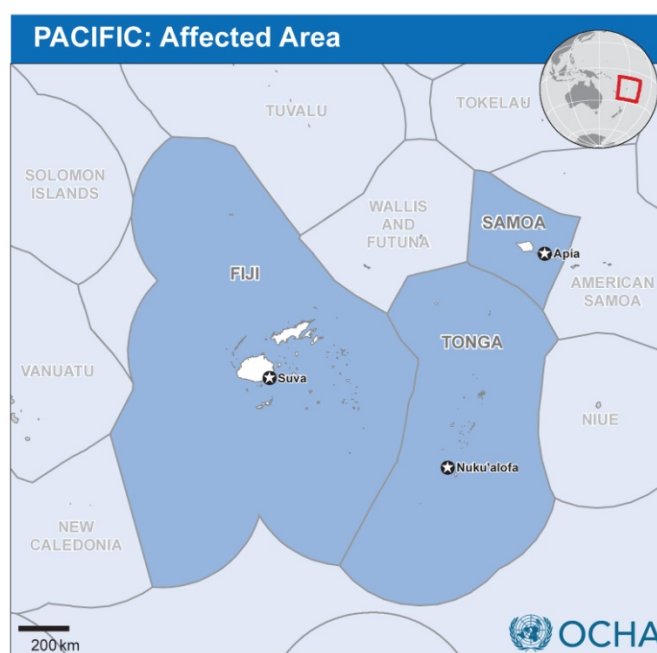
Source: OCHA Regional Office for the Pacific
The boundaries and names shown and the designations used on this map do not imply official endorsement or acceptance by the United Nations.

Situation Overview

Recap of the general situation, key facts and figures. Include important incidents since last report. Include new information on access and security and operational constraints. Report on interagency assessments.

Humanitarian Needs and Response

[Omit sections not relevant to this emergency or this reporting cycle]

Agriculture
- Needs
- Response, including local government
- Key gaps in the response

Camp Coordination
- Needs
- Response, including local government
- Key gaps in the response

Early Recovery
- Needs
- Response, including local government
- Key gaps in the response

Education
- Needs
- Response, including local government
- Key gaps in the response

Emergency Shelter
- Needs
- Response, including local government
- Key gaps in the response

Emergency Telecoms
- Needs
- Response, including local government
- Key gaps in the response

Food and Nutrition
- Needs
- Response, including local government
- Key gaps in the response

Health
- Needs
- Response, including local government
- Key gaps in the response

Logistics
- Needs
- Response, including local government
- Key gaps in the response

Protection
- Needs
- Response, including local government
- Key gaps in the response

Water, Sanitation, and Hygiene
- Needs
- Response, including local government
- Key gaps in the response

Cross-Cluster/Sector Issues
- Needs
- Response, including local government
- Key gaps in the response

Coordination

Report on the overall coordination mechanisms in place, both national and international. Report on the outcome of meetings. Report on constraints in coordination.

Funding

In many cases this could simply be 2-3 bullet points with a link to FTS.
All humanitarian partners including donors and recipient agencies are encouraged to inform FTS of cash and in-kind contributions by sending an email to OCHA Pacific at ochapacific@un.org.

Contact

For further information, please contact:
Key OCHA contact name, phone and email
For more information, please visit www.phtpacific.org, www.unocha.org/rop, www.reliefweb.int

Annex 5: Pacific Humanitarian Action Plan Template

Below is a draft template which is based on the global Flash Appeal template. The template was updated in April 2013. To see an example Humanitarian Action Plan, please refer to the 'Humanitarian Action Plan for the Santa Cruz tsunami and Earthquake Response 2013 available on the PHT website.

1.   EXECUTIVE SUMMARY (<1 PAGE)

Brief summary

- The crisis
- Priority needs and humanitarian response plan
- Amount of money needed in US$
- Time span covered by this strategy (cannot be longer than 6 months)

2.   CONTEXT AND HUMANITARIAN CONSEQUENCES (<1 PAGE)

Context

- Preliminary scenario definition
- What happened? Where?
- Pre-disaster situation and baseline data i.e. location, climate and population
- What has happened since the crisis? (e.g. information gathered, assessments done, government request/ok for international assistance)

Humanitarian consequences

- Who is most affected?
- What are the needs as a direct and immediate result of this crisis
- What are the priority sectors for response? (Choices can be any of the following according to emergency need: shelter and non-food items, health, water and sanitation, food, agriculture, protection, education, coordination and support services).

3.   RESPONSE PLANS (max 1 PAGE)

For each sector
- Sectoral needs analysis
- Objectives (No more than two, each of which is specific and measurable)
- Sector lead, key partners and contact information
- Expected outcomes and impact
- Proposed humanitarian activities which can be implemented within time span of this strategy/appeal (maximum 6 months) include details of project, objectives, beneficiaries, partners, budget, expected outcomes and impact

4.   ROLES AND RESPONSIBILITIES (0.5 PAGE)

- Detail how the response is being coordinated and who is responsible within the government and the UN, i.e. details of national coordination structure
- Table indicating the major humanitarian stakeholders (government, UN, Red Cross, NGOs) that are responding to the crisis in affected regions, by sector.

5. PROJECT TABLES

For *each* project, complete the following table. Do not write more. Be concise and brief.

Cluster (e.g. Health)	
Name of lead agency (e.g. WHO)	
Project title:	
Activity reference:	
Description	
Objectives:	
Beneficiaries:	Total: Women: Children:
Partners:	
Budget (US$):	Requirement: Funded: Unmet:
Expected outputs and impacts:	

6. ANNEXES

Include all relevant annexes, for example, the summary of HAP activities and funding requirements and the summary of international assistance.

Summary of HAP Activities and Funding Requirements

Cluster	Activity Reference	Title	Lead Agency (Partner)	Requirement	Met	Unmet	Prioritization
e.g. Health	A1	Vector borne diseases prevention and management	MHMS (Red Cross, World Vision, Oxfam)	150,000		150,000	1
	Health and Nutrition Sub-total			$	$	$	
	Total			$	$	$	

Summary of International Assistance template as at XXXX

Institution	Description of Assistance	In-kind (local currency)	Cash grant (local currency)	Foreign currency	Sector/ Cluster	Partners
e.g. AusAID/ DFAT	Funding to support relief and early recovery efforts		$1,845,319	$A250,000	Shelter and WASH	Red Cross
Total		$	$	$		

Annex 6: PHT Terms of Reference

1. Background

1.1 The Pacific Humanitarian Team (PHT) was established following the Regional Inter-Agency Contingency Planning Workshop for Humanitarian Assistance in the Pacific held 16-18 July 2008. Humanitarian organizations in the region then agreed to establish a regional coordination mechanism to facilitate wide collaboration in emergency preparedness and response in the Pacific.

1.2 The PHT was established to foster regional partnerships and thereby improve regional humanitarian response capacity. It is a coordination mechanism open to all humanitarian organizations that undertake humanitarian action15 in the region and that commit to participate in coordination arrangements. The PHT consists of UN agencies, the Red Cross movement, regional and bilateral organizations, national and international non-governmental organization, faith-based and community based organizations, and donor partners.

1.3 Pursuant to the UN General Assembly Resolution 46/182, the PHT places the host Government at the centre of the response effort, with primary responsibility for organizing humanitarian response in emergency situations16. The PHT will ensure coordination of international assistance in respect to disaster preparedness, response and early recovery. The PHT's role is to support, not replace, government coordination efforts during a disaster response and aims to ensure the humanitarian community more structured, representative, accountable and professional to better partner host governments, local authorities and civil society.

1.4 The PHT operates under the leadership of the United Nations Resident Coordinator (UN RC)17. The Resident Coordinators (in their role as Humanitarian Coordinator) with the support of OCHA retains responsibility for ensuring the adequacy, coherence and effectiveness of the overall humanitarian response and are accountable to the UN Emergency Relief Coordinator/Under Secretary-General (ERC) and ultimately the Secretary-General of the United Nations.

1.5 Following from the global Humanitarian Reform and the Inter-agency Standing Committee (IASC), the cluster approach is the primary humanitarian coordination mechanism. It is used globally to clarify the division of labour among aid actors during one emergency, i.e. roles and responsibilities for each organization in each sector of response. In the Pacific, PHT members have agreed to activate an open-ended regional cluster system that can respond to emergencies in Pacific Island Countries, and strengthen preparedness on an on-going basis. This is a unique set-up.
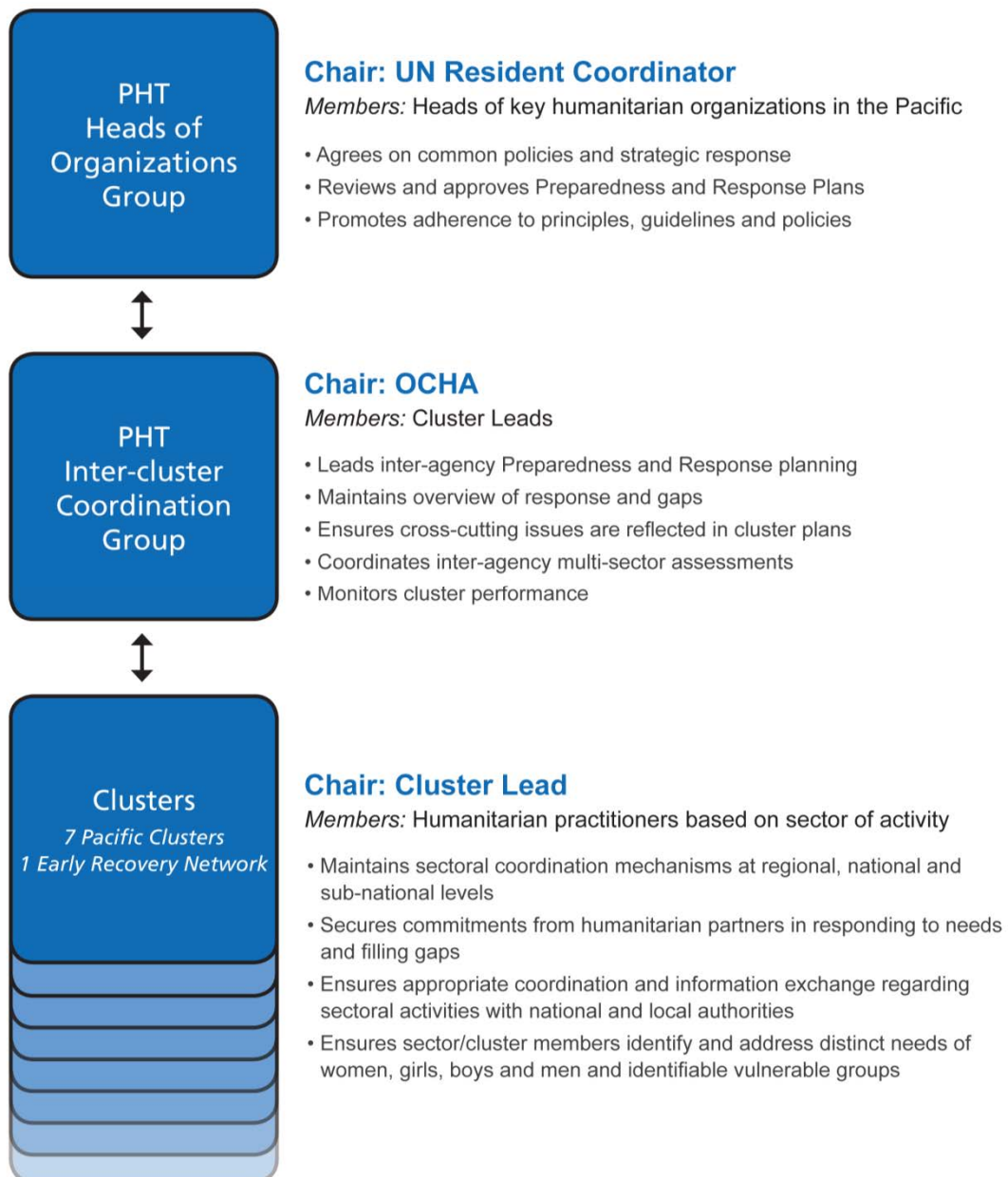
2. Structure

2.1 Given the scale of the PHT membership, the PHT is grouped into 3 key bodies – each empowered with distinct decision-making authority and attendant responsibilities. These are the: the PHT Head of Organizations Group; the PHT Inter-Cluster Coordination Group and the PHT Clusters.

2.2 The PHT Heads of Organizations Group (PHT HoO) is responsible for setting the overall strategic direction of the PHT, and for oversight of humanitarian response in the region. The PHT Inter-cluster Coordination Group (PHT ICCG) is responsible for ensuring that the strategies determined by the PHT.

2.3 HoO are implemented across the PHT Clusters. The PHT ICCG is responsible for sound coordination, information and communication on emergency preparedness, humanitarian and early recovery responses in the Pacific among all clusters activated in the region. The PHT ICCG meetings will be attended by the PHT Cluster lead coordinators/convenors. Finally, this system is underpinned by the PHT Clusters- which are groups of humanitarian actors mobilized to respond in a strategic manner across all key areas of activity, with each cluster having a clearly designated lead agency.

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[15] Humanitarian action includes relief, early recovery and protection activities in the response preparedness and response phases in either disasters or complex emergencies.

[16] The primary responsibility for coordinating humanitarian action rests with national authorities. As stated in General Assembly Resolution 46/182, 'each State has the responsibility first and foremost to take care of the victims of natural disasters and other emergencies occurring on its territory' and as such 'the affected State has the primary role in the initiation, organization, coordination and implementation of humanitarian assistance within its territory.'

[17] The RC based in Fiji covers Fiji, Federated States of Micronesia, Kiribati, Nauru, Palau, Republic of the Marshall Islands, Solomon Islands, Tonga, Tuvalu and Vanuatu. The RC based in Samoa is responsible for Samoa, the Cook Islands, Niue and Tokelau.

The interaction of these 3 bodies within the PHT is illustrated in the diagram below:

PHT Heads of Organizations Group

Chair: UN Resident Coordinator
Members: Heads of key humanitarian organizations in the Pacific

- Agrees on common policies and strategic response
- Reviews and approves Preparedness and Response Plans
- Promotes adherence to principles, guidelines and policies

PHT Inter-cluster Coordination Group

Chair: OCHA
Members: Cluster Leads

- Leads inter-agency Preparedness and Response planning
- Maintains overview of response and gaps
- Ensures cross-cutting issues are reflected in cluster plans
- Coordinates inter-agency multi-sector assessments
- Monitors cluster performance

Clusters
7 Pacific Clusters
1 Early Recovery Network

Chair: Cluster Lead
Members: Humanitarian practitioners based on sector of activity

- Maintains sectoral coordination mechanisms at regional, national and sub-national levels
- Secures commitments from humanitarian partners in responding to needs and filling gaps
- Ensures appropriate coordination and information exchange regarding sectoral activities with national and local authorities
- Ensures sector/cluster members identify and address distinct needs of women, girls, boys and men and identifiable vulnerable groups

Annex 7: Heads of Organization Terms of Reference

1. Purpose

The PHT has established a body to provide strategic guidance and oversight for humanitarian action in the region: the PHT Heads of Organizations (PHT HoO). The PHT HoO is responsible for ensuring coordination between relevant humanitarian actors to ensure that humanitarian action in-country is principled, timely, effective, concerted and efficient, and contributes to longer-term recovery. Its objective is to ensure that the activities of such organizations are coordinated, representative, accountable and professional to ensure the humanitarian community is able to better partner with host governments, local authorities and civil society. The overall purpose is to alleviate human suffering and protect the lives, livelihoods and dignity of people in need.

2. Responsibilities

The PHT HoO is responsible for:

2.1 Providing strategic guidance and oversight for humanitarian action in the region. This includes setting strategic common objectives and priorities in both preparedness and response phases. During an emergency, the PHT HoO will be guided by advice on operational response conditions from the cluster members in the field, through their cluster coordinators/convenors.

2.1 During an emergency, the PHT HoO will be responsible for deciding which clusters should be activated at the country level, and whether other human or financial support will need to be mobilized from within the region or internationally to support the response.

2.3 Providing guidance to Cluster Lead Agencies and developing solutions to strategic problems coming out of the PHT Inter-Cluster Coordination Group or specific clusters.

2.4 Ensuring adherence by responding humanitarian organizations to humanitarian principles18, Principles of Partnership19, IASC guidelines, and any other policies and strategies adopted by the PHT.

2.5 Advocating adherence to humanitarian principles by national governments.

2.6 Reviewing and approving the Pacific Inter-Agency Preparedness and Response Plan as it is updated.

3. Chairmanship

3.1 The PHT HoO is chaired by the relevant UN Resident Coordinator with the support of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA.) The Resident Coordinator – with the support of OCHA – retains responsibility for ensuring the adequacy, coherence and effectiveness of the overall humanitarian response and is accountable to the UN Emergency Relief Coordinator.

4. Composition

4.1 The PHT HoO is composed of senior level representatives (heads or deputy heads) of the key organizations that undertake humanitarian action in the region, including the Heads of Cluster Lead Agencies, in addition to key donors in the region.[20]

4.2 Cluster coordinators are invited to attend meetings at the discretion of the heads of organizations, to provide information and advise the group on operational matters.

4.3 In addition to their own organization, members may represent one or more organizations that are not members of the PHT, at the request of those non-members.

4.4 Other non-members may be invited on an ad hoc basis at the discretion of the UN Resident Coordinator/OCHA or upon request from PHT HoO group members.

5. Modus operandi

5.1 The chairmanship style is consensual, and the membership style is collaborative and constructive. The approach of the PHT HoO is governed by the Principles of Partnership.

5.2 The PHT-HoO will convene as soon as possible after an emergency event in order to develop a common operating picture and centralise decision-making, particularly by determining the likely level of the humanitarian response.

5.3 Meetings are strategic in purpose, focused on clear objectives, action-oriented, and produce reality-based decisions that are followed-up. All decisions will be taken in full respect of the mandates of individual members.

5.4 Members have a responsibility to implement decisions as agreed, and to inform the group on a regular basis of progress, highlighting any problems arising.

5.5 In non-emergency periods, the PHT-HoO, through OCHA Pacific (based in Suva Fiji), will connect by

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[18] These are humanity, neutrality and impartiality.
[19] These are equality, transparency, result-oriented approach, responsibility, and complementarity. The Statement of Commitment can be found http://www.globalhumanitarianplatform.org/pop.html

[20] Note that the IFRC Head of Regional Delegation will not represent the Emergency Shelter cluster at the PHT HOO meeting. The Shelter cluster (IFRC as convenor) will deploy a dedicated team for cluster coordination if required.

teleconference or videoconferencing. In an emergency response, the location of disaster and location of the responsible UN RC will dictate the location of the coordination hubs.

6. Interface with other regional and national partners

6.1 The PHT HoO is a coordination mechanism designed to complement national government and other regional or in-country coordination structures. The PHT-HoO will establish linkages with existing national coordination structures (particularly the FRANZ agreement21 and the UN Disaster Management Team (DMT) in Samoa) as soon as possible following an emergency event, relying on in-country partners to inform the decisions and actions of regional PHT members.

6.2 During an emergency, high-level representatives from national government of the affected country will be invited to the PHT HoO to ensure complementarity and coordination in-country.

6.3 Strategic priorities agreed by the PHT HoO/Leaders group inform the operational decision-making by the PHT-ICCG.

7. Review

The TOR was agreed by PHT stakeholders at the 3rd PHT Regional Annual Workshop in 2010. The TOR is recommended for review by the PHT-HoO at a minimum every two years. The next review of the TOR is due in 2014.

21The FRANZ Statement was signed by representatives of the Governments of France, Australia and New-Zealand on 22 December 1992. It commits its signatories to "exchange information to ensure the best use of their assets and other resources for relief operations after cyclones and other natural disasters in the region". FRANZ has in practice been an effective mechanism against the broad range of disasters experienced in the region. The FRANZ Statement applies to South Pacific as broadly defined. It is taken on to include: Australia, Cook Islands, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tokelau, Tuvalu, Vanuatu, Wallis and Futuna, and others as agreed on a case by case basis.

Annex 8: PHT Regional Clusters Terms of Reference

1. Purpose

1.1 Outside of an emergency response phase, the clusters[22] aim to ensure increased preparedness of the humanitarian team and national authorities in the region, including preparedness related to domestic laws, rules and policies that govern foreign disaster response. During a disaster or complex emergency where the cluster approach has been activated for the affected country(ies), relevant clusters will be rolled out in the affected country(ies), as determined by PHT HoO group, with the support of OCHA. This can be done within regional available capacity or by requesting support from the global IASC clusters. At this level, the aim is to ensure a more coherent and effective response by mobilizing groups of agencies, organizations and NGOs to respond in a strategic manner across all key sectors or areas of activity.

1.2 The objective of the cluster approach is to ensure that the activities of such organizations are coordinated, and that humanitarian action in the region is principled, timely, effective and efficient, and contributes to longer-term recovery. The overall purpose is to alleviate human suffering and protect the lives, livelihoods and dignity of people in need.

2. Lead Agency

2.1 Each cluster has a clearly identified lead agency, as agreed by the UN RC and the PHT. Below is the list of lead agencies for each cluster:
- Health & Nutrition – WHO (Health) & UNICEF (Nutrition)
- Water, Sanitation & Hygiene – UNICEF
- Emergency Shelter – International Federation of Red Cross and Red Crescent Societies (IFRC) (Convener)
- Coordination & Camp Management – International Organization for Migration (IOM)
- Logistics – WFP
- Protection – UNHCR & OHCHR (co-leads)
- Early Recovery – UNDP
- Emergency Education – UNICEF & Save the Children (co-leads)

3. Composition

3.1 The clusters are composed of organizations that undertake humanitarian action relevant to the particular sector or area of activity in the region and that commit to participate in coordination arrangements. These include UN agencies, IFRC, IOM, non-governmental organizations, regional and bilateral organizations. Observing organizations may participate in clusters.

3.2 Membership criteria: clusters are open to all humanitarian organizations with capacity to respond to humanitarian emergencies in the Pacific region. The main criterion is operational relevance.

3.3 In addition to their own organization, members may represent one or more organizations that are not members of the PHT, at their request.

3.4 When appropriate, other institutions and agencies may be invited to participate in cluster meetings.

3.5 During an emergency, clusters will ensure their host government counterparts are included in cluster activities, as well as other relevant local partners.

4. Modus operandi

4.1 The modus operandi of the clusters is governed by the Principles of Partnership.[23]

4.2 The chairmanship style is consensual and facilitative, and the membership style is collaborative and constructive.

4.3 Meetings are operational in purpose, focused on clear objectives, action-oriented, and produce reality-based decisions that are followed-up.

4.4 Cluster activity is informed by strategy and guidance determined by the PHT Heads of Organizations and PHT ICCG group. PHT Clusters will develop their own strategy for action in each emergency dependent on the situation.

4.5 Outside of an emergency response phase, clusters are composed of members based across the Pacific that liaise by various means of communication. During a disaster or complex emergency where the cluster approach has been activated for the affected country(ies), relevant clusters will be formed in the affected country(ies), as decided in the PHT and agreed by IASC global clusters.

5. Interface with other regional and country-based coordination mechanisms

5.1 Clusters support and/or complement government-led coordination structures and/or other relevant coordination structures and groups, such as FRANZ24, and the Samoa Disaster Management Team (DMT), etc.

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[22] This document is based upon the Generic Terms of Reference for Sector/Cluster Leads at the Country Level.

[23] These are equality, transparency, result-oriented approach, responsibility, and complementarity. The Statement of Commitment can be found http://www.globalhumanitarianplatform.org/pop.html
[24] The FRANZ Statement was signed by representatives of the Governments of France, Australia and New-Zealand on 22 December 1992. It commits its signatories to "exchange information to ensure the best use of their assets and other resources for relief operations after cyclones and other natural disasters in the region".

5.2 Cluster Coordinators/Conveners are part of the PHT Inter-Cluster Coordination Group. Cluster Lead Agencies will be represented in the PHT Heads of Organizations group.

5.3 During an emergency response in a particular country, clusters will ensure that the relevant host government counterparts, and other relevant local partners, are included in cluster coordination activities.

6. Responsibilities

Clusters, through their Cluster Co/Leads and Conveners, are responsible for ensuring:

6.1 Ensure inclusion of key humanitarian partners for the cluster, respecting their mandates and program priorities.

6.2 Establishment and maintenance of appropriate humanitarian coordination mechanisms
- Ensure appropriate coordination with all humanitarian partners through the establishment/maintenance of appropriate cluster coordination mechanisms, including working groups at the regional and, if necessary, national level.
- Secure commitments from humanitarian partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the cluster, with clearly defined focal points for specific issues where necessary.
- Promote emergency response actions while at the same time considering the need for early recovery planning as well as preventing and risk reduction concerns.
- Ensure that cluster coordination mechanisms are adapted over time to reflect the capacities of local actors and the engagement of development partners.
- Represent the interests of the cluster in discussions with the UN HC/RC and other stakeholders on prioritization, resource mobilization and advocacy.

6.3 Coordination with national/local authorities, state institutions, local civil society and other relevant actors
- Ensure that humanitarian responses build on local capacities.
- Ensure appropriate links with national and local authorities, State institutions, local civil society and other relevant actors (e.g. peacekeeping

forces) and ensure appropriate coordination and information exchange with them.

6.4 Participatory and community based approach
- Ensure utilization of participatory and community-based approaches in sectoral needs assessment, analysis, planning, monitoring and response.

6.5 Attention to priority cross-cutting issues
- Ensure integration of agreed priority cross-cutting issues in sectoral needs assessment, analysis, planning, monitoring and response (e.g. age, diversity, environment, gender, environment, HIV/AIDS and human rights) and contribute to the development of appropriate strategies to address these issues.
- Ensure gender-sensitive programming and promote gender equality.
- Ensure that the needs, contributions and capacities of women, girls, boys and men are addressed.

6.6 Needs assessment and analysis
- Ensure effective and coherent sectoral needs assessment and analysis, involving all relevant partners.

6.7 Emergency preparedness
- Ensure adequate contingency planning and preparedness for new emergencies, at relevant levels (regional, national).

6.8 Planning and strategy development
- Ensure predictable action within the clusters for the identification of gaps; Developing/updating agreed response strategies and action plans for the sector and ensuring that these are adequately reflected in overall country strategies;
- Drawing lessons learned from past activities and revising strategies accordingly;
- Developing an exit, or transition, strategy for the cluster.

6.9 Application of standards
- Ensure that sectoral group participants are aware of relevant policy guidelines, technical standards and applicable commitments (both in law and through non-binding agreements) that the respective Government has undertaken.
- Ensure that responses are in line with existing policy guidelines, technical standards, policy guidelines, and applicable commitments (both in law and through non-binding agreements) that the respective Government has undertaken.

6.10 Information Management
- Establish information management protocols to facilitate communications within and between clusters.

FRANZ has in practice been an effective mechanism against the broad range of disasters experienced in the region. The FRANZ Statement applies to South Pacific as broadly defined. It is taken on to include: Australia, Cook Islands, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tokelau, Tuvalu, Vanuatu, Wallis and Futuna, and others as agreed on a case by case basis.

- Ensure adequate reporting and effective information sharing (with OCHA support), with due regard for age and sex disaggregation.

6.11 Advocacy and resource mobilization
- Identify core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives of the RC and other actors.
- Advocate for donors to fund humanitarian actors to carry out priority activities in the sector concerned, while at the same time encouraging sectoral group participants to mobilize resources for their activities through their usual channels.

6.12 Training and capacity building
- Promote/support capacity building and training of humanitarian partners.
- Support efforts to strengthen the capacity of national authorities and civil society.

During a disaster or complex emergency, Cluster Lead Agencies are responsible for:

6.13 Provision of assistance or services as a last resort
- As agreed by the IASC, cluster leads are responsible for acting as the provider of last resort (subject to access, security and availability of funding) to meet agreed priority needs and will be supported by the UN RC and the UN ERC in their resource mobilization efforts in this regard.
- This concept is to be applied in an appropriate and realistic manner for cross-cutting issues such as protection, early recovery and camp coordination.[25]

7. Review

The TOR was agreed by PHT stakeholders at the 3rd PHT Regional Annual Workshop in 2010. The TOR is recommended for review by the PHT-ICCG at a minimum every two years. The next review of the TOR is due in 2014.

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[25]The Memorandum of Understanding between IFRC and OCHA states that IFRC does not accept accountability obligations beyond those defined in its Constitution and policies and that its responsibilities do not leave room for open-ended or unlimited obligations. IFRC has therefore not committed to being 'provider of last resort' nor is it accountable to any part of the UN system. For further information see Guiding Document 7.1.5 of Emergency Shelter at
http://www.humanitarianreform.org/humanitarianreform/Default.aspx?tabid=307

Annex 9: PHT Inter Cluster Coordination Group Terms of Reference

1. Purpose

1.1 The aim of the PHT-ICCG is to ensure sound coordination, information and communication on emergency preparedness, humanitarian and early recovery responses in the Pacific across all clusters activated in the region. The PHT-ICCG aims to ensure coherence when addressing inter-cluster and cross-cutting issues such as human rights, age, environment and gender mainstreaming. The PHT-ICCG also facilitates measures to increase the capacity of clusters to comply with international guidelines, standards and principles and practices.

2. Chairmanship

2.1 The PHT-ICCG is chaired by the United Nations Office for the Coordination of Humanitarian Affairs (OCHA).

3. Composition

3.1 During non-emergency periods, the PHT-ICCG is a regional body composed of Cluster Coordinators /Conveners of each cluster. Cluster Coordinators/Conveners do not attend as representatives their own agency, but as the Cluster's coordinator/convener.

3.2 During an emergency response, when several clusters have been activated in a particular country within the region, the PHT-ICCG is formed in the country/ies, affected. In these periods, the membership and representation of the PHT-ICCG will expand to include Government counterparts for each cluster.

3.3 When appropriate, the PHT-ICCG may invite donors, national NGOs, or other key players in country to attend meetings for operational and planning purposes. The main criterion is operational relevance.

3.4 Members are responsible for attending and actively participating in quarterly PHT-ICCG meetings. Should a member (or authorized alternative delegate) not participate in meetings three times in a row; the PHT-ICCG will refer the case to the PHT-HoO for review.

3.5 On a standing basis, the PHT-ICCG will be composed of the following participants (Cluster Leads or Conveners in brackets):

- Chair: OCHA
- Clusters: WASH (UNICEF); Logistics (WFP); Protection (OHCHR/UNHCR); Emergency Education (UNICEF/Save the Children); Early Recovery (UNDP); Health and Nutrition (WHO/UNICEF); Emergency Shelter (IFRC); Camp Management (IOM).

- Cross-cutting issues: GenCap Advisor; Disability Advisor; HIV/AIDS focal point
- Donors and other relevant partners where appropriate.

4. Modus Operandi

4.1 The approach of the PHT-ICCG is governed by the Principles of Partnership.[26]

4.2 The chairmanship style is consensual and facilitative, and the membership style is collaborative and constructive.

4.3 PHT-ICCG meetings are guided by the strategies determined by PHT HoO. Meetings are operational in purpose, focused on clear objectives to operationalize the strategic decisions of the PHT HoO.

4.4 Cluster Coordinators/Convenors will be expected to report on progress made and challenges faced in their respective clusters with respect to preparedness and response activities.

4.5 During an emergency response, when several clusters have been activated in a particular country within the region, the PHT-ICCG is formed in the country, or countries, affected.

5. Interface with national and regional partners

5.1 The PHT-ICCG is a coordination mechanism designed to complement national government coordination structures. The PHT-ICCG will rely on Cluster coordinators/convenors to identify appropriate and relevant national counterparts for inclusion in those PHT-ICCG meetings convened for an emergency response as well as linkages with relevant regional and local coordination structures, such as the FRANZ agreement[27] and the Samoa Disaster Management Team (DMT).

5.2 The PHT-ICCG Chair ensures two-way communication between the PHT-ICCG and PHT HoO.

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[26] These are equality, transparency, result-oriented approach, responsibility, and complementarity. The Statement of Commitment can be found http://www.globalhumanitarianplatform.org/pop.html

[27] The FRANZ Statement was signed by representatives of the Governments of France, Australia and New-Zealand on 22 December 1992. It commits its signatories to "exchange information to ensure the best use of their assets and other resources for relief operations after cyclones and other natural disasters in the region". FRANZ has in practice been an effective mechanism against the broad range of disasters experienced in the region. The FRANZ Statement applies to South Pacific as broadly defined. It is taken on to include: Australia, Cook Islands, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tokelau, Tuvalu, Vanuatu, Wallis and Futuna, and others as agreed on a case by case basis.

5.3 Cluster coordinators/convenors ensure two-way communication between PHT-ICCG and their respective clusters.

5.4 A summary record and action points from meetings will be produced and distributed by OCHA to all members of the PHT.

6. Responsibilities in non-emergency periods

The PHT-ICCG group will:

6.1 Act as the technical working group for the overarching Pacific Inter-Agency Preparedness and Response Plan (EPREP). The group will review the plan at least once a year and revise as needed. The group will also ensure that each cluster's preparedness and response plans are updated and preparedness activities implemented.

6.2 Provide guidance to ensure that Clusters contribute to building capacity of cluster members, including national authorities and civil society, in terms of response and compliance with international principles.

6.3 Ensure that cross-cutting issues such as human rights, age, environment and gender mainstreaming are reflected in cluster and inter-cluster plans.

6.4 Develop standard tools to help the members make sound strategic/operational decisions, including information management tools.

6.5 Conduct periodic reviews of clusters, for submission to the PHT HoO.

7. Responsibilities in emergency periods

The PHT ICCG group will:

7.1 Ensure the operationalization of the strategies determined by the PHT HoO.

7.2 Ensure effective coordination between clusters at the country level, including identification of gaps in response between clusters and commitments secured in filling those gaps.

7.3 Ensure complementarily between clusters involved in the humanitarian response and maintain an overview of the humanitarian response and gap analysis for planning and briefing purposes. This response analysis will be submitted to the PHT-HoO.

7.4 Provide guidance to ensure the clusters contribute to building capacity of cluster members, including national authorities and civil society, in terms of response and compliance with international principles.

7.5 Ensure that cross-cutting issues such as human rights, age, environment and gender mainstreaming are reflected in cluster and inter-cluster plans and responses.

7.6 Coordinate sectoral or inter-agency needs assessments.

7.7 Develop a Consolidated Response Plan and conduct periodic reviews to assist in refining the strategic direction of the response. The Consolidated Response Plan will be submitted to the PHT-HoO.

7.8 Monitor performance of clusters; report to the PHT HoO on progress and challenges.

7.9 Ensure appropriate cluster reporting and compile reporting with particular reference to the cross-cutting issues.

7.10 Coordinate, in consultation with the PHT HoO, the de-activation of clusters as necessary.

7.11 Identify core advocacy concerns, including cross-cutting issues, and contribute key messages to the PHT HoO.

7.12 Provide regular briefings and updates on operational response and prioritization to the PHT HoO to ensure timely resource mobilization and advocacy.

7.13 Identify financing gaps in response plans and provide recommendations to the UN RC for resource mobilization.

8. Review

8.1 The TOR was agreed by PHT stakeholders at the 3rd PHT Regional Annual Workshop in 2010. The TOR is recommended for review by the PHT-ICCG at a minimum every two years. The next review of the TOR is due in 2014.

Annex 10: Contingency and other related plans

Below is a summary of the existing preparedness and response plans. Some focus on the coordination between national and international responders during an emergency, and others are hazard-specific plans.

What	Responsible actor	Status	Date	Further information
AHI Pandemic Response Plan	WHO			Refer to WHO Plan for details
Inter-Agency Contingency Plan for Kingdom of Tonga	Tonga National Emergency Management Office (overall)	In draft, not finalised	Drafted in October 2010 following contingency planning workshop in Tonga (13-16 September 2010)	

Annex 11: IASC Operational Guidelines on Human Rights in Natural Disasters

I. General guarantees for persons affected by natural disasters

- Persons affected by natural disasters are entitled to enjoy the same rights and freedoms under international human rights and humanitarian law as others in their country and not be discriminated against on the basis of race, color, sex, disability, language, religion, political and other opinion, national or social origin, property, birth or other status.
- Targeted measures to address assistance and protection needs of specific categories of affected people including women and children do not constitute discrimination if, and to the extent that, they are based on differing needs.
- In all decisions and actions concerning children the best interest of the child shall be a primary consideration.
- Persons who have been ordered or forced to flee or to leave their homes or places of habitual residence or who have been evacuated as a result of a natural disaster or its effects, or were obliged or forced to leave in order to avoid them, and have not crossed an internationally recognized State border shall be treated as internally displaced persons in accordance with the 1998 Guiding Principles on Internal Displacement.
- All persons affected by the natural disaster or facing an imminent risk of being affected should be provided with easy accessible information in a language they understand concerning:
    - the nature and level of disaster they are facing;
    - the possible disaster risk and vulnerability reduction measures that can be taken;
    - early warning information; and
    - ongoing humanitarian assistance, recovery efforts and their respective entitlements.

They should be meaningfully consulted and given the opportunity to take charge of their own affairs to the maximum extent possible. They should be able to participate in the planning and implementation of the various stages of the disaster response. Targeted measures should be taken to include who are traditionally marginalized from participation in decision-making.

- All persons affected by the natural disaster should be informed of relevant rights under international and domestic law, in a language they understand. They should be supported in claiming and exercising these rights and in accessing the justice system, in particular through the provision of free legal assistance.
- The human rights of the affected persons, including the impact of the humanitarian activities on them, should be regularly monitored. To this effect existing monitoring mechanisms should be strengthened or new adequate mechanisms established, and such mechanisms should be given access to humanitarian operations.
- Humanitarian and early recovery interventions should be undertaken and prioritized on the basis of identified needs of affected persons. Such needs should be identified and assessed on the basis of non-discriminatory and objective criteria and to the extent possible in consultation with the affected people.
- Humanitarian and early recovery assistance should be carried out in a manner that respects the cultural sensitivities in the area, providing that they do not contravene existing human rights law standards.

II. Role of States and other actors contributing to the humanitarian response

- States have the primary duty and responsibility to provide assistance to persons affected by natural disasters. In doing so, they are obliged to respect the human rights of affected persons and to protect them against such violations by private actors as well as dangers arising from the disaster. Other actors contributing to the humanitarian response:
    - Offer their services in support of persons affected by natural disasters and in need of protection and humanitarian assistance when and to the extent that the authorities concerned are unable or unwilling to provide the required humanitarian assistance.
    - Accept that human rights underpin all humanitarian action. In situations of natural disaster they should therefore respect the human rights of persons affected by disasters at all times and advocate for their promotion and protection to the fullest extent. Such organizations shall not promote, actively participate in, or in any other manner contribute to, or endorse policies or activities, which do or are likely to lead to human rights violations or abuses.
    - Are guided by these Operational Guidelines in their activities, in particular when monitoring and assessing the situation and needs of affected persons, when programming and implementing their own activities as well as when entering into a dialogue with governmental authorities on the State's duties and responsibilities vis-à-vis affected persons under international law and supporting their activities.
    - Carry out their activities in accordance with the principles of humanity, impartiality and, in countries with armed conflict, neutrality.
    - Remain accountable to their relevant stakeholders, including to the persons affected by the natural disaster
- All relevant actors should ensure coordination of their actions among themselves and with national and local authorities. The responsibilities for the coordination of certain areas of activities assigned to specific agencies and organizations should be taken into account.
- No-one shall use humanitarian assistance for purposes other than humanitarian.
- Humanitarian and early recovery actors should ensure that short term interventions do not undermine or jeopardize prospects of full recovery and durable solutions for all persons affected by the disaster. Similarly, development actors should make sure that recovery plans integrate outstanding relief and protection needs of persons with specific needs.

Annex 12: Emergency Response Checklist for UN RCs

About this Checklist

This checklist has been adapted from the IASC Handbook for UN RCs and HCs on Emergency Preparedness and Response by OCHA Pacific. It was last updated in September 2012.

This checklist provides guidance to UN RCs in the Pacific who are confronted with any type of humanitarian emergency. It maps out actions to take on the onset of an emergency. As situations vary, the type and order of activities may need to be adapted on a case-by-case basis. The IASC handbook for UN RCs and HCs on Emergency Preparedness and Response should be referred to for more detailed guidance, as well as the PHT EPREP. The following applies to all emergencies however, whether the Government has requested, welcomed or declined international assistance:

1.   Support the Government

Each State has the responsibility first and foremost to take care of the victims of emergencies occurring on its territory by initiating, organizing, coordinating and implementing humanitarian assistance.

The UN RC should support national efforts by leading and coordinating humanitarian action of relevant organizations in country, whenever possible in support of and in coordination with national and local authorities.

2.   Accountability

The UN RC/HC is ultimately accountable to the populations in need. When responding to humanitarian emergencies, UN RCs and HCs report directly to the Emergency Relief Coordinator. They should therefore immediately inform the UN ERC of the disaster, forward available information, and consult on the future course of action.

3.   Abide by international humanitarian and human rights law

In all activities, the UN RC or HC is guided by international humanitarian and human rights law as well as by the humanitarian principles of humanity, neutrality, impartiality and independence.

4.   Be guided by the Principles of Partnership

The leadership and coordination role of the HC entails building consensus among relevant organizations involved in humanitarian action and actively facilitating cooperation among them, recognizing that the ownership of coordination rests with all relevant organizations.

How to use this checklist

The checklist is split in two time frames: actions to take within 24 hours and actions to take within the first week of an emergency.

Each section follows the sequencing of activities of the Handbook for UN RCs and HCs on Emergency Preparedness and Response. The Pacific Humanitarian Team (PHT) Emergency Preparedness and Response Plan (EPREP) provides additional regional agreed guidance for emergency response.

	ACTIONS TO TAKE WITHIN 24 HOURS
Alert	Obtain a brief overview of the scale and scope of the emergency (preliminary scenario) based on available information from national authorities, UN agencies, national and international NGOs, civil society organizations, the International Red Cross/Red Crescent Movement, the media, GDACS, ReliefWeb and the PHT website.
	Alert OCHA Regional Office for the Pacific (ROP) and all relevant partners of the PHT and in-country.
	⮑ Contact the Government to: - Review national capacity to deal with the emergency. - Clarify its intent to declare a state of emergency.1 - Remind it of its obligations vis-à-vis the UN Charter, applicable Security Council resolutions, and international humanitarian and human rights law. - Remind it of its obligation to ensure the safety and security of humanitarian actors, their premises and assets. ⮑ If the Government cannot provide the required security measures, request UNDSS to assess the requirements to secure UN premises and assets and seek their advice as to how this can be achieved. - Clarify its intent to request, welcome or decline international assistance: ⮑ If the Government requests or welcomes assistance, outline support options available, request approval for humanitarian workers' entry into the country and request UNDAC and PHT partners to be standby. ⮑ If the Government declines international assistance but assistance is nonetheless required, urge in-country humanitarian actors to increase their capacity to respond. - Request logistical assistance for site visits (e.g. helicopters), if required (and liaise with FRANZ chair). ⮑ Based on the preliminary scenario and the Government's capacity, assess if PHT response is warranted.
Capacity Assessment	Review the PHT EmergencyPreparedness and ResponsePlan (EPREP), including necessary human resources. Based on the preliminary scenario, re-assess the capacity of your office to coordinate the response. ⮑ If available, discuss deployment of OCHA Regional Office for the Pacific staff to the affected country. ⮑ If additional capacity is required, request additional PHT human resources (surge capacity). ⮑ If warranted, request deployment of an UNDAC team by calling OCHA or UNDAC.
	Request UNDSS to deploy Security Advisers, if needed.
Coordination Mechanisms	Convene all relevant humanitarian partners of the PHT, including, whenever possible, national authorities.
	In consultation with the PHT Heads of Office (HoO), review contingency plans (national and EPREP) and existing coordination mechanisms for response. ⮑ If national coordination mechanisms exist use them to avoid parallel structures. ⮑ Review appropriateness of PHT Clusters in light of the emergency and consider *regional mobilization* of relevant clusters. ⮑ If regional capacity is exceeded, the PHT HoO should discuss *global activation* of clusters through ERC.
	As DO, consider convening the Security Management Team to assess the security situation and agree on immediate measures.2 ⮑ If the emergency affects UN staff, assets or premises establish a Crisis Management Team.
	In consultation with the PHT HoO assess the need for the PHT ICCG to be convened, to discuss deployment, assessments, and other inter-cluster issues.
	In consultation with the PHT, agree on priority cross-cutting issues to be addressed in the response, such as age, diversity, environment, gender, HIV/AIDS, and psychosocial support. ⮑ Where needed, request expertise from existing regional mechanisms (e.g. Gender surge roster of UNWomen, Protection surge roster – OHCHR, UNAIDS) or establish inter-cluster thematic groups on cross-cutting issues.
Operational Response	Coordinate response activities through regular meetings with the PHT HoO, with OCHA complimenting operational coordination through the PHT ICCG.
	In case of an earthquake or collapse of urban structures, encourage national authorities to call for international urban search-and-rescue assistance, preferably INSARAG members.
	Assess the need for coordination capacity. ⮑ If warranted, request deployment of an UNDAC team by calling OCHA Regional Office for the Pacific and discuss the need for logistical support from the International Humanitarian Partnership (IHP) (transport, base camp, IT). Contact FRANZ chair to gain an understanding of FRANZ response considerations, the potential use of assets, and ensure complementarity in approach.
	In cooperation with the PHT HoO, and OCHA prioritize activities according to the security environment.
	Ensure the release of at least one situation report to inform stakeholders of ongoing activities.

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1 For some donors this is a prerequisite to disburse emergency funding.
2 If you are not the DO, support the process through the SMT.

	If national or other foreign **Military and Civil Defence Assets (MCDA)** are inadequate to address needs or there is likely to be an extended need for MCDA, ask national authorities if the UN system can mobilize foreign MCDA. ➲ If accepted, request OCHA to coordinate MCDA mobilized from international sources.
	In case of potential impact on natural resources and the environment, liaise with the relevant national authorities (including the Ministry of Environment), the Joint UNEP/OCHA Environment Unit (JEU) and UNEP Post-Conflict and Disaster Management Branch to discern the need for specialized assistance. ➲ If in-country capacity is sufficient, urge national authorities and/or humanitarian partners to conduct an environmental impact assessment as quickly as possible.
Resource Mobilization	Ascertain donor intentions.
	In consultation with the PHT HoO, assess the need for a **Humanitarian Action Plan (HAP)** (or in consultation with the ERC, the need for a **Flash Appeal** if the emergencies scope and scale require). ➲ If warranted, assign an Appeal Focal Point within your office.
	Send a written request to OCHA for an **Emergency Cash Grant**. At a minimum, the request should specify the nature of the disaster and outline the assistance required (including the amount requested).
	Send a request to UNDP/Bureau for Crisis Prevention and Recovery (BCPR) for resources from **UNDP's Immediate Response to Sudden Crisis** (TRAC 1.1.3 Category II Resources), copied to the relevant BCPR Regional Bureau.
Access	Based on the Emergency Preparedness and Response Plan (EPREP) and in consultation with the PHT, identify which State or non-State actors affect access to affected populations. Remind all parties of their obligations to meet the basic needs of affected populations.
	Encourage all parties to allow and facilitate relief activities. Explain the strictly humanitarian character of these activities (e.g. by referring to the **humanitarian principles**) and gain parties' acceptance of these activities.
	Develop a **humanitarian negotiation analysis and strategy** for dealing with identified access issues.
Humanitarian and human rights law	Encourage the Government to respect, protect and fulfill the rights of its population in accordance with its national, regional and international obligations by invoking applicable **domestic, regional and international legal instruments**, including in respect of populations with special needs.
	Encourage the Government to appoint focal points on protection and human rights.
Media relations	In consultation with the PHT: – Establish an emergency public information team to develop a crisis communication plan. – Agree on who speaks to the media ➲ If capacity within your office is limited, request surge capacity from OCHA Regional Office for the Pacific.
	Hold a press conference. Whenever possible, do this jointly with national authorities.
	Issue a press release and/or an official statement.

| ACTIONS TO TAKE WITHIN THE FIRST WEEK	
Regional Coordination Mechanisms	**Level 1: If in-country capacity is sufficient**, humanitarian organizations, including UN-agencies at regional and national levels, coordinate in partnership to support National Authorities (e.g. VHT in Vanuatu, DAC Sub-committees in Samoa).
	Level 2: If national capacity is exceeded and international assistance is requested, in consultation with national authorities and the PHT HoO, specify PHT clusters for *regional mobilization*.
	In consultation with the PHT HoO, establish an early recovery network consisting of focal points from each cluster to coordinate early recovery activities and develop an Early Recovery Strategic Framework, led by UNDP. ⮑ If key recovery areas are not covered by clusters, establish a specific Early Recovery Cluster in addition to the early recovery network, in consultation with the PHT and the Early Recovery Advisor (UNDP).
Global Coordination Mechanisms	**Level 3: If regional capacity is exceeded**, send a request letter to the ERC outlining which clusters will be *activated* and the designated lead agencies. The ERC transmits the proposal to IASC agencies and Global Cluster Lead Agencies for them to give their approval within 24 hours. ⮑ If approved, inform relevant partners on agreed cluster coordination arrangements and *global activation*.
Needs Assessment	In consultation with the PHT, and based on the EPREP, use the preliminary scenario to inform initial response decisions. Define the procedures and focus of subsequent assessments.
	In consultation with the PHT and OCHA, agree on how to coordinate multi-cluster assessments, while ensuring linkages to information management, inter-cluster coordination and strategic planning.
Response Planning	In consultation with the PHT and, where possible, national authorities, based on available needs assessment results, develop a strategic Humanitarian Action Plan including early recovery and a protection strategy.
Operational Response	Upon arrival of the OCHA, PHT or UNDAC team, organize briefings with national authorities and the PHT to discuss coordination mechanisms and structures. Agree on responsibilities and reporting lines of the OCHA or UNDAC team and their team leaders.
	Assign an information management focal point unless an OCHA or UNDAC team is deployed and has adequate capacity to take on these functions. ⮑ If necessary, request OCHA/UNDAC to set-up ans OSOCC and/or Information Centre.
	If you are the DO liaise with appropriate Government institutions, Police, Ministry of Defence on security matters.3
	If applicable, liaise with domestic and foreign military forces in-country (e.g. FRANZ chair, High Comm military attaches). Based on consultations with UN Humanitarian Civil-Military Coordination (UN-CMCoord)Officers, adopt a civil-military coordination strategy.
Resource Mobilization	**Engage donors in response planning and needs assessments as appropriate in order to build trust and** increase their understanding of priorities and funding needs. **Advocate with donors to channel funding into priority areas.**
	Lead the PHT in producing a draft Humanitarian Action Plan (or Flash Appeal) document based on baseline data, initial reports and available assessment results taking into consideration 2012 introduction of Gender Marker. A CERF request may also be considered at this time. Approve the final draft of the HAP and share with regional partners. If Flash Appeal developed, send it to OCHA for inter-agency headquarters review prior to the official launch. At the same time, select the most urgent life-saving projects from the Flash Appeal to submit to CERF for rapid funding.

	In consultation with the PHT assess the need for a CERF rapid response grant in parallel with the development of a Humanitarian Action Plan / Flash Appeal.
	 ⮑ If warranted:
	   - Assign a focal point within your office to liaise with the CERF Secretariat on the application process.
	   - Determine funding priorities based on the CERF life-saving criteria, available results from the multispectral rapid assessment, the humanitarian response plan, funding shortfalls, and capacity to implement within the grant's time frame.
	   - Request Cluster Lead Agencies to submit priority projects.
	 ⮑ If a Flash Appeal exists, the most urgent life-saving projects should be prioritized and selected from this.
	 In consultation with the PHT HoO, and based on the agreed criteria and funding priorities, review and approve projects submitted by clusters. Send a consolidated grant request to the ERC, with a copy to the CERF Secretariat.

	In countries with established ERF, convene a meeting of the Review Board to select projects (after initial review by OCHA), or consult electronically and sign grant agreements with recipient organizations.

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3 If you are not the DO, support the process through the SMT.

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Access	If access constraints are due to: — Bureaucratic impediments: seek to ensure that entry procedures for humanitarian personnel, equipment and goods into the country and their deployment to the field are streamlined. ➲ If the Government is party to international instruments or guidelines to facilitate international relief, refer to them. ➲ If necessary, act as a consignee for incoming goods. — Ongoing hostilities: in consultation with the PHT, assess the relevance and feasibility of humanitarian corridors, deconfliction arrangements or a temporary cessation of hostilities to enable the delivery of assistance and/or to enable civilian populations to leave areas of fighting. ➲ If warranted, negotiate with the relevant parties and ensure robust civil-military capacity within the PHT to support the development and implementation of these strategies. - Attacks on humanitarian personnel, facilities and/or assets: in consultation with the PHTHoO, assess the motivating factors driving attacks. Consult with DSS and humanitarian actors on possible solutions to mitigate risks, including efforts to increase acceptance of humanitarian action and undertake negotiations with the relevant parties.
Humanitarian and human rights law	Encourage the Government to respect, protect and fulfill the rights of its population in accordance with its national, regional and international obligations by invoking applicable domestic, regional and international legal instruments, including in respect of populations with special needs.
	Encourage the Government to appoint focal points on protection and human rights issues.
Media Relations	In consultation with the PHT HoO, agree on the PHT's position, key advocacy messages, basic reference data/figures and sources. Upon agreement, request PI focal point to develop Field Key Messages. Authorize the messages before issuance.

Annex 13: National coordination structures

The following diagrams are representations of the national disaster management coordination structures in each of the PHT member countries. For detailed information on the national disaster management coordination arrangements, please consult the relevant national disaster management acts and plans or contact the relevant NDMO. The national coordination structures represented below were last updated in October 2012.
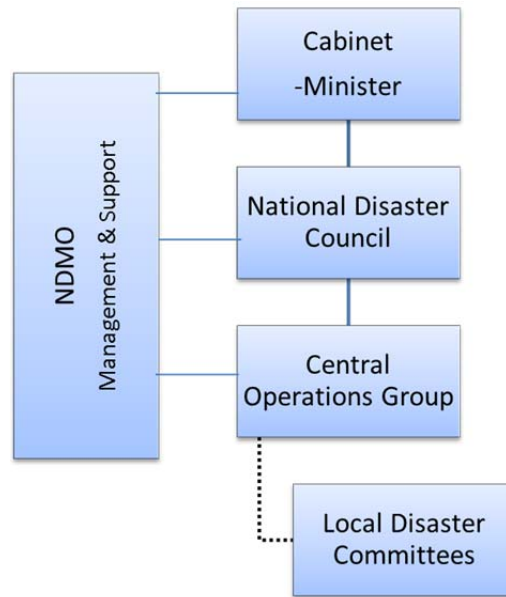
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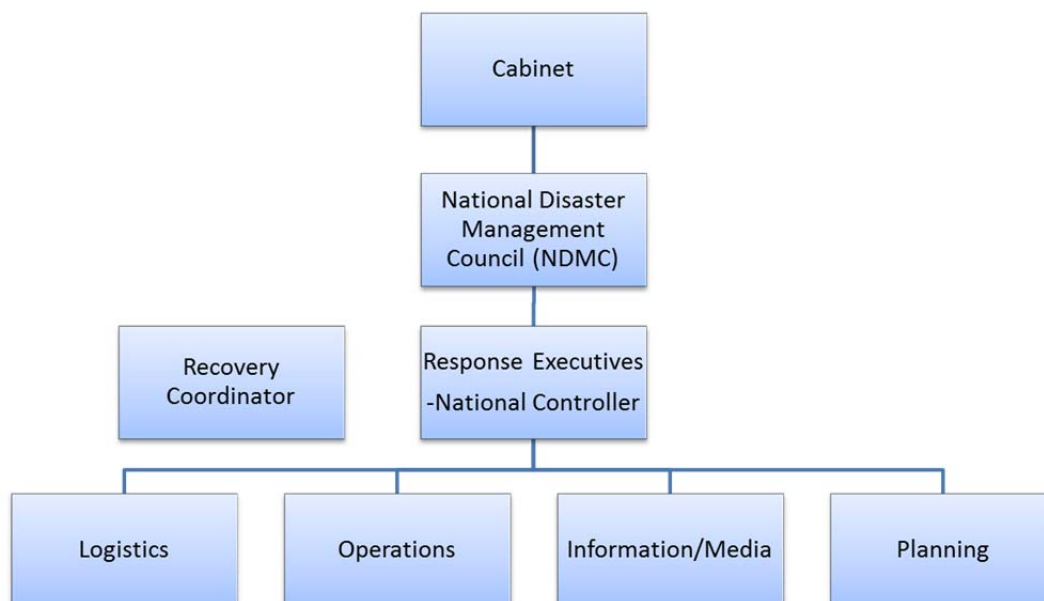
Ref: Draft National Disaster Risk Management Arrangements, 2009

Fiji
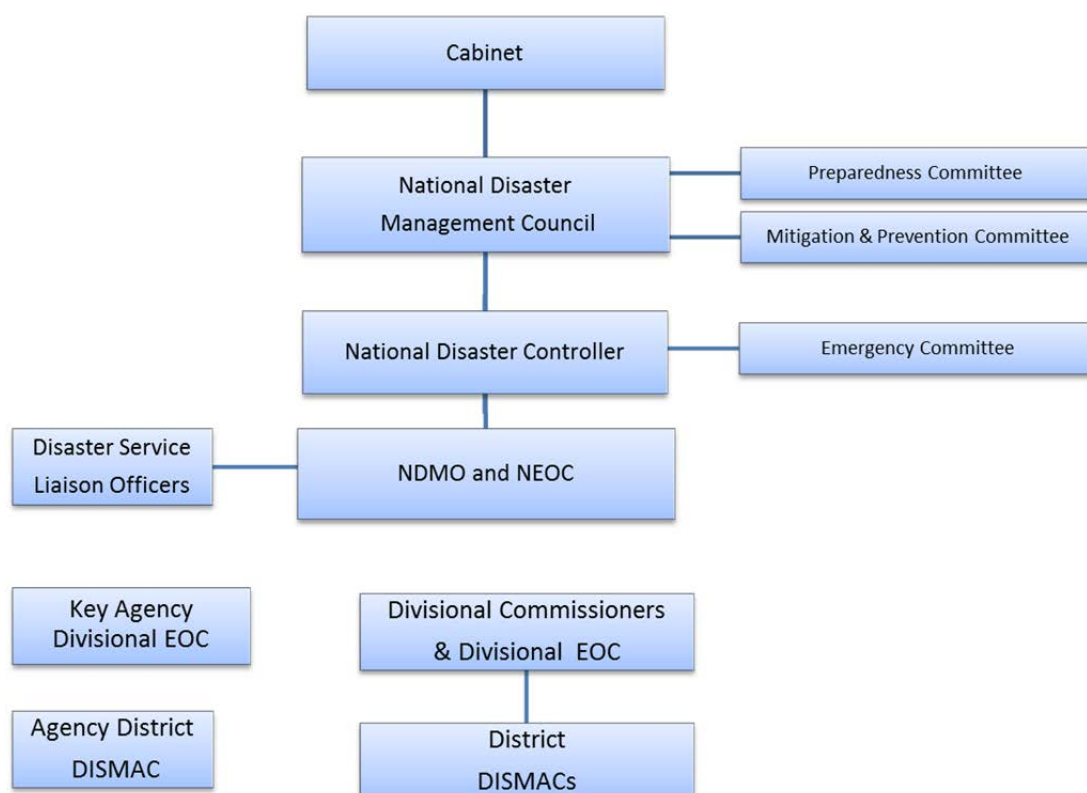
Ref: Standard Operating Procedure 2010; Natural Disaster Management Act 1998;National Disaster Management Plan 1995

Kiribati

Ref: National Disaster Act, 1993

Marshall Islands
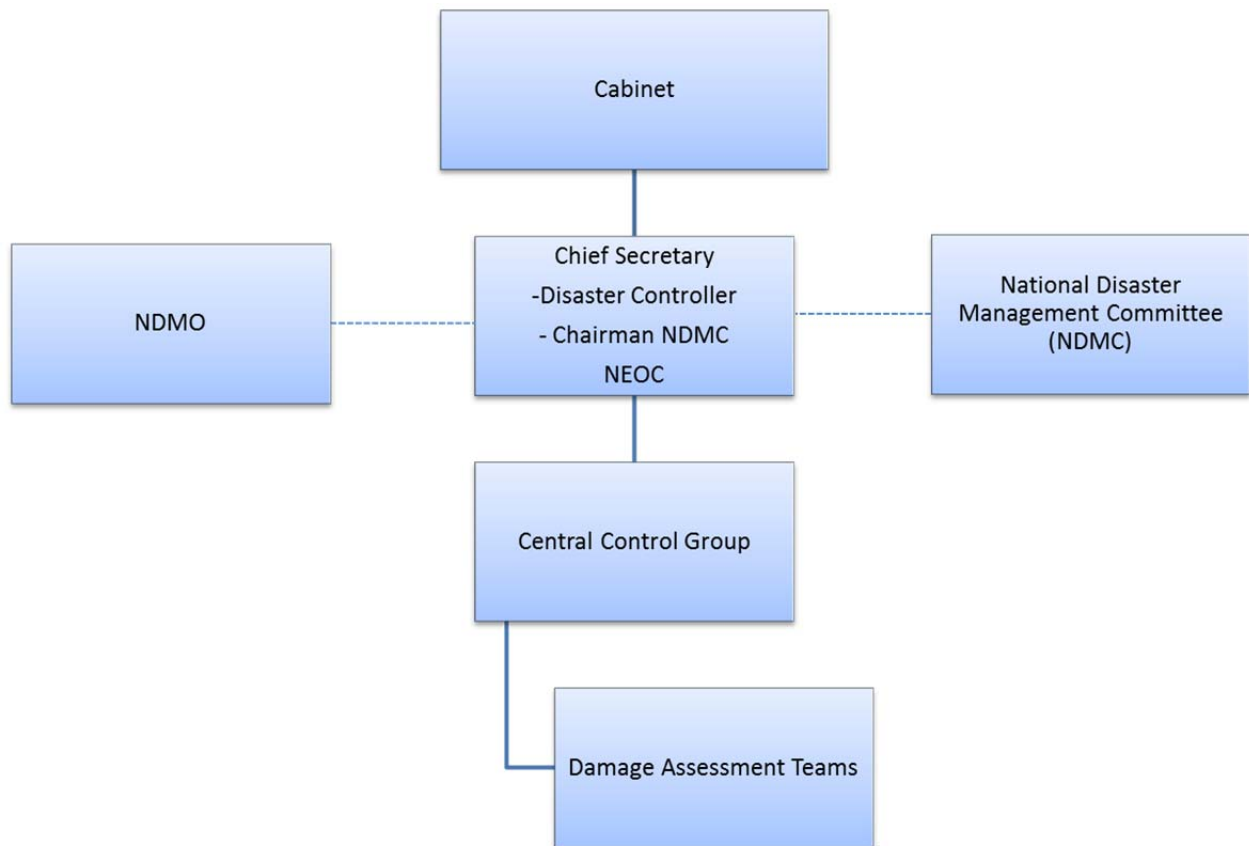
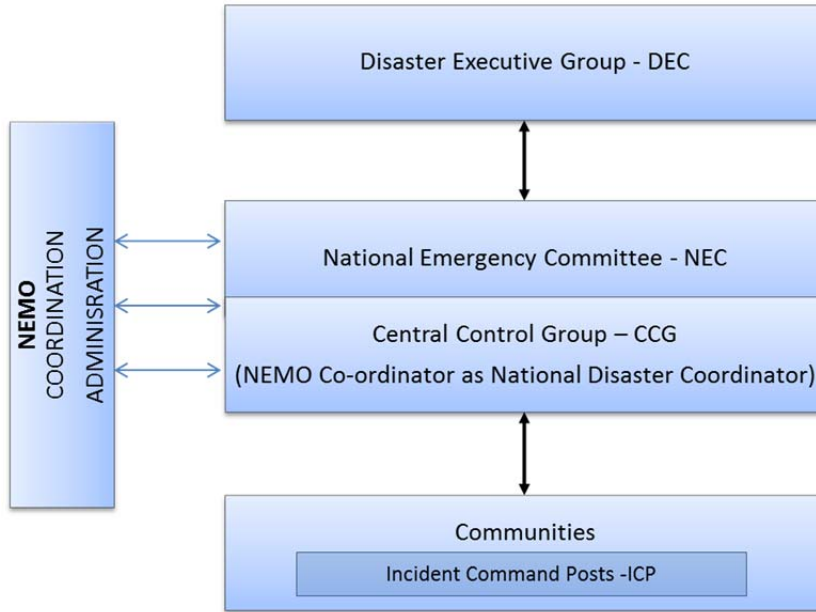Ref: National Disaster Management Plan 1997 revised edition

Nauru
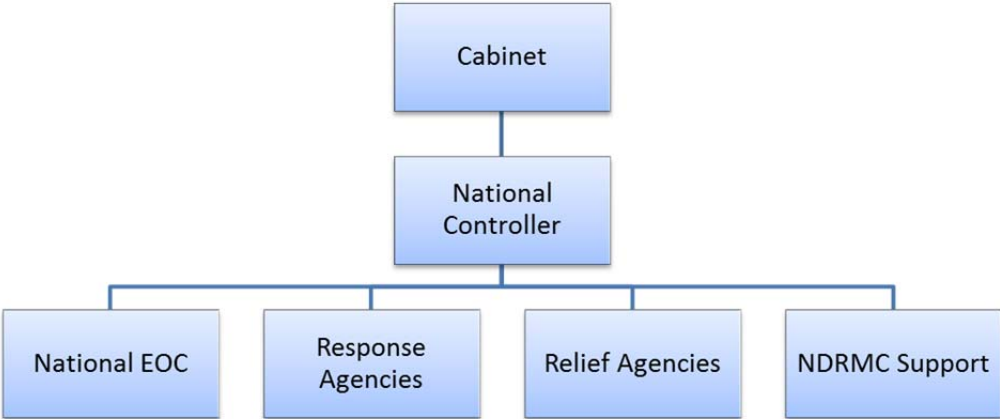
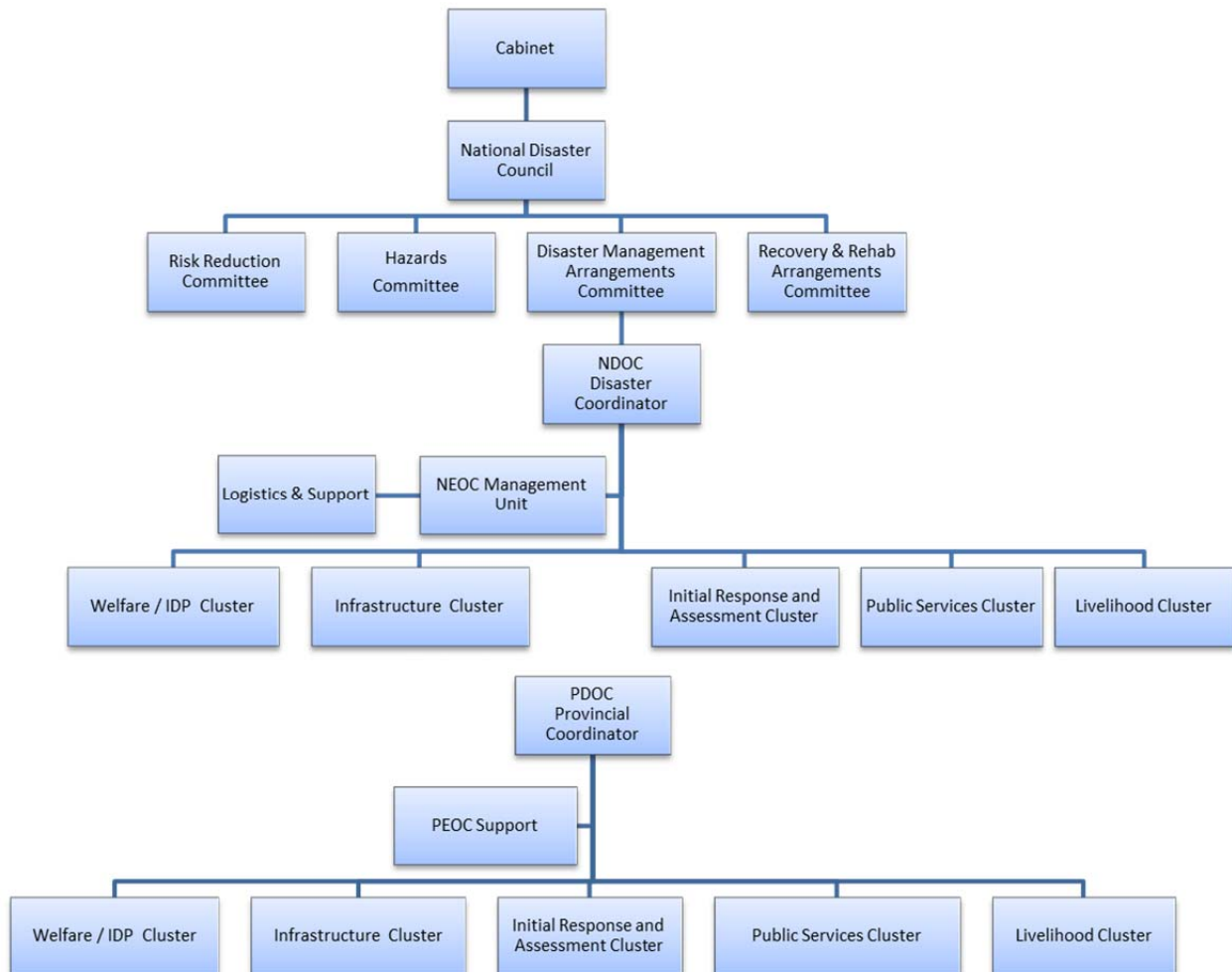Ref: National Disaster Risk Management Plan, 2008
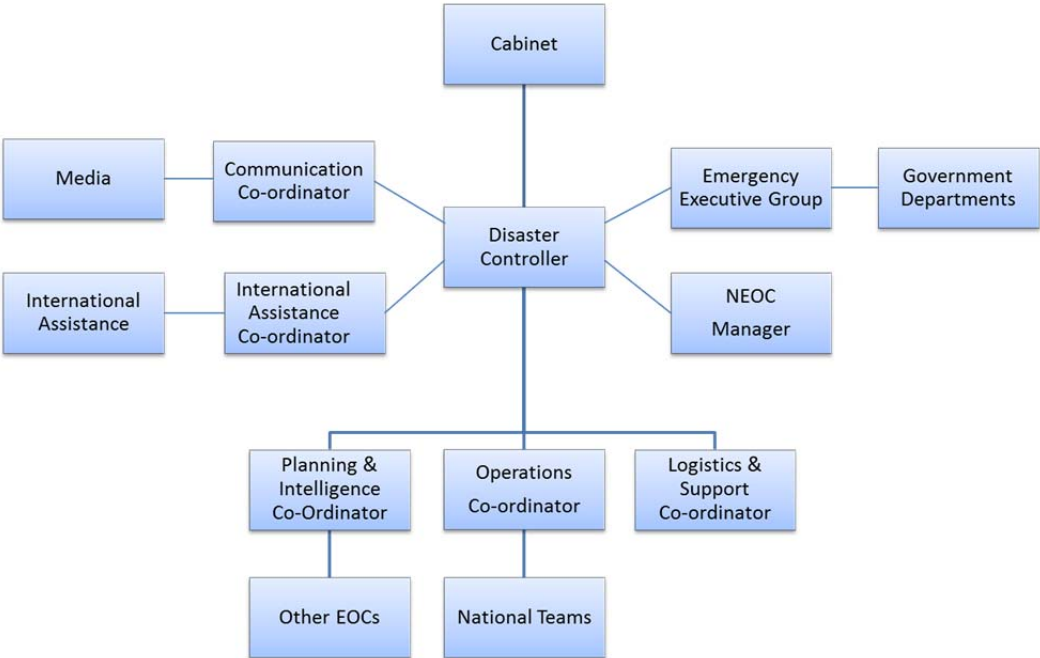
Niue

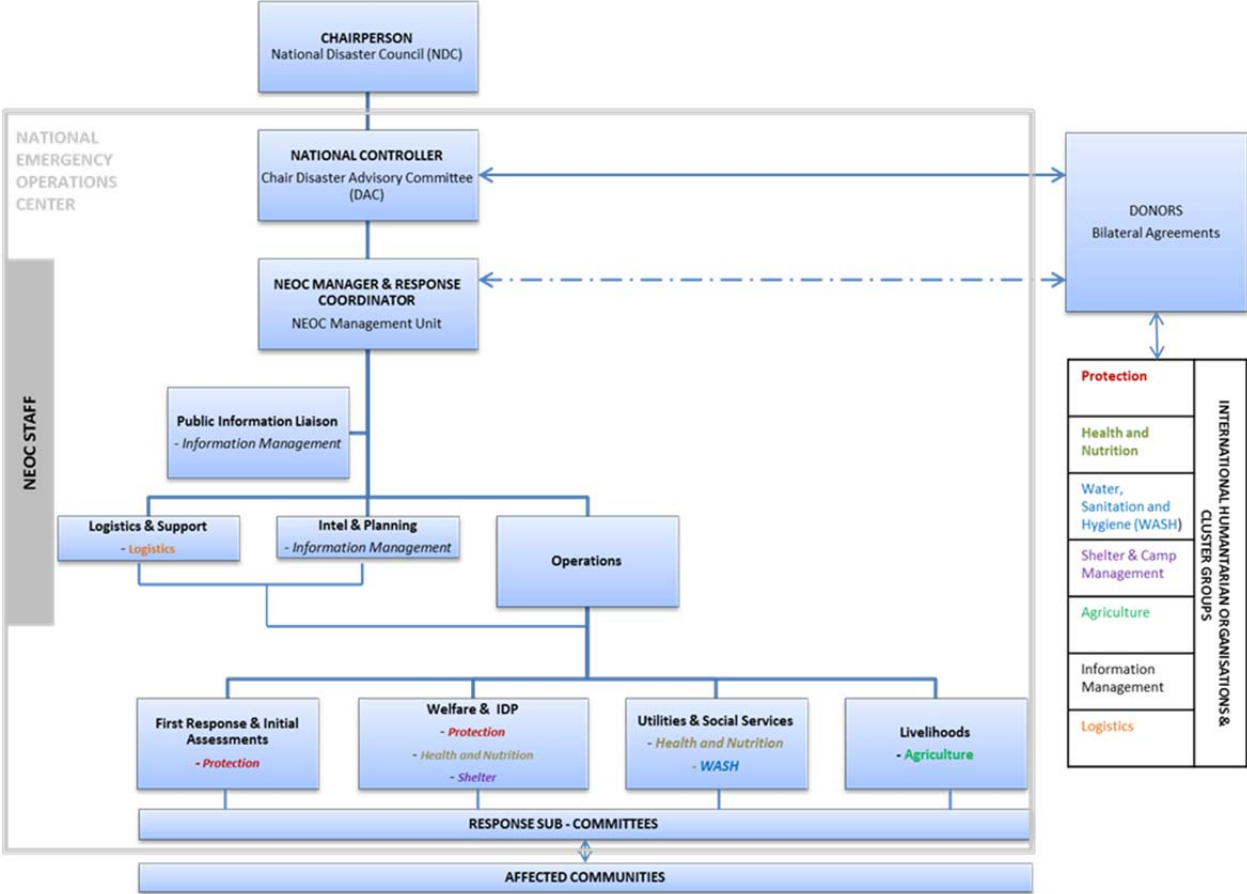Ref: Niue National Disaster Plan, 2010

Palau

Ref: National Disaster Risk Management Framework, 2010
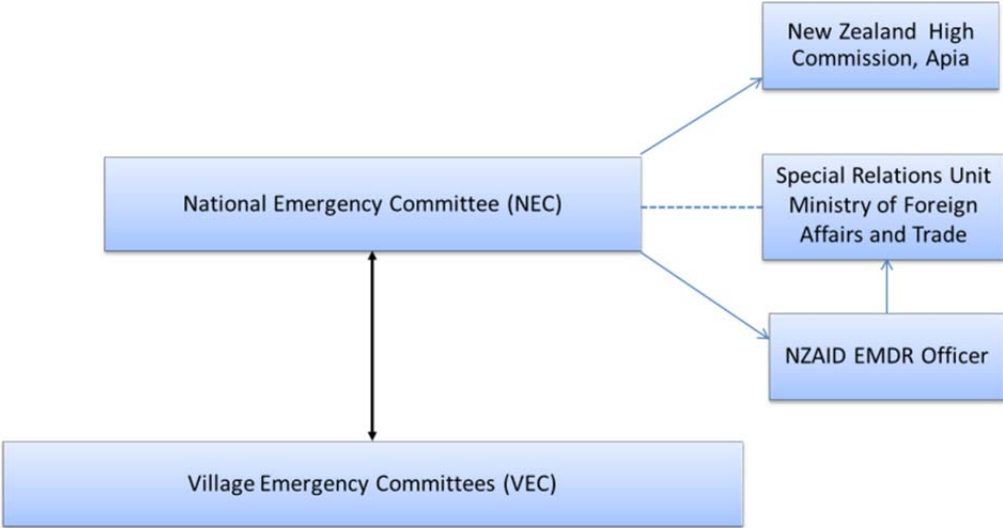
Solomon Islands
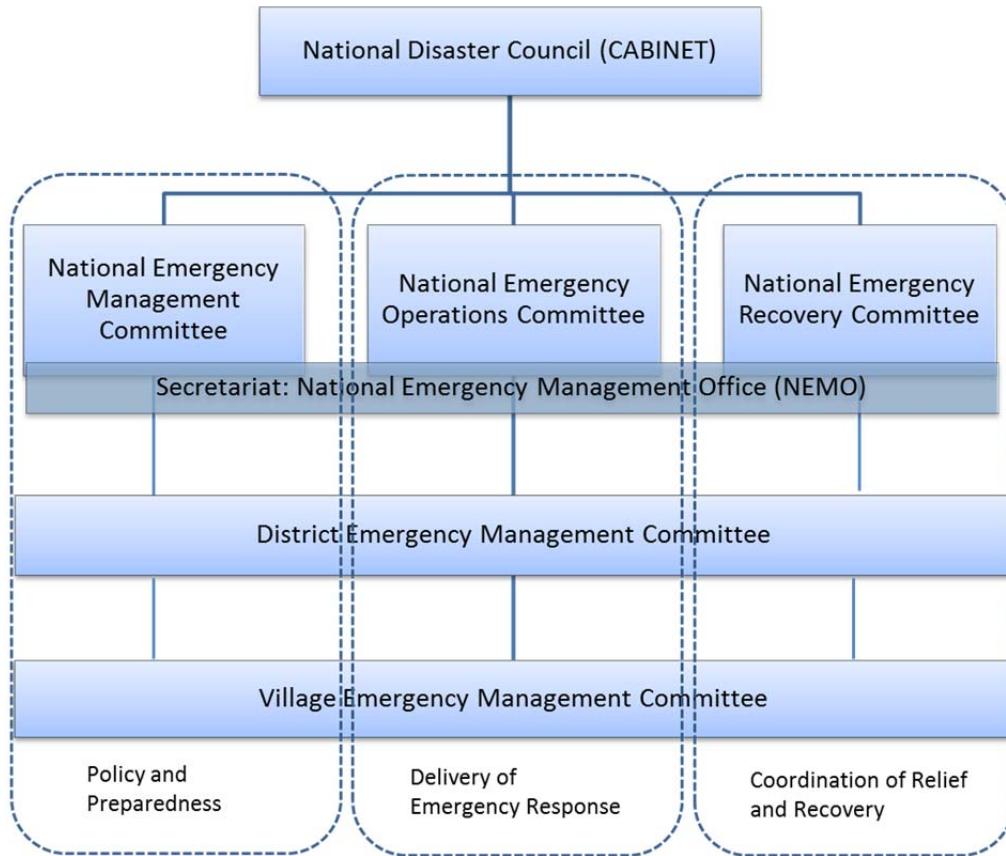

Ref: Solomon Islands National DRM Plan 2010

Samoa

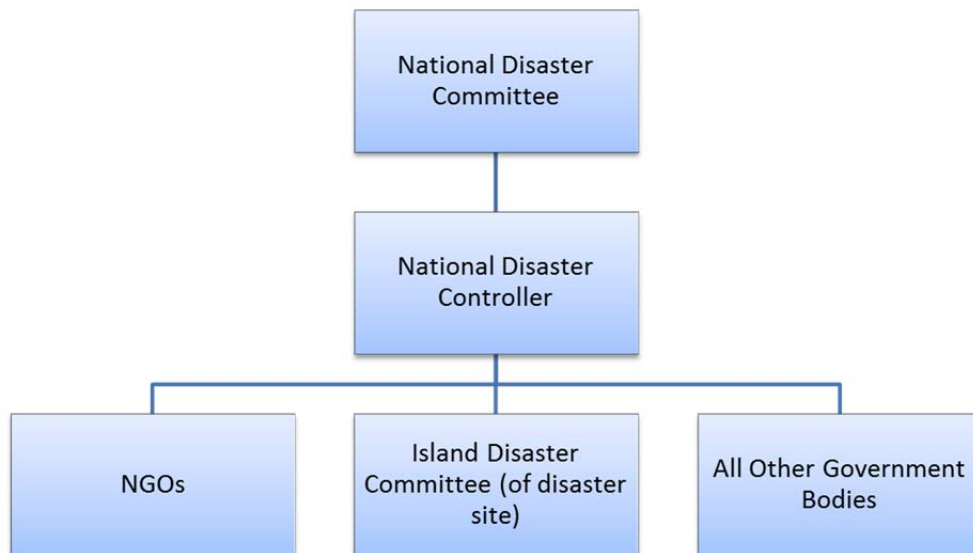Ref: Draft National Disaster Management Plan 2011 - 2014

Tokelau
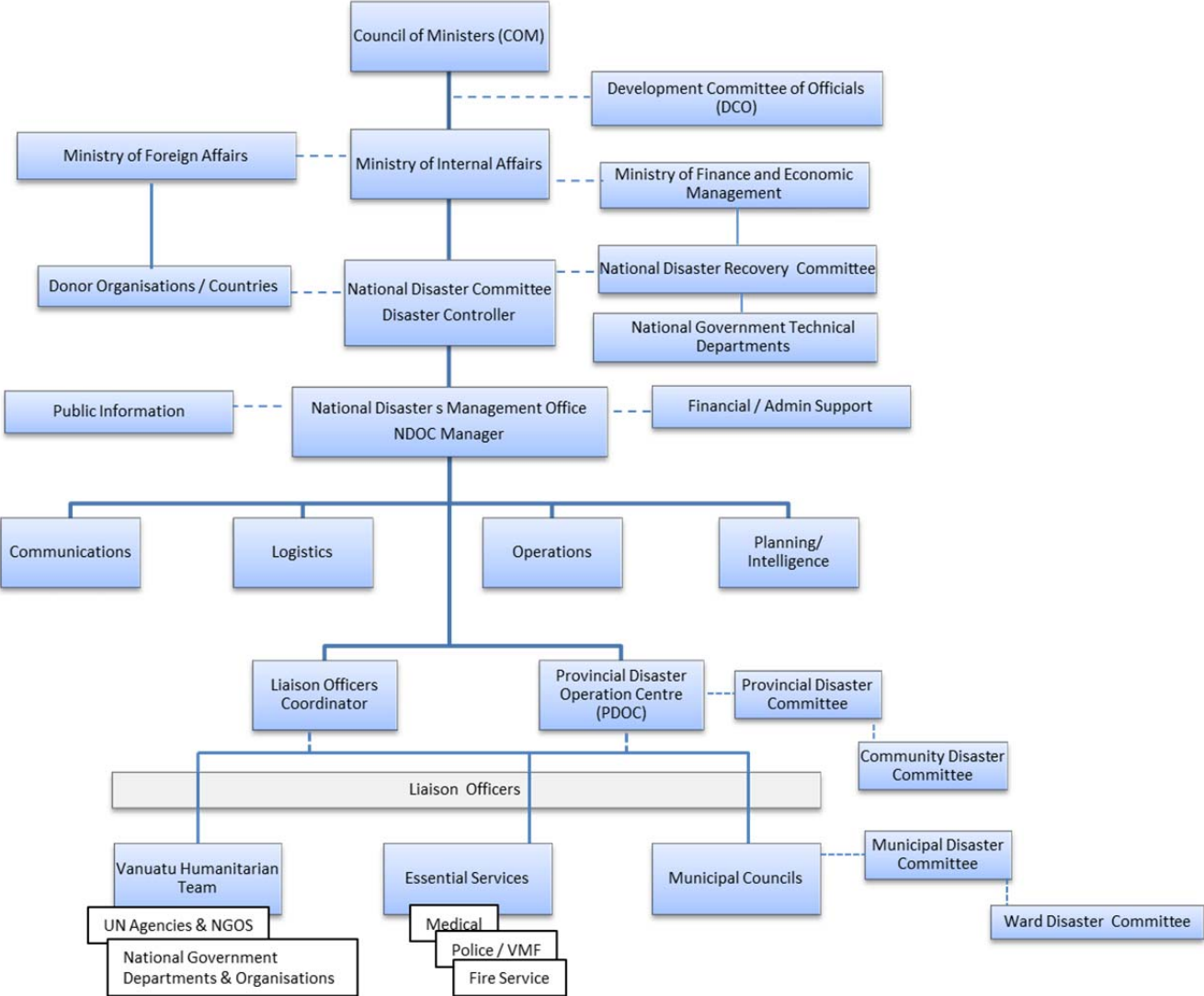

Ref: National Disaster Plan 1997

Tonga

National Disaster Council (CABINET)

National Emergency Management Committee

National Emergency Operations Committee

National Emergency Recovery Committee

Secretariat: National Emergency Management Office (NEMO)

District Emergency Management Committee

Village Emergency Management Committee

Policy and Preparedness

Delivery of Emergency Response

Coordination of Relief and Recovery

Ref: Contingency Planning Workshop 2010

Tuvalu

National Disaster Committee

National Disaster Controller

NGOs

Island Disaster Committee (of disaster site)

All Other Government Bodies

Ref: National Disaster Management Plan, 1997

Vanuatu

Ref: Vanuatu National Cyclone Support Plan 2011; Vanuatu National Tsunami Support Plan 2012; Vanuatu DRR & DM Arrangements 2008

Annex 14: Reference documents and websites

IASC Cluster approach
Reference Module for Cluster Coordination at the Country-Level, 2012
http://www.humanitarianinfo.org/iasc/
http://clusters.humanitarianresponse.info/

Disaster response mechanisms
Handbook for RCs and HCs on Emergency Preparedness and Response
Disaster Response in Asia and the Pacific: A Guide to International Tools and Services

Coordinated Needs Assessment
Operational Guidance for Coordinated Assessments in Humanitarian Crises, March 2012
Multi-Cluster Initial Rapid Assessment
http://assessments.humanitarianresponse.info

Pacific Humanitarian Team
Pacific Humanitarian Team Performance Review, February 2013
http://www.phtpacific.org/

Humanitarian standards
SPHERE Standards, 2011
http://www.sphereproject.org/

Disaster Response Training
Analysis of Disaster Response Training in the Pacific Island Region, September 2012

Pacific disasters
http://www.pacificdisaster.net/pdn2008/