

REACT Play Book

(June 2010)

This document provides a compendium of procedures, instructions, formats, and Terms of Reference to be used by REACT members in immediate preparations for, and the initial response to, disasters. A standardized and commonly available set of disaster-response related documents will permit a more rapid, more uniform and more effective management of this response.

The REACT Play Book is intended to be available to all REACT members to be used as needed, and to be updated periodically by the REACT Secretariat. REACT members are encouraged to review, comment on and, where appropriate, proposed updates to the materials herein.

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Early Warning Procedures

The following procedures outline how early warning reports are generated and disseminated.

I. Warning Procedures – Dushanbe

A. Source of Warnings

Most warnings of potentially disastrous events come from either the Hydrometeorological Service or from CoES. Warnings are communicated to the REACT Secretariat in Dushanbe by one of the following means:

1. Email
2. Phone Call
3. Regular daily weather reports

B. Warnings from the Hydrometeorological Service

Warnings from the **Hydrometeorological Service**, either as emails or in regular daily weather reports, are received by the Risk Monitoring and Warning System and communicated by email to the Risk Monitoring and Warning System mailing list by the System Project Analysis or designated alternative and also posted to the Early Warning web page. Warnings sent through the Risk Monitoring and Warning System mailing list will be received by the REACT Secretariat.

C. Warnings from CoEs

Warnings from CoEs are usually received by phone call to the UNDP/DRMP Program Manager or the Program Analysis/REACT Focal Point (REACT Secretariat). These warnings are reviewed and dispatched to REACT members through the REACT mailing list and also posted to the Early Warning web page by the Program Analysis/REACT Focal Point or designated alternative.

D. Warning Confirmation

In the case that a warning is issued which is specific for a location (District), the REACT Secretariat will contact the respective Regional REACT coordinator and confirm that they have received the warning and have either passed the warning on to REACT members, or activated local capacities to prepare for the forecast event.

E. Warning Information for REACT Steering Committee

The REACT Secretariat should contact the co-chairs of the REACT Steering Committee concerning any warning which is likely to directly threaten more than 1,000 persons.

F. Warning Formats

The format for warnings will depend on the nature of the forecast event and the intended audience. At a minimum, a warning message should contain the following information:

1. Nature of the event for which the warning is being provided
2. Who is issuing the warning.
3. The period of the warning (beginning and end dates and time).
4. The locations to be affected, and when they will be affected, if known.
5. What should be done to avoid the impact of the event which is forecast – e.g., evacuation from threatened areas.
6. Where more information can be secured about the event for which the warning is provided.
7. When the warning will be updated.

If possible, a map should also be included in a warning indicating the locations covered by the warning.

G. Designated Persons

The following persons are designated to receive and send warning messages:

1. UNDP/DRMP Program Manager
2. UNDP/DRMP Program Analysis/REACT Focal Point (REACT Secretariat)
3. RMWS Program Analysis

Each designated persons should ensure the other two persons are aware of their location on a daily basis and that there is always one person available who can receive and disseminate warning messaged.

II. Warning Procedures – Regional REACTs

A. Source of Warnings

Most warnings of potentially disastrous events come from either the Hydrometeorological Service or from CoES. Warnings are communicated to the REACT Secretariat in Dushanbe by one of the following means:

1. Email
2. Phone Call
3. Regular daily weather reports

A Regional REACT may also receive warnings from the local (District, Zone, or Region) CoES unit.

B. Warnings from the Hydrometeorological Service

Warnings from the **Hydrometeorological Service** are usually received by email from the Risk Monitoring and Warning System,

C. Warnings from CoEs

Warnings from CoEs are usually received by phone call. These warnings should be reviewed and dispatched to Regional REACT members and to the REACT Secretariat if the warning is received locally and not from the REACT Secretariat.

D. Warning Confirmation

In the case that a warning is issued which is specific for a location (e.g., District), the REACT REACT Secretariat should:

1. Contact the Regional REACT members and confirm that they have received the warning,
2. Contact the local CoES unit to verify that they have received the warning.

In the case that a warning has been issued locally by CoES or other parties, the Regional REACT Secretariat will also contact the REACT Secretariat in Dushanbe to confirm that they have received the warning and to provide any additional details as needed.

E. Warning Formats

The format for warnings will depend on the nature of the forecast event and the intended audience. At a minimum, a warning message should contain the following information:

1. Nature of the event for which the warning is being provided

2. Who is issuing the warning.
3. The period of the warning (beginning and end dates and time).
4. The locations to be affected, and when they will be affected, if known.
5. What should be done to avoid the impact of the event which is forecast – e.g., evacuation from threatened areas.
6. Where more information can be secured about the event for which the warning is provided.
7. When the warning will be updated.

If possible, a map should also be included in a warning indicating the locations covered by the warning.

F. Designated Persons

The following persons are designated to receive and send warning messages:

1. Regional REACT Secretariat
2. Regional REACT member acting as alternate Secretariat

Each designated persons should ensure the other two persons are aware of their location on a daily basis and that there is always one person available who can receive and disseminate warning messages.

REACT Activation

REACT can be activated to formally respond to a disaster through two mechanisms, as described below. However, in practice, REACT partners are generally expected directly respond to a disaster without formalities based on individual organization decisions driven by (1) the means to respond, (2) the severity of the disaster event and (3) whether a disaster is within or near an area where the partner has a project or specific interests.

I. Based on Warnings

A. The Request for Activation

A request to mobilize REACT partners to respond to a potential disaster comes officially from the Government of Tajikistan through CoES as chair of REACT.

B. In the Case of Advance Notice

In the case where the REACT Secretariat and the REACT Steering Committee receive sufficient advance notice of an impending disaster, such as an event which will require evacuation, the Steering Committee will be consulted on the need to activate REACT partners and may make recommendations to REACT partners to become engaged in the pre-disaster efforts or mobilize to provide immediate assistance following the disaster.

C. Without Advanced Notice

However, it is most likely that pre-disaster activation will need to happen with such speed as to limit the time for consultations and a direct message on activation will need to be sent out by the REACT Secretariat at the request of the Government. In this situation, a deliberate effort will be made to involve the Steering Committee co-Chairs in any decisions, with reasonable steps taken to inform and consult other Committee members.

D. The Role of the REACT Secretariat

The REACT Secretariat is responsible for handling communications between the Government and the rest of the Steering Committee on REACT activation, and on communicating the recommendations of the Committee to the rest of REACT.

II. Based on Events

A. De Facto Activation

It is likely that in any major disaster, REACT partners will respond in advance of any formal request for assistance based on obvious needs and local requests for assistance. In these circumstances, both the nearest Regional REACT Secretariat and the Secretariat in Dushanbe will work to keep all REACT members advised as to the extent of the disaster, assistance being provided and Government plans for relief and recovery.

As soon as practicable, the REACT Secretariat will call a meeting of the Steering Committee for consultations and recommendation as to the scope of further activities by REACT partners. These recommendations, as well as any request for additional REACT meetings, will be communicated by the REACT Secretariat to REACT partners.

B. Requested Activation

The Government may request REACT partners to respond to a disaster. The initial request will be through the Steering Committee, which will make a recommendation to the REACT partners at large. In their recommendations, the Steering Committee may take one or more of the following actions:

1. Initiate damage and needs assessments. (Note that under DNA/RRT guidance (see below), the Steering Committee can activate the RRT to conduct assessments without further consultations with REACT partners.)
2. Propose development of an appeal for assistance or similar document by REACT.
3. Propose activation of only some of the Clusters to respond to specific needs identified.
4. Propose broader consultations with REACT partners as to further actions, e.g., via a general REACT meeting.
5. Request surge capacities from with or outside Tajikistan, e.g., OCHA support on coordination or information management.

C. The Role of the REACT Secretariat

The REACT Secretariat is responsible for handling communications between the Government and the rest of the Steering Committee on REACT activation, communicating the recommendations of the Committee to the rest of REACT and organizing such meetings as needed to ensure a timely, effective and coordinated response to disasters.

Appeals for Assistance

I. Types of Appeals

REACT partners normally make use of three types of appeals for assistance, as described below.

A. Ad Hoc Appeals

These appeals are usually made in the immediate aftermath of a disaster to emergency funding sources within an organization (e.g., emergency funds available from headquarters) or from donor sources (e.g., from donors such as USG/USAID, UK/DFID) to respond to immediately apparent needs. In most cases, these appeals are based on very basic assessments and rely on public knowledge (e.g., from the media or initial government reports) demonstrating an extraordinary need.

Given the rapid need to mobilize assistance immediately following a disaster, REACT and the Steering Committee will play a minor role in the coordination of such ad hoc funding effort. **However, the REACT Secretariat is expected to collect and circulate information on these funding efforts through regular Situation Reports** (see below).

B. “Flash” Appeals

REACT may decide to issue a “flash” appeal for assistance immediately following a disaster of sufficient impact to justify assistance beyond what can be mobilized in an ad hoc manner. The option for a Flash Appeal is vetted by the Steering Committee and confirmed with REACT partners. A Flash Appeal is usually issued within one month of a disaster and can be revised in the months following the initial appeal.

C. “Recovery” Appeals

Recovery Appeals are similar to Flash Appeals, but focus on the medium to long term funding needed to ensure full recovery following a disaster. As with Flash Appeals, a decision to proceed with a Recovery Appeal is vetted by the Steering Committee and confirmed with REACT partners. A Recovery Appeal can be issued as early as one month after a disaster or up to three months following a disaster.

D. Local or International Appeals

In consultation with OCHA and other parties, the Steering Committee recommends to REACT as to whether an appeal is *local* – issued from Dushanbe without parallel releases in Geneva and New York, or *international*, which involves parallel releases in New York and Geneva as well as other involvement of the UN system.

II. Developing an Appeal

A. Standard Formats and Procedures

There are standard procedures and formats for Flash Appeals which would also be used for Recovery Appeals in most cases. OCHA should be consulted to ensure the correct formats and procedures are being used for an either type of appeal.

B. Steering Committee

The Steering Committee is responsible for coordinating the development and issuance of Flash or Recovery Appeals. This work is done in coordination the involved REACT partners, with the Committee identifying one or more persons to coordinate the creation of an appeal.

The designated coordinator is responsible for

1. Developing the outline of the appeal
2. Coordinating one or more meetings to set the goal, objectives and overall context (problem statement) for the appeal
3. Working with the Clusters in their development of specific sections of the appeal
4. Overseeing, in collaboration with the REACT Secretariat, the assembly and final production of the appeal
5. Working with REACT partners to decide how to release and publicize the appeal.

C. Clusters

Clusters are responsible for developing the sector-specific problem statements and response plans included in an appeal, vetting all projects proposed to be included in each section of the appeal and rating each project in terms of priority for funding. (Existing OCHA guidance on appeals should be followed in this process.)

D. OCHA

As noted, OCHA provides the forms and defines the procedures for appeals. In some circumstances, OCHA will provide an individual on a short term basis to work with the Steering Committee on coordinating the development of an Appeal.

E. REACT Secretariat

The REACT Secretariat provides administrative and secretarial support in the development of appeals, including the coordination of meetings, facilitating the compilation of the document, the production of a final appeal and the circulation and publication of the appeal, in English and Russian.

Disaster Assessments

I. Types of Assessments

There are two types of assessments conducted by REACT partners: *Ad hoc* and *Damage/Needs Assessment*, as described below.

II. Ad Hoc

REACT partners usually undertake ad hoc assessments immediate after a disaster and in response to local requests for assistance. These assessments can vary in scope and detail depending on time and resources available to conduct the assessment. However such assessments should strive to collect the information which is needed to complete the **Initial Disaster Assessment Report** describe below.

III. Damage/Needs Assessment

Damage/Needs Assessments are completed following the procedures set out in the sections on **REACT Rapid Response Teams Operational Framework** and **REACT Rapid Response Team Terms of Reference and Qualifications** below.

Note that the RCST/IFRC and the Government of have their own post disaster assessment process, but will likely also participate in the REACT Damage/Needs Assessments.

IV. Methods and Cross-Cutting Issues

All assessments should follow standard good practice in terms of collecting information and proper relationship to the disaster survivors. The cross-cutting issues of gender, age, environment and special health status should be incorporated into all assessments, and data should be collected in a manner in which is can be disaggregated by gender.

V. Assessment Availability

All assessments should be posted to the REACT section of the UNTJ web site and translated into Russian.

Initial Reporting

The following format should be used in the initial report of a disaster. This format can be used by the RRT once they have arrived on a disaster site, by Regional REACT assessment teams (e.g., as it done in Sughd), or by REACT members who visit a disaster site in response to a local request for assistance.

Note that in many cases, only an initial disaster assessment report will be done as many local disasters do not result in external assistance from REACT members or assistance from the Government in Dushanbe.

In most cases, the closest most senior CoES office (e.g., District, Zone, Province) will lead an assessment of the disaster event and will be able to provide information on the event if a REACT member cannot reach the site. Where possible, the REACT assessment visit should be done at the same time as the CoES assessment.

All disaster reports should be posted to the REACT section of the UNTJ web site and translated into Russian.

REACT

Rapid Emergency Assessment & Coordination Team | Tajikistan

Initial Disaster Assessment Report

Assessment date: Date of the assessment conducted

Assessment methodology: Indicate how the assessment was conducted, e.g., personal observations, interviews with local authorities/residents, official reports/statistics, media, etc.

Reported by: Provide the names of assessment team members, their contact information and the organizations for which they work.

A. Event Overview

Provide a narrative overview/description of disaster.

- 1. Date of Event** Date or the period when the disaster actually occurred
- 2. Type of Disaster** E.g., earthquake, landslide, mudflow etc.
- 3. Location** The epicenter/area where the disaster happened.
- 4. Locations Visited** Names of the places where the assessment was actually conducted
- 5. Affected area (may be larger/different than the location visited):** Provide names of villages, Jamoats, districts and provinces which were affected by the disaster. Please, be as much detailed as possible, note that there are locations with similar names in different Jamoats/districts, therefore full name of the area is need).
- 6. Map:** Indicate the location of the disaster on a map and indicate disaster-affected areas in detail on a second map

B. Damage Information:

Provide qualitative and quantitative information on the damage, indicating sources of information. Avoid general phrases like “village was affected/damaged” etc. Provide number/quantity of affected objects and extent of damage. E.g. “13 houses were completely

destroyed”, “1 school was partially damaged”, “14 km of road between XXX and YYY was blocked/washed away/destroyed”. The use of tables is preferred.

#	Objects affected (per type of damage)	Quantity	Unit	Comments (location)
1	Completely destroyed houses	14	Houses	Vorukh village
2	Partially damaged houses	104	Houses	Vorukh village
3	Damaged schools and kindergartens	27	building	Vorukh village
4	Damaged hospitals	1	Building	Vorukh village
5	Damages bridges	1	bridges	Vorukh village
6	Damaged pump stations and hydrotechnical structures	12		Vorukh village
7	Roads destroyed	12	km	Between Vorukh and Chorku villages
8	Damaged irrigation lines and channels	2.54	km	

C. Needs

Indicate the reported needs for assistance as provided by the affected population or CoES. If a formal REACT assessment has been conducted, report the needs identified.

D. Assistance Provided

Report any assistance provided at the time of the assessment, indicating quantities and the origin of the assistance.

E. Notes

Provide any notes about the disaster, relief needs or assistance provided which are not covered in the sections above.

F. Contact

Identify a single contact for more information about the disaster.

Pictures

Provide pictures of the disaster impact if possible. Label the pictures as to what is being seen, when and where the picture was taken and who made the picture.

Situation Reports

The following format should be used for disaster reports following the initial assessment report. The period of reporting (e.g., daily, weekly, etc.) depends on the extent of the disaster and speed with which events are taking place.

The general idea of a situation report is to provide a wide audience with an accurate picture of what is happening in the respond to the disaster, and what still needs to be done. The situation report also serves as a record of assistance provided and sets out gaps between verified needs and actual assistance provided.

In general, situation reports are the responsibility of the closest REACT Secretariat for disasters which affect up to three Districts, and by the REACT Secretariat in Dushanbe for disasters affecting more than three Districts.

When the Dushanbe REACT issues the situation reports, the local REACT Secretariat is responsible for providing information about the disaster to the Dushanbe Secretariat on a timely basis. Modalities for this information collection and exchange should be worked out by the respective Regional REACT and the Dushanbe Secretariat early in the disaster response.

Where the scale of a disaster does not allow timely local reporting, the REACT Steering Committee may

- Ask REACT members to assign additional staff to support reporting at the disaster site or
- Ask the REACT Secretariat to secure “surge” capacity from OCHA or other sources to ensure reporting takes place in a timely manner.

Each situation report should include up to four pictures which exemplify the information in the report. As well, each situation report should include one or more maps which provide the following information:

1. The location of the disaster in Tajikistan
2. The extent of the disaster in terms of area affected
3. Any specific information about the disaster related to logistics (e.g., damaged roads)
4. The location of affected communities and resettlement sites if these are established.

All disaster reports should be posted to the REACT section of the UNTJ web site and translated into Russian.

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Name and Location of the Disaster

Situation Report #- - [add date report issued]

GLIDE Number: See <http://www.glide-number.net/glide/public/about.jsp> for information on GLIDE numbers

Past reports and additional information can be found at <http://www.untj.org/?c=7&id=318>.

Situation Overview

- Provide a short summary of the disaster and changes which have taken place since the last report.
- Include the number affected, deaths and injuries in each report, even if this is a repeat of previous reports.
- Use bullets and provide links to other reports or information.
- Indicate who has prepared the report and where the information in the report has come from.
- Do not provide information which will be repeated in the following sections
- Indicate in the Overview any expected changes in plans or conditions, e.g., the opening of a new camp or additional flooding.

Damage and Needs

- Provide the latest information on damage and needs due to the disaster. This can be done in the form of a table, but should be broken down by sectors (e.g., WASH, Food Security, Health, Shelter/NFI and Education). Add additional sectors are they may be important.
- Indicate the number of persons in need for each type of assistance
- Indicate the source of information used to assess damage and needs.
- Indicate the basis on which the needs are defined, e.g., Sphere Standards.

Humanitarian Response

- Provide information on assistance provided and how this information addresses gaps the in assistance needed as set out in the previous section.
- Use a table similar to the following to clearly present this information. Indicate the specifications (e.g., measurements) for the needed assistance as well as the source of all assistance.
It can be useful to keep information on assistance provided and gaps on a spreadsheet and then transfer this information to this section of the report.
- Update the table, including earlier data, with each situation report.

Sector	Total Needs	Assistance Provided & Source	Value - \$US (if reported)	Outstanding Needs
Shelter/FNI				
Tents – 4x4 meters	457	46 – UNERT		161
		50 – RCST		
		200 – GoT		
Tents – 6x8 meters	321	200 – USAID		44
		20 – Oxfam		
		57 – SCF		
Kitchen Sets	450	100 – RCST		-50

		200 – UNERT		
		200 – DFID		

- Assistance which is not easily quantified, or which does not address specific identified gaps, can be reported as text, indicating:
 - The nature of the assistance,
 - The quantity of the assistance
 - To whom and how the assistance was provided
 - From whom the assistance came
 - Other details about the assistance.
- Where possible, the value of assistance should be reported.
- Quantities used should be stated in the metric system.

Further information on assistance provided in response to the [add name of disaster] can be found at <http://www.untj.org/?c=7&id=318>.

For more information please contact:

- List two contact, one in CoES and the other either the Regional or Dushanbe REACT Secretariat

REACT Statement of Common Understanding

Rapid Emergency Assessment and Coordination Team - REACT

Dushanbe - 2008

I. Introduction

In 2001 the UN Office for the Coordination of Humanitarian Affairs (OCHA) established the Rapid Emergency Assessment and Coordination Team – a partnership on disaster management in Tajikistan. This team was conditionally called REACT in accordance with the English abbreviation “Rapid Emergency Assessment and Coordination Team” and was intended to serve as the coordinating structure for international disaster response in Tajikistan. Following the end of OCHA activities in Tajikistan, chairmanship of REACT transferred to the Committee of Emergency Situations and Civil Defense (CoES), Government of Tajikistan. UNDP Disaster Risk Management Program (UNDP DRMP) served as the REACT Secretariat.

The members of REACT recognize that REACT fills a significant positive role in coordination of disaster prevention and risk reduction as well as disaster response at all levels and particularly those focused on the community level.

REACT members recognize that:

- The Government of Tajikistan has a sovereign responsibility to assist the population of the country in times of disaster, and to reduce the impact of disasters before they occur.
- The Committee for Emergency Situations and Civil Defense is a central executive body, which ensures the coordination of a range of activities during the planning and implementation of disaster risk reduction, and the preparation and protection of the population, economic

objects and the territory of the Republic of Tajikistan from the consequences of natural and technological disasters.

- The humanitarian imperative places a specific responsibility on REACT members to effectively respond to disasters in Tajikistan.
- Disaster risk reduction is more efficient than post-disaster response in reducing the impact of disaster.
- Transparency and collaboration are critical to effective disaster response.
- The free flow of information on disaster impacts and response operations is critical for transparency and collaboration.
- The “Sphere” Standards and other best practice in humanitarian assistance should guide efforts to lessen the impact of disasters in Tajikistan.

The disaster survivor should be consulted in the provision of disaster-related humanitarian assistance.

II. Goal and Objectives of REACT

The main goal of the REACT is to reduce the impact of disasters on the population of Tajikistan.

The specific tasks of REACT include:

- Promoting effective risk reduction, disaster preparedness, and disaster response.
- Supporting the coordination and collaboration of humanitarian actors, international organizations and the Government of Tajikistan.
- Providing a platform for collaborative planning of risk reduction, response and recovery activities.
- Providing a platform for the transparent exchange of information, joint planning of operations on disaster risk reduction, preparedness, response and recovery.
- Providing a forum for the open discussion of policy and practical issues related to the purpose of REACT.

III. The Structure of REACT

A. Composition

REACT is composed of members, Chairs, Secretariats and national and regional groups, sectoral and technical working groups and a rapid response team and a management group. (The last is described in the following section.) A diagram of the structure of REACT can be found in Annex A.

B. Members

Any organization involved in disaster management activities in Tajikistan who accept this Statement of Common Understanding is considered a member of REACT. A list of organizations-REACT members is provided in Annex B or can be secured from the national REACT Secretariat.

Active membership in REACT shall be demonstrated by attendance to at least seven monthly REACT meetings, at the national or regional level, in every twelve month period. Where an organization has not attended upon unreasonable excuse, their name will be removed from the list of REACT members. Reinstatement will be thought the procedure set out in VII 2, below.

C. Chair

REACT is chaired by the Committee for Emergency Situations and Civil Defense of the Government of Tajikistan at national and local level.

D. Secretariat

Secretariat functions for REACT in Dushanbe, Zeravshan Valley and Khujand of Soghd Oblast and Kurgan – Tube in Khatlon Oblast are carried out by the UNDP Disaster Risk Management Programme.

Secretariat functions for REACT in Rasht, are executed by German Agroaction, in Kulyab, Khatlon Region by Oxfam Great Britain/Mission East and in Gorno-Badakhshan Autonomous Oblast by FOCUS Humanitarian Aid.

E. Sectoral Coordination Groups

REACT incorporates a eight (8) Coordination Groups covering specific sectoral activities related to disaster management. These groups and the coordinating agencies are as follows:

- Food Security (including food, agriculture and nutrition): WFP and FAO
- Shelter and non-food items (including temporary camp management): UNDP
- Health: WHO
- Water and sanitation: UNICEF
- Education: UNICEF and Save the Children
- Logistics: WFP
- Protection: UNHCR
- Early Recovery: UNDP

The Statement of Common Understanding also accepts the Hyogo Framework for Disaster Risk Reduction, implemented under the supervision of UN ISDR.

Sectoral Coordination Groups are expected to meet at least monthly, and more frequently in a disaster situation, report regularly to the general REACT membership on their activities, and consult with sector members on actions which could affect the Statement of Common Understanding and the policy and practice of REACT.

REACT members recognize the need to integrate the UN Cluster approach into REACT operations before and during disasters. When the UN Cluster approach has been activated in Tajikistan, the

Sectoral Coordination Groups are considered to be “clusters” for the purposes of the UN Cluster approach but will continue to be an integral part of REACT.

Each Sectoral Coordination Group establishes its own terms of reference, which are to be provided to REACT. To the degree possible, the terms of reference should reflect the Generic Terms of Reference specific for UN regulations related to clusters.

F. Technical Working Groups

REACT members can establish technical working groups on specific topics on temporary or permanent basis. Technical Working Group membership can be drawn from REACT membership, and also include individuals or organizations which are not a part of the REACT. REACT will designate a member organization as the Chair of a technical working group by mutual consent

Technical Working Groups will report regularly to the general membership on activities and consult with the general membership before taking decisions affecting the current Statement, policy and practice of activities conducted under REACT.

It is anticipated that Technical Working Groups will address the integration of cross-cutting issues such as environment, gender, age, disability and chronic illnesses into the work of the Sectoral Working Groups established under REACT.

G. Regional REACT Groups

REACT activities below the national level are accomplished by Regional REACTs. Regional REACTs work in accordance with the principles and procedures contained in this Statement of Common Understanding. Specific terms of reference for the Regional REACTs are established by REACT at national level. Regional REACTs are

expected to report to the national-level REACT on a regular basis and closely cooperate with sectoral and technical working groups as appropriate.

Currently existing Regional REACTs exist in Rasht, Soghd and Khatlon Regions and are planned in GBAO.

H. Rapid Response Team

REACT includes a Rapid Response Team (RRT) composed of trained members working under the oversight of the Committee of Emergency Situations.

The main activities of the RRT are:

1. Coordinating disaster response operations by REACT members at the site of a disaster (in close cooperation with similar CoES structures at sites).
2. Conducting rapid situation assessment, quantitative damage and needs assessment in the area of disaster using the available resources.
3. Providing capacity at the site of a disaster for reporting on needs, damage and relief and recovery operations by REACT members.
4. Providing critical assistance to disaster-affected populations immediately after assessment activities have been completed. Note that the provision of assistance by RRT is intended only to fill gaps in relief operations during rescue and recovery operations immediately following a disaster and not to be a part of the extended response to a disaster.

Separate Operational Guidelines and other relevant documents and procedures are developed for the REACT Rapid Response Teams activities in order to arrange effective activity.

VI. REACT Management

REACT may establish a management group. This group includes CoES (Chairman), UNDP DRMP and the representatives of other REACT members.

The membership of the group will be reviewed regularly reviewed and membership changed as needed.

The Management Group will oversee the activities of REACT and consult on issues arising between REACT meetings. The Group will discuss and propose to the REACT membership actions and activities related to the goals and objectives of REACT.

The Management Group will report regularly to the general membership on its activities and consult with the general membership before taking decisions affecting this Statement of Common Understanding or the policy and practice of activities undertaken through REACT.

REACT members meet at least once monthly and more frequently as necessary. The REACT Chair will normally call REACT meetings, but REACT members can ask the Chair to convene extraordinary meetings as necessary.

REACT members can make suggestions, singularly or as a group, to conduct real time or ex post facto evaluations of disaster reduction, relief or recovery activities. Evaluations will conform to current best practice and be shared among REACT members.

V. Duties and Responsibilities

A. Chair

The Chair of REACT ensures coordination of all the operations on disaster preparedness, planning, management and response.

The Chair convokes regular REACT meetings at least once per month, assures the overall coordination of REACT activities, and assures the provision of guidance, information and support necessary for the

execution of the activities undertaken by REACT.

The Committee for Emergency and Civil Defense, as REACT Chair, develops and proposes to REACT members formats of reporting (e.g., operational, quarterly, semiannual, annual and other kinds), which will be discussed by REACT members. After agreement a schedule of reporting will be provided to REACT members.

B. Secretariat

The REACT Secretariats (UNDP DRMP in Dushanbe, Zarafshan Valley, Khugent and Kurgan-Tube, German Agro Action on Rasht, Oxfam in Kulyob and FOCUS in GBAO) will undertake the following actions:

- The exchange of information exchange between REACT members through web pages and other modes of communication;
- Assuring liaison between REACT members;
- Developing and maintaining data bases (e.g., relief supplies and personnel);
- Supporting the operation of Rapid Response Teams, and
- The exchange of information experiences and capacities related to disaster risk reduction response and recovery.

The Secretariat organization will record the minutes of all meetings and share them with members, as well as provide a mechanism for the sharing of information between REACT members on normal REACT business and in emergency situations. Where necessary, UNDP DRMP will serve as a communications hub between REACT members at the national, as appropriate, at the site of a disaster.

C. Members

REACT members agree to:

- Abide by the laws and regulations of Tajikistan.
- Provide disaster-related assistance in accordance with the Sphere Standards and other appropriate standards and best practices.
- Include disaster survivors or potential victims in planning and provision of all disaster-related risk reduction, preparedness, relief and recovery activities.
- Not deny appropriate assistance on the basis of gender, age, health condition, origin or religion.
- Collaborate in disaster impact assessments and undertake cooperative responses to disasters, to the extent possible and within their respective means..
- Share information and agree plans on disaster reduction, relief and recovery activities with the Committee for Emergency Situations and Civil Defense and other REACT members.
- Coordinate risk reduction and response plans and activities with the Committee for Emergency Situations and Civil Defense and other REACT members as well as to share the information on the results of implementation.
- Share experiences, lessons learned and successful practices in relief and disaster risk reduction.
- Provide logistic, functioning and advocacy support to Committee for Emergency Situations and Civil Defense to build capacities to reduce the impact of disasters in Tajikistan.
- Follow the procedures established by Committee for Emergency Situations and Civil Defense to meet its official responsibilities for coordinating and reporting on disaster-related assistance in Tajikistan.
- Report annually on relief, recovery, risk reduction, response (provision of humanitarian assistance and etc.) and

related activities to REACT membership.

- Conduct real time and ex post facto evaluations of disaster-related activities in Tajikistan.

Nothing in the proceeding should be construed to prevent organizations involved in humanitarian assistance from assisting the citizens of Tajikistan in lessening the impacts of disasters.

VI. Special Conditions

Membership in REACT does not replace any other legal obligations which may exist on an organization for their legal and proper operation in Tajikistan.

VII. Acceptance, Changes and Amendments

This Statement of Common Understanding is accepted by REACT members through two procedures:

1. On initial submission to the REACT membership, at a general meeting and after a general discussion, through a majority vote of those organizations legally registered in Tajikistan and present at the meeting.
2. Following initial acceptance of the Statement of Common Understanding by a vote of REACT members, through a letter to the national REACT Secretariat indicating acceptance of the Statement of Common Understanding

The Statement of Common Understanding can be changed or amended by agreement with of a majority of REACT members taken by general meeting,

The original copy of the Statement of Common Understanding will be kept at national REACT secretariat, and with copies provided to each REACT member organization.

Framework Terms of Reference – Regional REACTs¹

Introduction

This Framework Terms of Reference for Regional REACTs sets out common tasks and outputs which each Regional REACT should be able to accomplish over a 12 month period. Also noted are the tasks and outputs which a Regional REACT should expect to accomplish during periods of emergency.

The operating conditions for each of the Regional REACTs in Tajikistan are somewhat different. Although all Regional REACTs operate under the Chair of the local CoES office, the Secretariat for each Regional REACT is not provided by the same organization across all regions, and, more importantly, the capacities and involvement of partner organizations varies from one region to the other.

As a result, the following tasks and outputs are presented as a framework within which Regional REACTs can operate given the local circumstances of the region in which they are located. It is recognized that each Regional REACT may not be immediately able to accomplish the tasks and provide the outputs indicated below. These gaps between the framework terms and actual performance should be used as an indicator for further specific assistance to each Regional REACT to ensure that over time all elements of REACT are completing similar tasks and producing similar outputs.

General Outputs

Each Regional REACT should accomplish the following:

- 1) Exchange of Information
 - a) Serve as a mechanism to share information within the area covered by the Regional REACT.

¹ Drafted by: C. Kelly, DRMP UNDP Tajikistan, email: 72734.2412@compuserve.com

- b) Conduct regular (at least monthly) meetings.
 - c) Provide a point-of-contact within the Regional REACT structure for access to information on local conditions.
 - d) Develop a data base of relief and development organizations present in the area of operation, including contact information and data on the nature and location of all projects.
 - e) Present area-of-operation specific information on the REACT web site.
 - f) Integrate the information collected in each area of operation into a GIS-based mapping system (also to be available on the REACT web site).
 - g) Document what information is available within the Regional REACT area of operation related to emergency operations and risk reduction.
 - h) Serve as a channel for the flow of information from and to Dushanbe.
- 2) Coordination
 - a) Provide a venue where REACT partners activities are discussed and coordinated between REACT partners.
 - b) Provide a mechanism for potential partners to make contact with REACT members (e.g., in the case of a new NGO coming to an area and looking for a partner or for someone implementing a similar project).
 - c) Provide a mechanism through which CoES can ascertain and coordinate disaster-related efforts of REACT members.
 - 3) Capacity Building
 - a) Conduct and periodically update a capacity assessment related to emergency response in the area of operation, including government and civil society at large.
 - b) Conduct training in cooperation and, where appropriate through, local CoES training centers, to address

- the capacity building needs identified in the assessment.
- c) Conduct or facilitate public information campaigns related to disaster risk reduction and disaster preparedness. (A specific campaign topic should be developed on an annual basis.)
- 4) Risk Assessments
 - a) Assist REACT partners in conducting risk assessments of projects and project areas.
 - b) Identify critical early warning needs within the area of operation.

The Regional REACT Chair and Secretariat will have primary responsibility for tasks noted above, although all Regional REACT members are expected to participate in specific tasks and in accomplishing specific outputs.

Emergency-Related Operations

During emergencies, the Regional REACT will:

- 1) Liaise with REACT and other authorities in Dushanbe on the appropriate response to the emergency.
- 2) Organize and conduct assessments using standard assessment tools developed by REACT and its members.
- 3) Assist REACT partners in organizing assistance to victims, following standard REACT procedures.
- 4) Coordinate requests for assistance from the UN-ERT in coordination with UNDP.
- 5) Hold additional coordination meetings as may be necessary and identify a focal point for information on the emergency.
- 6) Hold (depending on the size of the emergency) sector/Cluster coordination meetings on a regular basis involving local and non-local actors involved in responding to the emergency.
- 7) Assist local and national authorities in the development of recovery plans, and provide a mechanism for coordinating these activities as may be needed.

- 8) Report regularly to REACT in Dushanbe on emergency-related activities in the area covered by the Regional REACT.
- 9) Develop and maintain a data base on emergency activities in the area covered by the Regional REACT, noting who is doing what, where, and for how long.

Small Fund Facility

- 1) Provide funding, or material support, for risk assessment, risk reduction and emergency response activities with a particularly focus on locally-based NGOs and civil society.
- 2) Solicit support from civil society for disaster risk reduction, including support as envisioned in (1) immediately above and other types of support for civil and government efforts to reduce the impact of disasters in a Regional REACT's area of operation.

REACT Rapid Response Teams Operational Framework

RRT Operations

A. The REACT Management Group, or another similar group established by REACT, will manage the day-to-day operations of a RRT. Reference to “REACT” in this text refers to this RRT management group.

B. Organizations providing RRT members agree that team members will:

1. Be available on 24 hour notice for deployment.
2. Be available for up to 10 days.
3. Work on behalf of REACT and not their individual organizations.
4. Have their compensation (salary and benefits) costs covered while deployed.
5. Have their per diem costs covered while working on a RRT. (REACT will attempt to secure funding to cover per diem and other operational costs, but this is not guaranteed.)

C. Organizations providing RRT members are expected to provide vehicles and drivers to support RRT operations. While REACT will endeavor to cover the vehicle costs this cannot be guaranteed.

D. REACT will establish a roster of individuals who can be selected for RRT deployments.

E. REACT will provide training in damage needs assessment tools and procedures to individuals on the RRT roster.

Terms of Reference

A. Before it is deployed, each RRT will be provided with a terms of reference, which will be agreed to by all the team members.

B. Standard terms of reference will be developed by the REACT Secretariat and modified for each deployment.

C. The terms of references should, at a minimum, cover the following points:

1. The nature of the disaster.
2. The information to be collected.
3. The means to be used in collection.
4. The expected output in terms of analysis and presentation.
5. Reporting schedules.
6. Any deadlines or target dates for data collection and analysis.
7. Organizations or individuals with which the RRT are expected to work.
8. Logistical arrangements, including transport, lodging and the coverage for field costs.

RRT Leader and Deputy Leader

A. REACT will appoint a RRT Leader and Deputy Leader for each RRT deployment.

B. Individuals working in a RRT agree to follow the reasonable and appropriate instructions of the RRT Leader or Deputy Leader.

C. Disputes between team members and the Leader/Deputy Leader will be resolved by the REACT Chair, or designated party.

Resources

A. Normal Operations

A typical RRT will require the following resources, drawn from stocks held by the REACT Secretariat (including UNERT) or provided by REACT members:

1. One Satellite phone (with usage costs covered during RRT deployment)
2. Three lap top computers, with modems
3. One scanner
4. One printer
5. One mobile phone capable of access to the internet and serving as a dial-up connection for a computer (with usage costs covered during deployment).
6. 9 VHF radios and chargers
7. Four 6 person tents
8. Bedding for 24 persons (16 RRT members and 8 drivers)
9. 2 folding tables and 8 chairs
10. Office supplies for 10 days deployment.
11. Vehicles, as required by the nature of the disaster, but typically no less than four 4x4 vehicles.

These resource requirements are based on the assumption that basic electrical, water and sanitation facilities will be available to the RRT, and that they will be able to secure adequate food where the assessment is taking place.

B. No Local Support

In the case where the RRT cannot expect local support, the following additional resources will be required.

1. One generator and wiring sufficient for the computers and other equipment and lighting in the tents.

2. Water storage tanks and bathing facilities.
3. Food supplies for 10 days.
4. Cooking equipment, including bottled gas for 10 days.

If these resources are needed, the RRT will need an additional Logistics Officer and another vehicle.

C. Winter Conditions

If the RRT is deployed in winter conditions, and there are inadequate local facilities for lodging, food and sanitation, then the following additional resources will be needed:

1. Heaters (gas or kerosene) for each tent (or room if an existing building is used for lodging or work).
2. Additional bedding.
3. A second Logistics Officer.
4. An additional vehicle.

All these resources can be loaned to the RRT for the deployment, including temporary draw-downs from the UNERT. REACT will endeavor to secure funding for these resources, but this is not guaranteed.

Appropriate software will need to be installed on computers before they are used by the RRT. For this purpose, organizations loaning computers for RRT use will need to load the required software in advance of a deployment.

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REACT Rapid Response Team Terms of Reference and Qualifications²

22 April 2008

Introduction

These Terms of Reference (ToR) and Qualifications provide the framework for activities and staffing of REACT Rapid Response Teams (RRT). These teams are established under REACT to conduct rapid post-disaster assessments, with initial analysis available in less than seven days after the onset of a disaster.

As necessary, RRT may engage in immediate life saving assistance to disaster-affected populations during the up-scaling of relief operations, but the provision of emergency assistance is not the prime responsibility of the RRT.

Terms of Reference

A REACT Rapid Response Team will:

- Be able to deploy to a disaster site in Tajikistan within 24 hours of notification of a decision by the REACT Chair to deploy the RRT.
- Be able to operate without outside or local support for at least four day after deployment.
- Have sufficient staff with sufficient skills to complete the REACT disaster impact assessment tool developed for use in Tajikistan.
- Work with or through Emergency Commissions established at the time of a disaster.

² Drafted by C. Kelly, DRMP Disaster Planning Consultant, email: 72734.2412@compuserve.com.

- Collect data at disaster sites as required for the use of the REACT disaster impact assessment tool.
- Perform analysis of disaster data, at the site of a disaster or in Dushanbe, and produce:
 - Daily assessments of disaster impact information,
 - An assessment report of disaster impact, with summary and details analysis.
- Communicate regularly with REACT authorities while deployed.
- Work in collaboration with local authorities at the disaster site in the collection and analysis of data on the disaster.
- Establish and maintain direct contact with disaster survivors, for the collection of data and the provision of critical assistance.

Qualifications

REACT Rapid Response Team members need to meet the following minimum qualifications:

- Be of sound health and good physical condition.
- Be willing to work and live in difficult conditions for up to 10 days. These conditions may include:
 - Communal and basic sleeping facilities,
 - Rudimentary sanitation facilities.
 - A lack of prepared (e.g., cooked) food,
 - Long working hours and long and difficult travel
 - Conditions of considerable uncertainty
- Be available on 24 hour notice.

- Have appropriate medical and accident insurance through their employer or host organization.
- Be able to be away from their normal work for up to 10 days (with approval of their employer).
- Have employers who are willing to cover salary and other employment-

related costs for the period of deployment. (These costs may include per diem and travel costs, if REACT is not able to secure funding in advance for the same. However, some or all of these costs may be reimbursed if funding is provided.)

Organizational Charter “UN Emergency Reserve for Tajikistan”

Purpose

This document sets out the modalities for the creation and operation of a reserve of non-food items for immediate use in emergency situations. These stocks are intended to alleviate human suffering and facilitate immediate recovery from disasters, refugee situations and other humanitarian crisis affecting Tajikistan.

The establishment of this reserve of emergency non-food items follows a proposal by UNHCR to donate stocks of relief items held in Tajikistan for use in responding to humanitarian crises in the country. This Charter reflects an agreement between UNHCR, UNDP and the UN Resident Coordinator as to the use of an initial donation of non-food items from UNHCR to the emergency reserve.

An in-country emergency reserve also serves to strengthen the capacity of UN and humanitarian assistance agencies in Tajikistan to respond immediately and effectively to reduce the impact and suffering caused by disasters in the country.

Rationale

Tajikistan is a disaster-prone country with earthquakes, landslides, floods, mud flows, avalanches and heavy snow posing threats to lives and livelihoods on a constant basis. For the period from 1997 to 2005, Tajikistan experienced 1,804 disasters leading to 764 deaths with 290,969 people affected. In addition, regional security issues create a constant threat that the country will experience inflows of refugees which would significantly overload market supplies of relief commodities.

The geography of Tajikistan, predominantly mountainous with numerous isolated communities, the inability to move from one part of the country to another during winter conditions, and the physical isolation from ports or major industrial centers, make the rapid supply of relief assistance to the country slow and difficult under the best of conditions.

The physical isolation is combined with an economic system which is not able to maintain large stocks of commodities in local storage. In fact, physical and economic conditions have led to shortages of imported commodities in the marketplace. As Tajikistan itself does not produce many of the key supplies used in relief operation, the weakness in import capacity is significant.

While the humanitarian logistics hub in Dubai is approximately 4 hours away by air, there are three factors which limit the use of this hub for immediate (1-5 day) responses:

1. Weather conditions in Dushanbe and other airports can limit air operations, a problem of particular importance in winter.
2. The cost of air delivery is significantly more than local storage.
3. A need to space air deliveries of emergency commodities over several days due to limited handling, processing and forwarding capacities at most airports results in a protracted delivery of these emergency supplies to disaster survivors.

Existing emergency stocks in the country (with CoES, UNICEF, WHO, RCST, several NGOs) are insufficient to meet the needs of the affected population. Immediate procurement of relief items is, as noted, constrained by limited commercial resources in country.

Emergency Reserve Requirements

The **UN Emergency Reserve for Tajikistan** (UNERT) is designed for the initial response to a disaster or other humanitarian crisis³ resulting in needs in the areas of shelter, household items, sanitation items, clothing, heating/cooking equipment and other emergency supplies.

Based on the analysis of recent disasters, the initial population in need from the most frequent disasters is on the order of 14,000 persons (2,000 families). The UNERT would be designed to supply one half of these needs (7,000 persons or 1,000 families), taking into account local relief efforts and expected assistance from the government and other resources. A list of items to be included in the UNERT is provided in Annex A.

The UNERT can also include items or equipment which have specific but time-limited use in emergency response, such as water purification equipment, which can be returned to the UNERT for future use. These items will be designated as “recoverable” and also could be provided to organizations on the condition that they are returned after use.

In addition to physical stocks, the UNERT may include financial reserves, held by UNDP or other parties, which can be used for the immediate purchase of emergency items not available from the physical reserve (e.g., fuel), or to replace items used from the UNERT.

The physical premise(s) used for the UNERT will be of appropriate construction and operation to assure the secure storage of the supplies. Standard commodity management procedures will be used for the UNERT.

Given the need for the UNERT supplies to be available on short notice, the UNERT will incorporate minimal transport capacity.

The UNERT design requirements will be reviewed periodically and adjusted to ensure an ability of the UNERT to effectively and rapidly respond to disasters affected areas of Tajikistan.

UNERT Management

The UNERT exists under the authority of the UN Resident Coordinator/ UNDP Resident Representative (RC/RR) who makes the final decision as to the release and reimbursement of items from the UNERT and on the overall management of the UNERT (see further below). The RR/RC can decide to release stocks before the actual onset of a disaster or humanitarian crisis for purposes of pre-positioning supplies or to mitigate impacts.

All items and funding provided to support the UNERT are the possession of UNDP, which assumes liability for any losses. UNDP will self-insure the UNERT

The UNERT should be managed in such a way to avoid a decapitalization of the reserve. While the RC/RR will be guided by the humanitarian imperative in releasing items from the UNERT, every feasible step will be taken before the release of items to ensure they will be replaced, in kind or through funding, provided through the United Nations or other sources.

To the extent possible (and taking into account the immediate life saving needs of a disaster-affected population), written agreements (or verbal agreements as conditions dictate) for replacement of items dispatched from the reserve should be secured as part of the process of releasing items from the reserve. Organizations which request items from the UNERT will be requested to provide replacement items, or replacement funding, as quickly as possible to ensure the UNERT is able to respond to disasters as they occur. The schedule for replacement or return will be agreed in writing at the time that a decision is made to provide items from the UNERT

The UNERT will be operated and managed by UNDP Tajikistan under its ongoing (2007-2009) Disaster Risk Management Programme (DRMP).

³ The term “disaster” is used hereafter to refer to disasters and other humanitarian crisis.

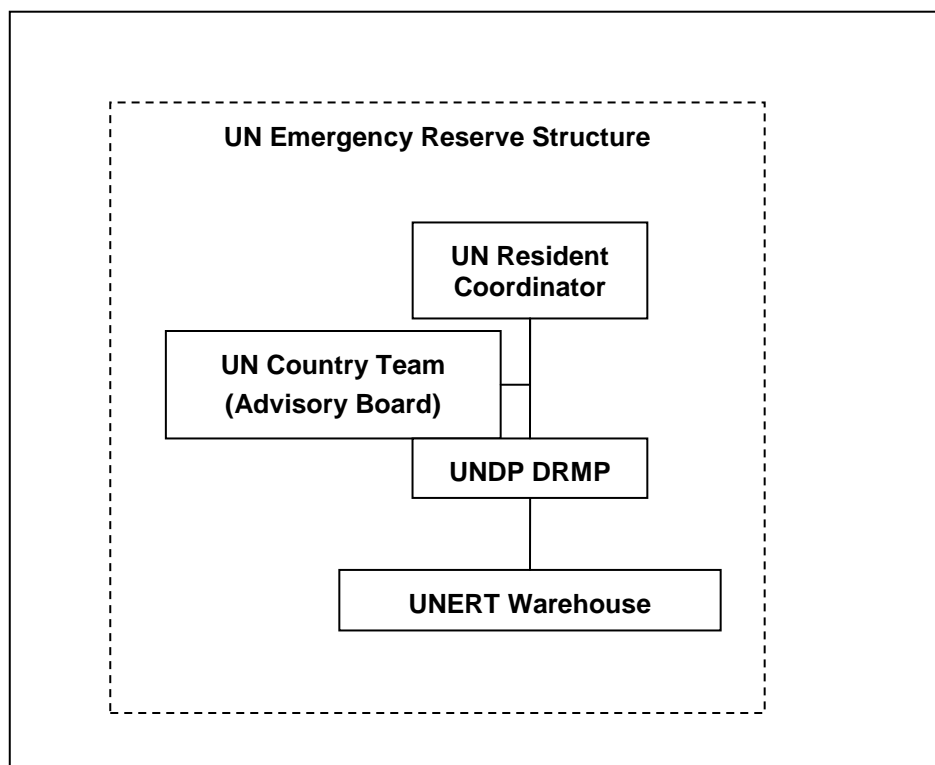
Organizations may join the UNERT through a letter to the RC/RR accepting the terms of this Charter. Organizations which request assistance from the UNERT will, in doing so, become members of the UNERT and indicate agreement to the terms of the Charter. Organizations donating funds or items to the UNERT do not need to join the UNERT, but will need to agree that the use of the funds or items donated will not conflict with the terms of the Charter through a letter to the RC/RR.

A UNERT Advisory Board will be established to advise the RR/RC on policy and practical issues related to the UNERT. The size and composition of the Board is at the discretion of the RR/RC, but will reflect organizations which are potential users and supporters of the UNERT.

On a day-to-day basis, UNDP, through DRMP, will:

1. Define the standards for the materials included in the UNERT.
2. Define the procedures for day-to-day operation of the UNERT.
3. Define the conditions for the reception of items into the UNERT.
4. Provide the RR/RC with recommendations on the use of the UNERT.
5. Maintain a publicly available list of supplies in the UNERT.
6. Provide the RR/RC with a quarterly report on the condition of the UNERT.
7. Manage the process of providing stocks to designated users and reconstituting stocks.
8. Liaise with other organizations on the coordinated use of the UNERT and other assistance provided following disasters or humanitarian crisis in Tajikistan.

The RR/RC will identify, in consultation with the UNERT Advisory Board, impact thresholds for the release of items from the UNERT. These thresholds will be indicative. The RR/RC retains the right to authorize the release of items from the stocks based on an assessment of each event for which items from the UNERT are requested.



Sources of Items for the UNERT

The contribution of items to the emergency reserve can be provided in kind, through purchases, or through funds provided to UNDP.

Normal UNDP financial procedures will be followed when purchasing supplies for the UNERT. However, the RR/RC can, as per UNDP regulations, waive normal procurement procedures when procurement is needed to support emergency operations.

Mechanism for Releasing UNERT Items

The normal process for releasing items from the UNERT will follow these steps:

1. Information on a disaster or potential disaster will be received by UNDP.
2. UNDP, through DRMP, will assess the actual or potential impact of the disaster and provide a recommendation to the RR/RC as to whether items may be needed from the UNERT. UNDP will draw on all available sources of information about the disaster or potential disaster. It is expected that the REACT Rapid Response Teams will be a major source of information to this end.
3. UNDP, working through REACT or bilaterally, will define immediate assistance requirements for items in the UNERT and liaise with organizations which may need these items in their efforts to respond to the disaster or potential disaster.
4. When specific request for UNERT items are made (see Annex B), UNDP will process these requests and submit them to the RR/RC with recommendations as to whether the items should be provided, and the terms applicable for any eventual transfer.
5. Upon a decision by the RR/RC, items will be released according to standard operating procedures.

6. Concurrently, UNDP will contact potential sources of funding or physical (in kind) assistance to replenish the UNERT. In most cases, it is expected that the requesting organization will have funding, or be in the process of make a request for funding, to replace the items drawn from the UNERT.

Where the requesting organization has, or is expected to have, funding to replace the items drawn from the UNERT, UNDP will work with the organization to expedite the replacement of the items drawn from the UNERT. With agreement of the RR/RC, UNDP can receive funding from organizations and directly procure replacement items for the UNERT following appropriate UN procurement regulations⁴.

As circumstances warrant, RR/RC will consult with the UN Country Team on the extent of operations to respond to a disaster or potential disaster, including the use of items in the UNERT. However, the RR/RC has the prerogative to proceed with use of the UNERT without consultations, or with limited consultations, as warranted by the nature of the disaster.

UNDP will work with REACT to ensure well-timed and efficient information sharing among REACT Partners in order to avoid duplications and gaps in response operation.

Procedures for Stocks Request and Use

Once the RR/RC has made a decision to release items from the UNERT, the following procedures will apply.

1. Organizations requesting to use items in the UNERT will complete a UNERT Relief Supplies Request Form (Annex B) and forward it to UNDP.
2. UNDP will:
 - (a) Review the request against items in the UNERT.
 - (b) Verify the request against any needs assessments completed.
 - (c) Verify the requested items against other possible sources of assistance to avoid duplication or more effectively use the limited resources available in the UNERT.
 - (d) Liaise directly with the requesting organization to resolve any issues arising from the review.
 - (e) Recommend to the RR/RC whether to fully accept, partially accept or fully reject the request.

Note that UNDP may recommend that tents, plastic sheeting or both be provided based on the nature of the disaster, the time of year and the available stocks of both items.

3. If a request is rejected (or only partially accepted), the RR/RC through UNDP will advise the requestor and provide the justification of rejection or partial acceptance in writing.
4. If the request is accepted,
 - (a) The RR/RC will sign the UNERT Request Form.
 - (b) UNDP will complete arrangements with the requestor for delivery of the items to be provided.
5. UNDP will revise the UNERT status list when the items have been provided to the requestor.
6. UNDP will monitor the use of the items provided and, when appropriate, secure a distribution report from the organization receiving the commodities.

⁴ Note that an urgent need to replace items in the UNERT due to impending disasters in Tajikistan may justify the use of expedited procurement procedures.

7. UNDP will work with the receiving organization for the return of any items designated as “returnable”, and process an invoice to the receiving organization when the items are not returned as agreed or in damaged condition.

Limitations

Organizations participating in the UNERT agree to the following stipulations:

1. Contributing to the UNERT does not create a right to access the same or similar commodities from the UNERT.
2. UNERT items are to be distributed directly and as quickly as possible by the organizations who receive the items from the UNERT.
3. All distributions will be documented, with a report provided to UNDP after the distribution detailing where the items were distributed, who conducted the distribution and who received the items. (Forms containing signatures of those receiving the items should be kept in file by the distributing organization and be available for inspection by UNDP.)
4. The discharge of commodities into the UNERT facility or loading from the facility will be at the cost of the organization requesting the commodities.
5. The cost of transportation and other services beyond the direct management of the UNERT, will be paid by the organization receiving the commodities unless other arrangements are made in writing. (If the UNERT arranges the handling or transport of items to or from the reserve, these costs will be charge to the organization receiving or donating the commodities.)
6. Where organizations have borrowed items from the UNERT, replacement will be on the basis of operational value for operational value, i.e., an item provided will be replaced with an item which can be used in the same way and to the same degree and level as the original. The RC/RR will have the final decision as to the appropriateness of replacement items. All such agreements will be documented in writing.
7. Items designated as “returnable” will be returned to the UNERT in an undamaged, complete and operating condition, or their cost will be billed to the organization which received them from the UNERT.
8. The UNERT is not intended to serve as an emergency procurement mechanism for the direct delivery of relief supplies to field relief operations.

Financial Management

UNDP will establish an annual budget for the UNERT. Funds for the operation of UNERT will be managed according to UNDP regulations. Financial and stock management reporting will be provided to organizations which donate funds or commodities for the operation of the UNERT. An annual report on the management of the UNERT, including assistance provided, assistance received and financial activities will be provided to all interested parties through REACT.

UNERT Operating Costs (Budget):

Cost Item	Quantity	Unit	Cost, USD	Total
UNERT Manager	12	Month	500	6,000
Warehouse rental, including guards	12	Month	1,000	12,000
Maintenance	1	Lump sum	1,000	1,000

Electrical supply/fuel for generator	12	Month	150	1,800
Communications	12	Month	100	1,200
Vehicles operating costs (500 km/month). These costs may be recoverable.	4	Vehicles	1,200	4,800
Materials for cleaning and routine maintenance of the warehouse and facilities.		Lump sum		300
Funds for labor for four stock audits per year – sufficient labor to move stocks four times per year.	16	man/days	40	640
Office supplies, stock cards and other recurrent costs.		Lump sum		1000
Insurance – Vehicles (See Note)	4	Vehicles	125	500
Subtotal				29240
UNDP GMS – 7%				2,047
Total				31,287

Note that the UNERT is “self-insured”. No insurance will be purchased for items in the reserve with the expectation that funding and in kind donations will be used to reconstitute the reserve if the contents are damaged or destroyed.

Entry into Force

This Charter will enter into force on the approval of the RR/RC.

Organizations subscribe to the Charter through:

1. A letter to the RC/RR stating acceptance of the Charter addressed to the RC/RR, or,
2. Agreeing to accept items from the UNERT as stated in the **Requesting Organization Agreement** (Annex B).

Annex A Composition of UNERT with notation of UNHCR Donation

Based on supplying 1,000 families (7 persons) or 7,000 persons for 30 days and incorporating Sphere and/or other standards.

#	Item	Items required				UNHCR contribution		Required	
		Norm per family	Unit cost (USD)	Total q-ty	Cost for required quantity (USD)	Q-ty	Cost (USD)	Q-ty	Cost
1	Winterized tents (20m2 – 28m2)	1pcs	860	1 000	860 000	53	45 580	947	814 420
2	Summer tents (20m2 – 28m2)	1pcs	225	1 000	225 000	623	140 175	377	84 825
3	Big Tents (40m2 – 60m2)		2 000	20	40 000	13		7	14 000
4	Plastic Sheeting/ tarpaulin	20m2	8	1 000	8 000	10 058	80 464	0	0
5	Blankets	7pcs	8	7 000	56 000	10 914	87 312	0	0
6	Quilts	3pcs	16	3 000	48 000	500	8 000	2 500	40 000
7	Bed linnen	5sets	6	5 000	30 000	0	0	5 000	30 000
8	Mattresses	5pcs	12	5 000	60 000	0	0	5 000	60 000
9	Jerry Cans, 10 liters	4pcs	3	4 000	12 000	1 106	3 318	2 894	8 682
10	Kitchen Sets	1set	15	1 000	15 000	384	5 760	616	9 240
11	Tea pot	1pcs	3	1 000	3 000	2 281	6 843	0	0
12	Bowls	7pcs	2	7 000	14 000	5 670	11 340	1 330	2 660
13	Scoops	1pcs	2	1 000	2 000	429	858	571	1 142
14	Knives	1pcs	1	1 000	1 000	848	848	152	152
15	Spoons	7pcs	1	7 000	3 500	4 296	2 148	2 704	1 352
16	Pans	1pcs	2	1 000	2 000	1 999	3 998	0	0
17	Cooking Pots	1pcs	5	1 000	5 000	1 612	8 060	0	0
18	Candles	15pcs	0	15 000	1 500	3 900	390	11 100	1 110
19	Laundry Soap	7pcs	0	7 000	2 800	64 472	25 789	0	0
20	Toilet Soap	7pcs	1	7 000	3 500	0	0	7 000	3 500
21	Family Clothing Set	1set	50	1 000	50 000	0	0	1 000	50 000
22	Winter Clothes Set	1set	50	1 000	50 000	0	0	1 000	50 000
23	Boots, children	4sets	40	4 000	160 000	0	0	4 000	160 000
24	Shoes, adult	3sets	50	3 000	150 000	0	0	3 000	150 000

25	Stoves (wood burning)	1pcs	25	1 000	25 000	129	3 225	871	21 775
26	Shovels	1pcs	4	1 000	4 000	0	0	1 000	4 000
27	Hoes	1pcs	4	1 000	4 000	0	0	1 000	4 000
28	Mobile Diesel Generator (5kVt – 10kVt)		2 000	10	20 000	0	0	10	20 000
29	Water Tank (4,000ltr – 5,000ltr)		2 000	10	20 000	0	0	10	20 000
TOTAL					1 875 300		434 108		1 550 858

Annex B

UNERT Request Form
(Provisional)

1. Date/Time
2. Name of Requesting Organization
3. Name, address, phone and/or radio call sign and email of person managing the request
4. Disaster for which items are being requested
5. Summary of disaster situation, justification for items and where they will be distributed.
6. Number of persons/families to be assisted
7. Method to be used for distribution
8. Date and time items are requested to be available
9. Items requested

Item	Per Family Allocation Norm	Number of Families to be assisted	Total items requested	Number Approved (for UNDP Use)

10. Is this a request for a loan of the items (that is, they will be replaced when the requestor receives other supplies) or as a donation to the requesting organization?

11. "Returnable" Items Requested

Name	Number	How will the item be used?	Number Approved (for UNDP Use)
Water purification Unit			
Monitoring Vehicle			
Fuel Tanker			
Transport Truck			

Requesting Organization Agreement

The undersigned agrees to the following conditions:

1. The requesting organization agrees to the terms of the **Organizational Charter “UN Emergency Reserve for Tajikistan”**.

2. The requesting organization will cover the cost of loading and transporting the items to the intended destination.

2. The requesting organization will directly distribute the items, based the distribution on the norms noted above, and provide UNDP with a report on the distribution, all in a timely manner.

3. In the case of a loan request, the requesting organization will replace the borrowed commodities on the basis of basis of operational value for operational value, i.e., an item provided will be replaced with an item useable to the same degree and level as the original, and in an undamaged, complete and operating condition, as agreed with UNDP.

4. All “returnable” items will be returned complete, undamaged and in operating condition. The receiving organization agrees to pay the replacement cost for any item not returned, and the cost of repairs or replacement for items not returned in complete, undamaged and operating condition.

For the requesting organization: _____
Name Position

Action Decision

Approved Partially Approved Rejected

Date:

Signature of RR/RC:

Date/time commodities provided to the requestor:

Signature of UNDP UNERT Manager:

Attach signed way bills.