

MYANMAR HCT

Inter-Agency Standard Operating Procedures - SOP (Update May 2016)

	ACTIVITY	WHO
EARLY WARNING PHASE	Upon receipt of early warning information on an imminent threat	
	Contact OCHA to inform on the threat and cross-check information at field level	All & OCHA
	Alert RC/HC	OCHA
	Contact GoUM (MoSWRR) to inform/verify threat	RC/HC & OCHA
	Alert HCT and ICCG	OCHA
	Send Flash Update (email) to key partners	OCHA
	Inform OCHA Regional Office and HQ	OCHA & RC/HC
	Inform UNDAC of potential threat and analyze possible need for UNDAC deployment	OCHA
	Alert HACG to be on standby	OCHA
	Review capacity to respond (information on available stocks, personnel for assessments, staff deployable for a possible response, including capacity of donors/embassies, AHA Center)	ICCG
	Share information on MRCS capacity	OCHA
	Gathers secondary relevant data	OCHA & MIMU
	Convene HCT meeting (define inter-agency response plans and additional cluster leads on standby)	OCHA
	Identify potential mitigating measures and agencies to implement them	HCT
	Assign/confirm reporting and information management focal points	ICCG
	Identify constraints for accessing potential affected populations	HCT
Advocate for simplified visa, travel authorization to affected areas and customs (as system in place 2015 floods response)	RC/HC	
RESPONSE PHASE	Coordination & Management Arrangements	
	Once the threat is confirmed contact the government to know: 1. National capacity to deal with the emergency 2. Intent to declare a state of emergency 3. Intent to request, welcome or decline international assistance . - If welcomed, outline support options available, request approval for additional humanitarian staff's entry into the country, and the need for UNDAC team or Search and Rescue assistance (ideally INSARAG members) in case of earthquake or collapse or urban structures - If assistance is declined but nonetheless required, HCT to increase their capacity to respond	RC/HC & OCHA
	Initiate regular HCT and ICCG meetings	HCT & ICCG
	Agree on response coordination structure at the areas affected in case not being in place, and leading coordinating organization (based on presence in the affected areas)	HCT & ICCG
	Analyze possible need for additional resources from regional/HQ level	RC/HC & HCT
	Organize a briefing for in-country donors and ascertain intentions to fund the response	OCHA
	Operational Capacity & Arrangements to deliver relief and protection	
	Identify capacity to respond and quantify the gaps	ICCG & OCHA
	Identify required government support at national level (EOC)	ICCG
	Initiate regular cluster/sector meetings	ICCG
	Request Government logistical assistance for site visits if required	HCT
	Based on situation and gender analysis identify the most appropriate activities needed to reach potential beneficiaries (including vulnerable groups)	ICCG & Protection Sector
	Ensure there is a clear protection strategy in place . Ensure appropriate prevention and response mechanisms for sexual and gender based violence	Protection Sector
	Identify potential partners in the areas affected, and its capacities to support assessments and response	ICCG
	Contact with private sector partners and identify channels for coordination (UMFCCI)	OCHA & UNDP
	Hold an inter-agency logistics coordination meeting to determine existing logistics capabilities and additional needs	Logistics sector & ICCG

If stocks are being brought from outside the country, advocate with Government authorities on fast-track for custom and importation procedures .	Logistics sector & RC/HC
Review security plans to see that they are up- to-date and relevant for the area of planned operation	DSS
Liaise with appropriate Government institutions on security matters	DSS
DSS to regularly update HCT on security situation in the country	DSS
Assessment & Information Management	
Based on secondary data available, develop a preliminary scenario definition	OCHA & MIMU
Analyze the need for launching a joint multi-sector rapid needs assessments using agreed methodology. Ensure coordination with local NGOs	OCHA & ICCG
Disseminate MIRA revised form (hard and soft copies)	OCHA
Confirm IM focal points from sector/clusters to coordinate under IM Network	OCHA & MIMU
Identify required IM support at EOC	MIMU & OCHA
Analyze and share information from assessment as soon as possible	OCHA & ICCG
Reporting	
Confirm sector reporting focal points	ICCG
Issue regular Situation Reports (daily if necessary)	OCHA
Public Information & Communications with Communities	
Develop talking points and Q&As for RC/HC and HCT	HACG
Resource Mobilization	
Analyze and agree on the need to launch a Flash Appeal	HCT
Identify emergency funds capacities (ERF, CERF) and agree on priorities	OCHA