

## SOP Preparedness and Response for REDLAC- Responsibility Checklist

	Action	Reference	Who
<b>01 Before the emergency</b>			
<b>01.01</b>	<b>Regular meeting</b>		
01.01.01	Organise the taskforce regular meeting, every 2 weeks		OCHA
01.01.02	Send topics/issues to be included in the agenda of up-coming regular meetings to the OCHA		REDLAC Members
01.01.03	Set up the agenda of the regular meeting based on the REDLAC Members request		OCHA
01.01.04	Participate in the taskforce regular meetings		REDLAC Members
01.01.04	Prepare minutes for the regular meetings and follow up		OCHA
<b>01.02.</b>	<b>Member contact</b>		
01.02.01	Maintain the contact information of the REDLAC Members up to date		OCHA
01.02.02	Report any change in the REDLAC Members contact information to the OCHA		REDLAC Members
01.02.03	Designate replacement in case of absence to the meetings and inform OCHA		REDLAC Members
<b>01.03.</b>	<b>Liaison with the national level</b>		
01.03.01	Maintain contact with their own organisation's representatives and national offices in the region		REDLAC Members
01.03.02	Maintain contact with the UN Resident Coordinators (HC) /UNDMT/UNETE in the region		OCHA
<b>01.04</b>	<b>Information management</b>		
01.04.01	Inform any relevant event (meeting, workshop, etc) in the region to OCHA		REDLAC Members
01.04.02	Exchange and consolidate all the humanitarian information received from REDLAC Members and other sources		OCHA
01.04.03	Share humanitarian information with the REDLAC Members		OCHA
01.04.03	Ensure contact lists and list of stockpiles are shared with REDLAC REDLAC Members		REDLAC Members
<b>01.05.</b>	<b>Inter agency collaboration</b>		
01.05.01	Promote the taskforce's objectives to counterparts		REDLAC Members
01.05.02	Participate in activities of other taskforce REDLAC Members when invited		REDLAC Members
01.05.03	Organise the Inter Agency taskforce activities (e.g. inter agency planning workshop) jointly		REDLAC Members

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01.05.04	Identify country-level agencies responsible for the leadership of a specific sector		REDLAC Members
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<b>02 Monitoring/early warning</b>			
<b>02.01 Information management and liaison with nat'l level</b>			
02.01.01	At the instance of being aware of warning/alert of an emergency, inform to the OCHA and vice versa		REDLAC Members
02.01.02	Confirm event with UNRC/UNETE focal point (UNDP disaster)		OCHA
02.01.03	Confirm event with respective agencies and exchange info. with REDLAC		REDLAC Members
<b>02.03. Emergency meeting</b>			
02.03.01	Call REDLAC emergency response meeting and bring updated information to the meeting		OCHA and REDLAC Members
02.03.02	Confirm availability of resources and define joint-response		REDLAC Members
02.03.03	If necessary, prepare for a REDLAC mission to the affected country(ies)		REDLAC Members

## 03 Immediate after the impact

<b>03.01 Information management</b>			
03.01.01	Inform any on-going or planned response activities and resource mobilization by member agencies and partners to OCHA		REDLAC Members
03.01.02	Exchange and consolidate all the emergency impact information received from REDLAC Members and other sources		OCHA
<b>03.02. Liaison with the national level</b>			
03.02.01	Establish contact with member's own organisation's representative(s) of the affected country(ies)		REDLAC Members
03.02.02	Share consolidated report (updated) with national focal points from member agencies		REDLAC Members
03.02.03	Establish contact with the UN Resident Coordinator(s)/ UNDMT/UNETE of the affected country(ies)		OCHA
03.02.04	Inform the UN Resident Coordinator(s)/ UNDMT/UNETE of the affected country(ies) on REDLAC operational plans and support		OCHA
<b>03.03. Emergency meeting</b>			

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02.03.01	Call REDLAC emergency response meeting and bring updated information to the meeting		OCHA and REDLAC Members
02.03.02	Confirm availability of resources and define joint-response		REDLAC Members
02.03.03	If necessary, prepare for a REDLAC mission to the affected country (ies)		REDLAC Members OCHA

	Action	Reference	Who
<b>04 During the emergency response</b>			
<b>04.01. Liaison with the national level</b>			
04.01.01	Provide support to the emergency team in the field and ensure inter-agency collaboration in the emergency response		REDLAC Members
04.01.02	Advise the staffs/the UNDAC team in the field to collaborate and coordinate in emergency response with other member organisations		OCHA
04.01.03	Provide the UNDAC team in the field with an updated information package containing contact details lists of all the key actors in emergency response activities		OCHA
04.01.04	Facilitate activities of the various sectors in the field as a means to support local government		OCHA
<b>04.02. Information management</b>			
04.02.01	Send any response report of field/regional situation reports and other relevant emergency response information to OCHA		REDLAC Members
04.02.02	Exchange and consolidate the emergency impact information received from REDLAC Members and other sources		OCHA
04.02.03	Send consolidated emergency response information to the REDLAC Members		OCHA

<b>05 After the Emergency</b>			
<b>05.01. Post emergency debriefing meeting</b>			
05.01.01	Request for a taskforce post emergency debriefing meeting through the OCHA		TM
05.01.03	Participate in post emergency debriefing meetings		REDLAC Members OCHA
<b>05.02 Institutionalised learning</b>			
05.02.01	Share lessons identified		REDLAC Members OCHA

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05.02.02	Revise the SOPs checklist, if necessary.		REDLAC Members
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