

INTER-AGENCY STANDING COMMITTEE  
WORKING GROUP XVI<sup>TH</sup> MEETING  
30 November 1994

## TOR OF THE HUMANITARIAN COORDINATOR

Upon the occurrence of a complex emergency in a country, the United Nations Emergency Relief Coordinator, on behalf of the Secretary-General, will designate a Humanitarian Coordinator for that country. The Humanitarian Coordinator serves as the direct representative of the Emergency Relief Coordinator (and therefore of the Department of Humanitarian Affairs) for matters dealing with this complex emergency.

In all instances, the Humanitarian Coordinator will report directly to the UN Emergency Relief Coordinator. If a Special Representative of the Secretary-General (SRSG) is appointed for the country in question, the Humanitarian Coordinator will function under the overall authority of the SRSG, with the responsibility for coordination of UN humanitarian assistance for the complex emergency in question. If the Emergency Relief Coordinator has designated a lead agency for the provision of humanitarian assistance, with the in-country agency head also serving as Humanitarian Coordinator, this individual will also report directly to his/her agency headquarters.

The UN Resident Coordinator and the in-country Disaster Management Team (DMT) should serve as the first line of initial response to a new emergency, and should normally have established mechanisms of coordination prior to the onset of the complex emergency. Once appointed, the Humanitarian Coordinator will utilize and build upon these DMT mechanisms as required in the performance of his/her duties. (Whenever an individual other than the UN Resident Coordinator is designated Humanitarian Coordinator, notwithstanding special arrangements which may be established by the Secretary-General, the Humanitarian Coordinator shall be part of the UN country team under the leadership of the Resident Coordinator, thus ensuring, *inter alia*, the fullest possible integration of emergency relief activities with reconstruction and other development activities.)

The text in parenthesis is proposed by UNDP, and will require further discussion.

The primary function of the Humanitarian Coordinator is to facilitate and ensure the quick, effective, and well-coordinated provision of humanitarian assistance to those seriously affected by the complex emergency in question.

Within this context, the Terms of Reference of the Humanitarian Coordinator include:

### **Humanitarian Assistance Coordination Mechanisms and Agreements**

1. Convening and serving as the Chair for meetings of the DMT in-country to deal with matters relating to the complex emergency in question, and providing the necessary secretariat support to the DMT. For purposes of dealing with the complex emergency in question, the regular DMT will usually be expanded to include other relevant entities, such as NGOs involved in related relief efforts.
2. Reaching agreement on the basic division of responsibilities among the UN agencies, in accordance with their respective mandates and capacities, as well as working with the other relief entities to facilitate such agreements within the larger relief community.
3. Developing and maintaining a central registry of locally represented humanitarian assistance agencies and organizations, including information on their respective activities and expertise.
4. Ensuring that effective inter-agency coordination within specific sector areas is undertaken by the relevant agencies, and that coordination of the overall logistics needs of the relief operation is effectively undertaken.
5. Obtaining guidance from the Designated Official regarding the implementation of security procedures in support of humanitarian assistance activities, ensuring that this is effectively communicated to the concerned agencies in the field, and facilitating their coordinated implementation. This paragraph has been revised after discussion with Diana Russler of the Office of the UN Security Coordinator mainly to replace the earlier reference to the Office of the UN Security Coordinator and DPKO with the reference to the Designated Official in the present document.
6. Acting as a focal point for discussion within the relief community regarding policy issues of inter-agency concern (e.g., wage levels for local staff, difficulties with customs procedures and policies, government clearances for travel and passes, etc.) and as an interlocutor with the relevant parties (e.g., the host government) for resolution of such matters.
7. Facilitating the provision of key support services for the larger relief community, such as telecommunications, transportation (e.g., via vehicle or light aircraft operation), etc.

8. Ensuring consultation with government and national authorities on matters regarding the planning and implementation of humanitarian assistance.
9. Facilitating communications, and ensuring overall coordination, between the UN and other humanitarian aid agencies on the one hand and the relevant components of bilateral military forces and/or those of UN Department of Peacekeeping Operations when such forces are present, including promoting resolution of matters of joint concern to the humanitarian aid agencies.

### **Assessing and Addressing Humanitarian Needs**

10. Ensuring that the overall coordination of inter-agency, multisectoral assessments of needs, including the identification of priority needs, and ensuring that such assessments are quickly initiated, adequately supported, and effectively carried out.
11. Coordinating the preparation of an overall humanitarian assistance strategy and Plan of Action of UN agencies, including the establishing of priorities for assistance and agreed collaborative approaches, and coordinating revisions and modifications as required by changing conditions and needs. The preparation and revision of this Plan should be done in close collaboration with the other relevant humanitarian assistance entities, including reflecting their activities and future plans in the Plan.
12. Coordinating the preparation of inter-agency consolidated appeals for humanitarian assistance for the complex emergency in question, including working with the agencies both in-country and at the headquarters level to ensure that the actions described in the IASC Consolidated Appeal Guidelines (currently being finalized) are implemented.
13. Monitoring the provision of resources against such appeals, bringing donor attention to important outstanding gaps, and facilitating inter-agency resource mobilization efforts both in-country as well as at the headquarters level (e.g., via local donor meetings and briefings, convening donor conferences if appropriate, etc.).
14. Monitoring humanitarian needs and identifying specific gaps in the provision of humanitarian assistance. Working with UN and other entities to ensure that such gaps are addressed before they reach the crisis point.
15. Facilitating ongoing strategic planning for the relief effort, including the provision of early warning of major changes in needs or delivery capacities, and contingency planning for such eventualities.

16. Monitoring and facilitating UN humanitarian assistance to special population groups (e.g., internally displaced persons, demobilized soldiers, etc.) to ensure that it is provided in an adequate and timely manner, and coordinating such UN efforts (unless such coordination has been delegated by the Emergency Relief Coordinator to a specific agency).
17. Ensuring that the necessary support is provided to field staff assisting in local coordination of humanitarian assistance and in situation monitoring.
18. Ensuring that effective evaluations of the overall relief efforts, especially the coordination aspects, are undertaken, the lessons to be learned clearly identified, and appropriate follow-up actions taken.
19. Cooperating with entities responsible for planning and implementation of rehabilitation and development activities to ensure that rehabilitation actions begin as soon as they become feasible (which will often be simultaneous with relief efforts), and that relief actions are planned and undertaken with the perspective of their longer-term impacts.

### **Humanitarian Advocacy**

20. Serving as a focal point for the humanitarian community for ensuring the protection of humanitarian mandates in conflict situations, including by:
  - a. seeking acceptance by all parties to the civil conflict in question on the key principles that must underlie UN humanitarian aid efforts (e.g., neutrality, impartiality, access to those in need, accountability to donors for aid provided, etc.); and
  - b. promoting, assisting, and if necessary, leading negotiations to obtain free, safe and unimpeded access for humanitarian assistance to those in need.

### **Information Dissemination**

21. Collecting, analyzing, and disseminating information regarding humanitarian needs and operations to the wider community (e.g., through the production of regular Situation Reports).
22. Ensuring the provision of timely, accurate and relevant information to media, and of briefing information to assist new agencies and NGOs, visiting missions and delegations, etc.

