At the 23 September meeting of the Heads of Agencies of the IASC, it was agreed that a roster of potential Humanitarian Coordinators would be created. Based on this agreement, the present document outlines the key elements in establishing and maintaining the roster, and the process of its utilization in selecting and designating Humanitarian Coordinators for specific countries.

ESTABLISHING AND MAINTAINING THE ROSTER

1. In creating the roster, the Emergency Relief Coordinator will request the IASC member agencies to forward to him the names of persons whom they feel might be appropriate for inclusion on this roster within one month after the present document, as well as those regarding Humanitarian Coordinator Terms of Reference and Profile, are finalized by the IASC.¹ Candidates from within the UN would normally be at the D-1/D-2 level, although strong candidates at the P-5 level will also be considered.

(To facilitate the establishment and utilization of the roster, the Administrator of UNDP will forward to the Emergency Relief Coordinator (ERC) of a list of senior and experienced UN Resident Coordinators who are currently serving or have served in that position and who would be ready and available to serve as Humanitarian Coordinator for a specific complex emergency at short notice. In accordance with the procedures described below, the ERC will consult IASC members and, in cooperation with UNDP, develop a short list of such Un Resident Coordinators who would be considered as acceptable and pre-cleared candidates. This list will serve as the first and preferred source of candidates for the selection of Humanitarian Coordinators.) The text within the parentheses is proposed by UNDP, and will require further discussion.

2. Agencies are asked to provide two documents for each candidate. The first is a CV. This would normally be in the format of a United Nations P-11 form. The contents should be specifically oriented towards the requirements of the Humanitarian Coordinator position, using additional pages if necessary to provide complete information.
3. The second document should be a short (two page maximum) cover letter to accompany the CV. This letter should serve as a background summary and profile of competencies for the candidate. The letter should summarize for the Emergency Relief Coordinator and the other IASC agencies the specific experience, knowledge, skills and abilities of the candidate that are relevant to the Humanitarian Coordinator functions. It should also note the particular countries or regions of the world where the candidate would be especially well qualified to serve as Humanitarian Coordinator, and any constraints on his/her availability for deployment.

4. It should be noted that for new emergency situations it is expected that a Humanitarian Coordinator would be deployed on two-three weeks notice for an initial period of six months (or longer in some cases). However, situations in which an existing Humanitarian Coordinator has completed his/her term and a replacement is being sought will typically involve both more lead time for deployment as well as longer assignment period.

5. Following receipt of the above information, the Emergency Relief Coordinator will carry out an initial review of the candidates, seeking further information and clarification of the candidates' qualifications if needed. He will then forward the names of potential candidates to the heads of IASC member agencies, together with their CV's and cover letters. The agencies will be asked to respond within three weeks with any comments they may have on the suitability of these candidates. Some agencies may wish to have a dialogue with the Emergency Relief Coordinator on particular candidates prior to conveying their written comments. During the period of these review processes, interviews with prospective candidates by the Emergency Relief Coordinator may be anticipated in many cases.

7. Following receipt and review of the comments of the IASC members (including further dialogue with individual agency heads if any additional clarifications are needed), the Emergency Relief Coordinator will convey to the IASC agencies the final listing of persons to be placed on the roster of potential Humanitarian Coordinators.

8. A special situation will exist for candidates who have strong qualifications in general but who have limited field experience in inter-agency coordination of assistance in complex emergencies (versus in the internal management of an agency's own operations)\(^1\), and/or as a UN staff member. Such persons will be accepted provisionally onto the roster, pending their having obtained further UN inter-agency coordination experience. This may take the form of serving as a DHA Senior Advisor or Senior Relief Officer for at least four weeks in assisting an existing Humanitarian Coordinator, especially in the initial response phase of a new, complex emergency.
UTILIZING THE ROSTER TO SELECT HUMANITARIAN COORDINATORS

10. When a complex emergency situation occurs, and a Humanitarian Coordinator is therefore required, the Emergency Relief Coordinator will make a quick assessment of the nature and qualifications needed for this position, noting any aspects of particular importance for the situation in question. Consistent with the 23 September 1994 IASC agreement on designation of Humanitarian Coordinators, the ERC shall undertake appropriate consultations and review the qualifications of the incumbent UN Resident Coordinator.

11. Should this Resident Coordinator not have the necessary humanitarian profile, the ERC will consult the roster to identify a candidate who would be appropriate for the situation in question (with priority being given to the short list of currently or previously serving Resident Coordinators.) He may also consider a strong candidate who has not yet been placed on the roster, if he or she has exceptionally good qualifications for the post.

12. Thereafter, the ERC will consult expeditiously with the IASC heads of agencies concerning his proposed candidate, and utilizing this input, arrive at the decision on appointment of the Humanitarian Coordinator. These consultations will include providing IASC members with background information on the candidate (normally the roster information described above), together with information concerning any special qualification he deems of particular relevance to the post in question.