**Key Notes/Guidance:** Contact OCHA focal point at requestor’s location, request must adhere to Humanitarian principles, requests require 5 days to process, however if situation warrants, “fast-track” processing is possible.

|  |  |  |  |
| --- | --- | --- | --- |
| **Requesting Organization**:Click or tap here to enter text. | **Date Request Form Submitted to OCHA**:Click or tap to enter a date. | **Date(s) support is required/needed**:Click or tap to enter a date.Click or tap to enter a date. | **ID # (OCHA to enter)**Click or tap here to enter text. |
| **Name, office location, & contact info of requestor(s):** Click or tap here to enter text. | **Details of request**:1. Date(s) Flexible (Yes/No)? Choose an item.
2. Time: 22-Dec-19 12:00 AM
3. Location(s)\* – Fill in appropriate field, leave other blank:
	1. Site/Area task:

Click or tap here to enter text.* 1. Escort Route (Start Point & End Point): Click or tap here to enter text.

 \*Include GPS coordinates (Lat/Long) when able1. Composition (reflected in required MCDA Pers/Veh convoy sheet):
	1. # of personnel: Click or tap here to enter text.
	2. # of vehicles by type/class: Click or tap here to enter text.
2. Expected Duration: Click or tap here to enter text.
3. Additional Notes/Comments:
 |
| **Type of support requested** (select one):[ ]  Security at site/area[ ]  Force Protection (armed escort)[ ]  Logistical support\* [ ]  Other: Click or tap here to enter text.\*For logistical task, describe equipment or services needed in Comments/Observations section of attached **CONVOY SHEET**  |
| “**Fast Track” Definition**: Exception to standard 5-day procedure considered on case-by-case basis to enable critical life-saving response or deliver solution to an immediate humanitarian need deemed a HC/HCT priority.**Justification**: Click or tap here to enter text. |
| **Justification of “Last Resort”:**Confirm that the task meets **any and all** of the following criteria, with **written** justification:1. **No comparable civilian alternative (all other options explored: humanitarian negotiations, community acceptance, change in programmatic design, etc.)**:.Click or tap here to enter text.
2. **Task/mission is conducted for a purely humanitarian objective and retains a purely humanitarian character**: Click or tap here to enter text.
3. **Critical/immediate humanitarian need (HC/HCT priority)**: Click or tap here to enter text.
4. **Use of the asset/escort is limited in time and scale (has a clear exit strategy)**: Click or tap here to enter text.
5. **The use of the asset/escort does not compromise longer-term capacity to operate safely/effectively**: Click or tap here to enter text.
 |
| **Summary of any preliminary coordination efforts (meetings attended, offices contacted, etc.) prior to request submission:** Click or tap here to enter text.**Comments/observations:** Click or tap here to enter text. |

**Instructions / Steps of MCDA Request Processing**

1. **Submission Timeline:** Please submit completed MCDA request not later than five (5) working days in advance of the activity anticipated and support required. If situation warrants and UNMISS assets are available, “Fast-Track” processing is possible.
2. **Submit to OCHA CMCoord**: All requests for support by, or use of, MCDA from UNMISS must be channelled through the relevant OCHA sub-office, then forwarded via OCHA CMCoord at the national level where it is assessed in accordance with above criteria.
3. **OCHA CMCoord forwards to UNMISS**: Subsequent to OCHA CMCoord approval, the request is forwarded to UNMISS Joint Operations Centre (JOC) from where it is tracked and redirected to the relevant UNMISS component.
4. **UNMISS Feasibility Assessment**: Within five days, the request is assessed in terms of feasibility and priority to UNMISS ongoing operational tasks.
5. **Coordination between Requestor & Tasked Element**: If approved by UNMISS, the executing unit will contact the requesting humanitarian actor (the focal point) with details on the execution or support delivery. If not approved or postponed by UNMISS, the requesting agency will be informed and may coordinate further with UNMISS JOC/U9.
6. **Completion Report to OCHA:** Upon completion of activity/convoy, notify OCHA Access & CMCoord Unit.

**Further Guidance**

1. **Use of Military Assets**

**No comparable civilian** **alternative.** Military assets should be requested only where there is no comparable civilian alternative and only the use of military assets can meet a critical humanitarian need. The military asset should be used only as a means of last resort and must therefore be unique in nature or justified by time to employ an alternative of deployment, and its use should be a last resort.

**Humanitarian agencies must avoid becoming dependent on resources or support provided by the military.** Any resources or support provided by the military should be, at its onset, clearly limited in time and scale and present an exit strategy element that defines clearly how the function it undertakes could, in the future, be undertaken by civilian personnel/means. Resources provided by the military are often only temporarily available and when higher priority military missions emerge, such support may be recalled at short notice and without any substitute support.

1. **Use of Force Protection or Military Escorts**

As a general rule, humanitarian convoys will **not** use armed escorts. An exception to the general rule will be considered, as a ***last resort***, only when all of the following criteria are met:

**Humanitarian Need and Programme Criticality**. The level of humanitarian need is such that the lack of humanitarian action would lead to unacceptable human suffering, yet the transport of essential personnel and relief supplies cannot be undertaken without the use of armed escorts.

**Responsible Authorities.** State authorities or local non-State actors are unable or unwilling to permit the movement of humanitarian supplies or personnel without the use of armed escorts.

**Safety and Security**. The armed escorts utilized are capable of providing a credible deterrent necessary to enhance the safety of humanitarian personnel and capacity to provide assistance to the beneficiaries without compromising their security or that of the affected people. In the South Sudanese context guidance should be drawn from the local ASMT recommendations regarding Force Protection. These are outlined in a map of convoy routes produced by UNDSS Monthly.

**Sustainability.** The use of an armed escort will not irreversibly compromise the humanitarian operating environment or the longer-term capacity of the organisation(s) to safely and effectively operate in the future. The humanitarian agency in question has conducted a thorough stakeholder analysis to determine the potential consequences of using an armed escort, and has put in place all possible mitigation measures to reduce the likelihood and negative impact of such consequences.

**Limitations.** The humanitarian community should refrain from making a carte blanche determination on whether or not to use armed escorts. Instead, the decision should be determined case-by-case and informed by the outcome of a corresponding structured security risk assessment. The use should be geographically limited, time-bound and with specific purpose. There should be no blanket adoption of armed escorts as a modality for humanitarian operations.

**Availability.** An MCDA clearance does **not** guarantee allocation of UNMISS assets or personnel. To ensure tasking can be processed by UNMISS after MCDA approval, please submit the completed MCDA request five (5) working days in advance of the activity anticipated and support required.

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**Definition of UNMISS “Force Protection.”** All measures and means to minimize the vulnerability of personnel, facilities, equipment and operations to any threat and in all situations, to preserve freedom of action and the operational effectiveness of the force or elements under its protection.

Force protection for humanitarian actors can be provided through a number of different static and/or mobile means by UNMISS military component and may often constitute of a combination of several measures dependent on a local and qualified threat analysis. Typical measures could be: *Armed Escort, Route Dominance, Area Security, Point Security (key terrain), Quick Reaction Force,* etc.

**Contact**

1. Initial MCDA requests must be submitted to OCHA CMCoord:

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Any queries on status of MCDAs submitted through OCHA, please contact the contacts above.