

# Humanitarian Notification System

Hands-on training



# Agenda

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- General Overview of rules and producers
- NLT platform user dashboard overview
- Creating Notification Request:
  - Land Movement request
  - Temporary Venue request
  - Air notification request
  - Sea notification request
  - Admin/Amendments
  - Permanent Notified List



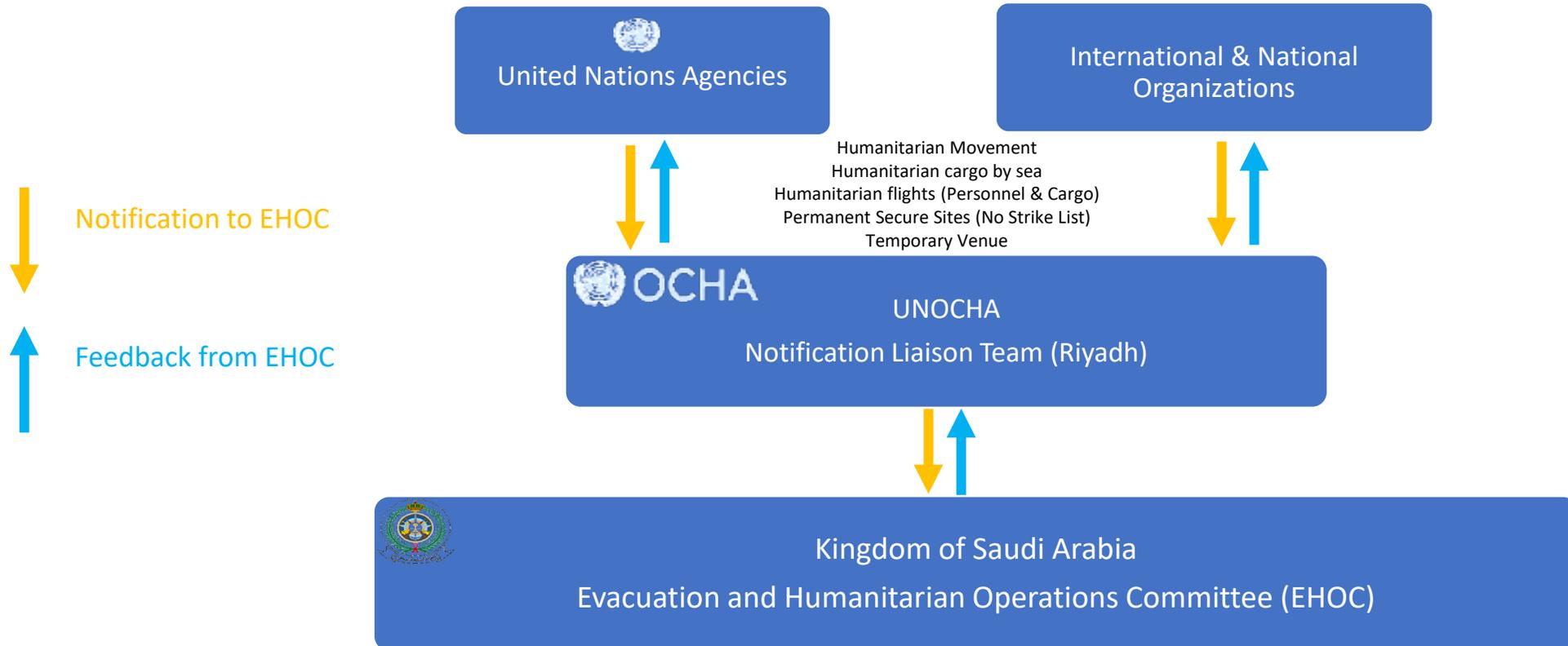
# General Overview of rules and producers

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- The UNOCHA Humanitarian Notification process is a critical information-sharing tool between the humanitarian community in Yemen and the Evacuation and Humanitarian Operations Committee (EHOC) where they exchange information and planning in order to avoid potential hazards to humanitarian personnel.
- This aims to ensure the safety and security of humanitarian premises, personnel, equipment and activities in Yemen.

# General Overview of rules and producers

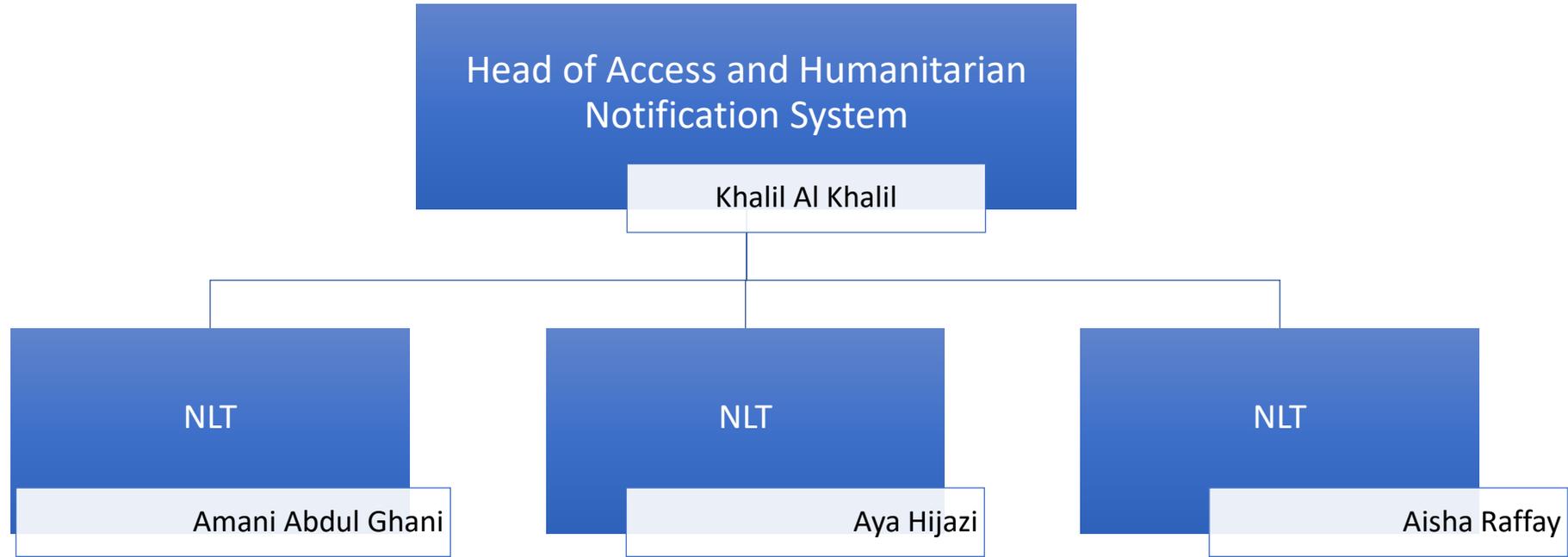
## UNOCHA Deconfliction Information Flow





# Notification Liaison team

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# Humanitarian Notification System Information flow – Part 3

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Step  
1

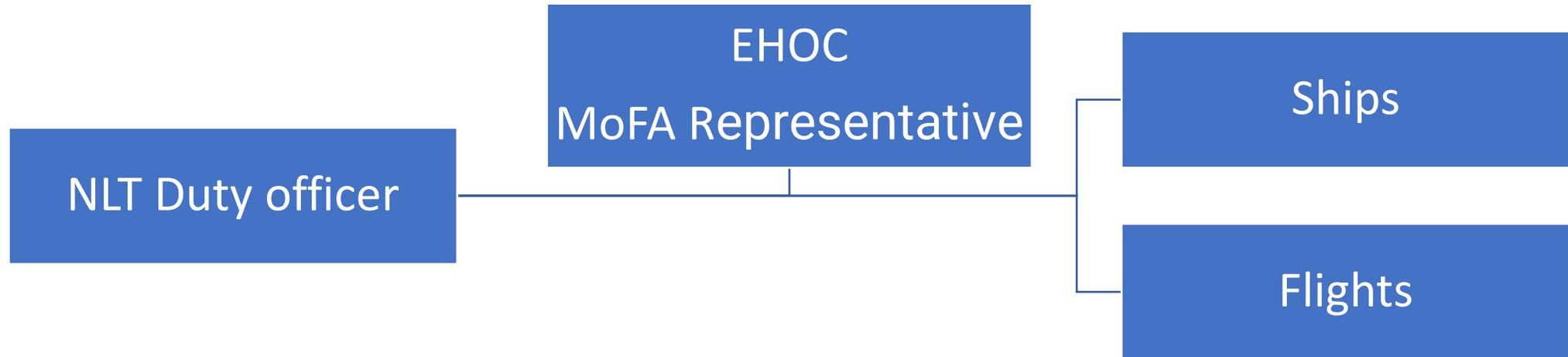
UN, INGO, NGO submit the notification through the online platform.

Step  
2

OCHA NLT reviews notification, prepare cover letter and submit to EHOC through email.

Step  
3

EHOC processes and provides written response. Usually, EHOC takes 24 hours to finishing processing, unless the notification is an emergency.



- ❑ The first point of contact in EHOc is the Ministry of Foreign Affairs representative.
- ❑ The duty officer communicates any queries/issues to the MoFA representative. If the query is linked to ships/flights the duty officer should ask for the EHOc Ships / flights (GACA Rep) to liaise with regarding the query.

# Notification Liaison team – Duty Officer

- ❑ NLT works on a revolving duty officer schedule.
- ❑ For example day 1 to day 7.
  - One NLT member works to submit notification to EHOC. This person acts as the only channel for communicating to EHOC to make sure there is no miscommunication when relaying information to EHOC.
- ❑ Each notification submitted to EHOC is numbered. UN notifications (i.e. NV #1234) have a separate numbering to INGO/NGO notifications (i.e. NG/1234).
- ❑ The numbers are not automated to give the duty officer freedom when processing and submitting notifications to EHOC. Therefore, the duty officer acts as the focal point for assigning numbers to avoid duplication.

September 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
Amani						
4	5	6	7	8	9	10
Aya						
11	12	13	14	15	16	17
Aisha						
18	19	20	21	22	23	24
Amani						
25	26	27	28	29	30	
Aya						



# NLT working hours

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- Sunday to Thursday**

**Working Hours:** from **09:00** to **16:30** Riyadh Time

**Submission Hours:** from **09:00** to **15:00** Riyadh Time

- Friday and Saturday**

**Working Hours:** from **09:00** to **13:00** Riyadh Time

**Submission Hours:** from **09:00** to **13:00** Riyadh Time

**Evenings are for emergencies and following up with EHOC for their response on notifications**

- NLT needs a minimum of 1 hour to process your request before submitting it to EHOC, NLT will process notifications on a first come first served basis with respect to the 48 hrs rule.
- The NLT Duty officer is **on call 24/7 for humanitarian partners and EHOC weekdays and weekends.**

## **EHOC Procedures for Processing Notifications**

- All notifications should be submitted at least **50** hours in advance
- In an emergency case a notifications should be submitted at least **26** hours in advance - an email should be sent to NLT ahead of the submission of urgent notification and a proper justification should be added in Arabic to the MoFA form.
- Emergency cases include and not limited to (Accidents, life threatening cases, medical evacuation, RMM in Al Hudaydah governorate etc.)
- Information provided is treated confidentially and only shared with EHOC.
- Any changes to the movement must be submitted in a new notification forms, including the previous NV reference number and allow enough time for EHOC to process.
- Submission of notifications for the 48 hrs advance notification should be between 9am and 2pm as per EHOC's requirement. Bearing in mind that DLT requires at least 1-2 hours to process and submit any notification.



# General Overview of rules and producers

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## **EHOC Procedures for Processing Notifications**

- Humanitarian organizations are held accountable for providing correct up to date and accurate information.
- GPS coordinates will be provided under the following format: degrees / minutes / seconds. However, Decimal Degrees Longitude and Latitude is preferred.
- All vehicles must have the organization's logo (roof marking) and clear plate numbers.
- EHOC will not provide acknowledgment for any night movement (All movement should be between 6am to 6pm).
- Official letters to EHOC should be in English and Arabic copies.
- New I/NNGO should submit a one-pager summary of their organizations two weeks in advance of their first submission as per EHOC's procedure.



# HNS Platform - Login Page

 <https://decon.ochayemen.org/login>

User Name : **demo-user**  
Password : **d3m0**

## Deconfliction Notification System



**Login**  
Sign In to your account

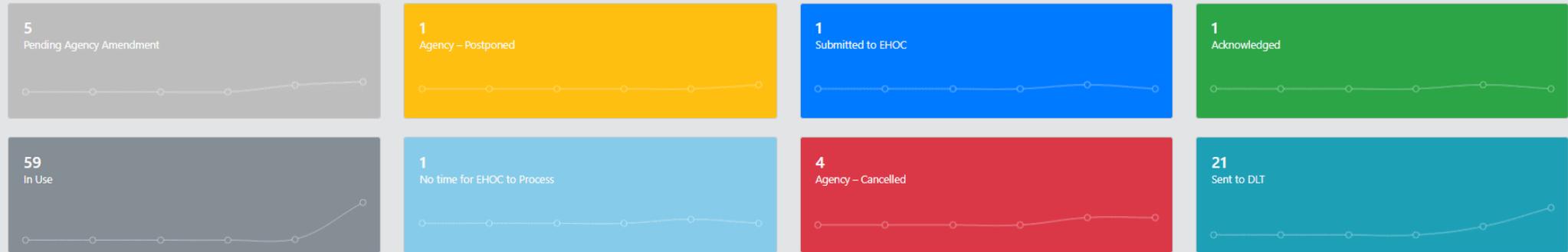
[Login](#) [Forgot password?](#)

**Sign up**  
Sign up here if you need access to Deconfliction Notification System and you don't already have an account.

[Register](#)

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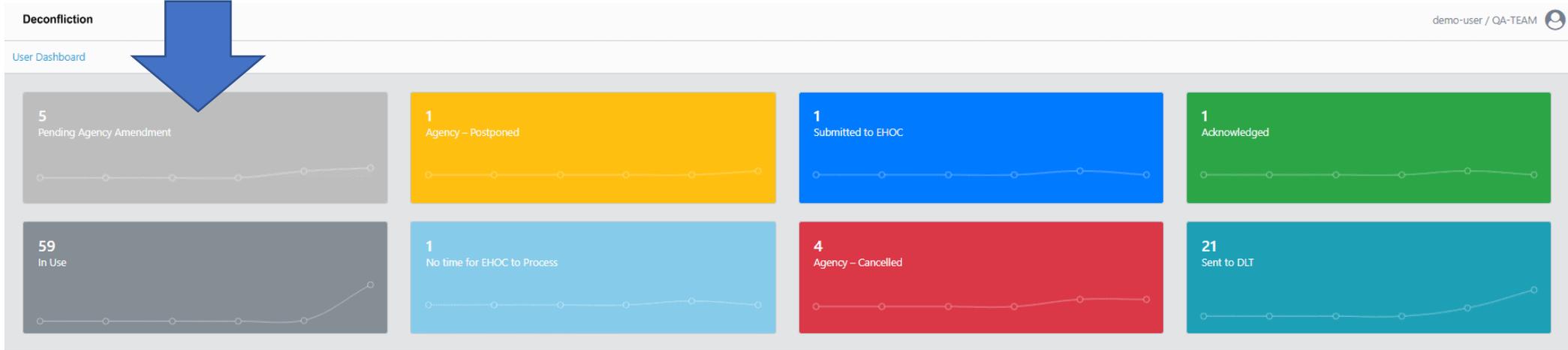
Notification Requests

[New Notification](#)

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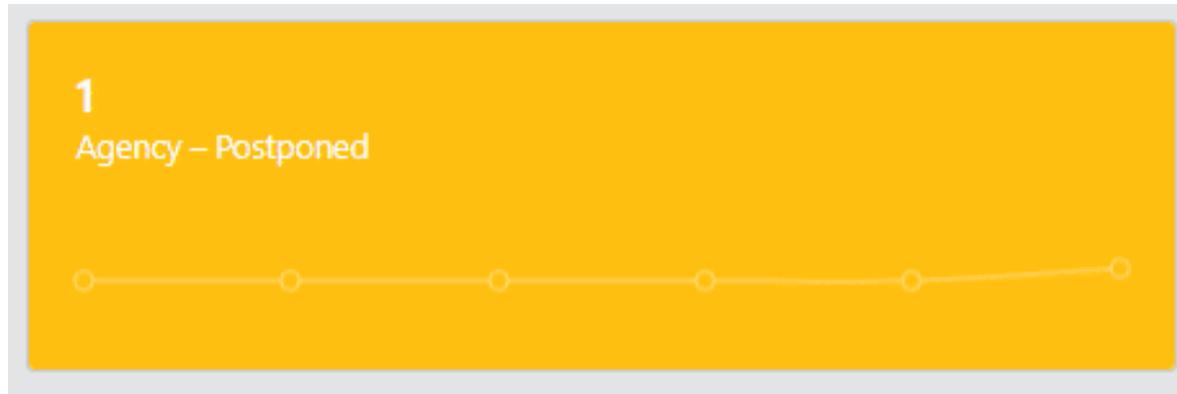
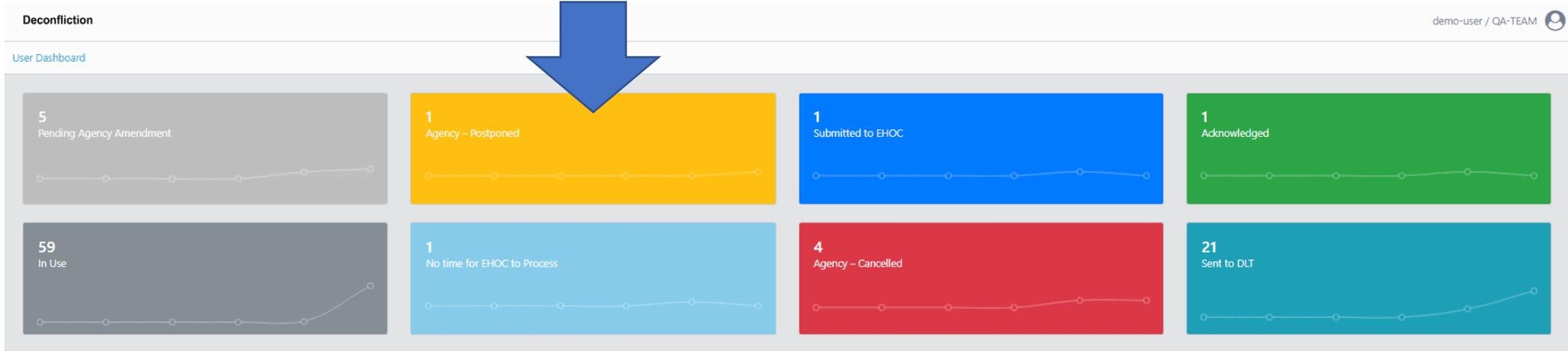


# User Dashboard



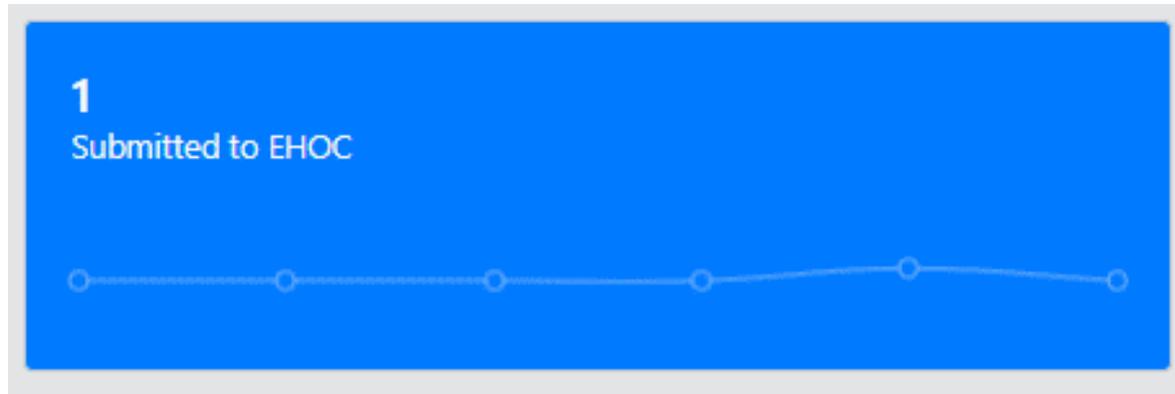
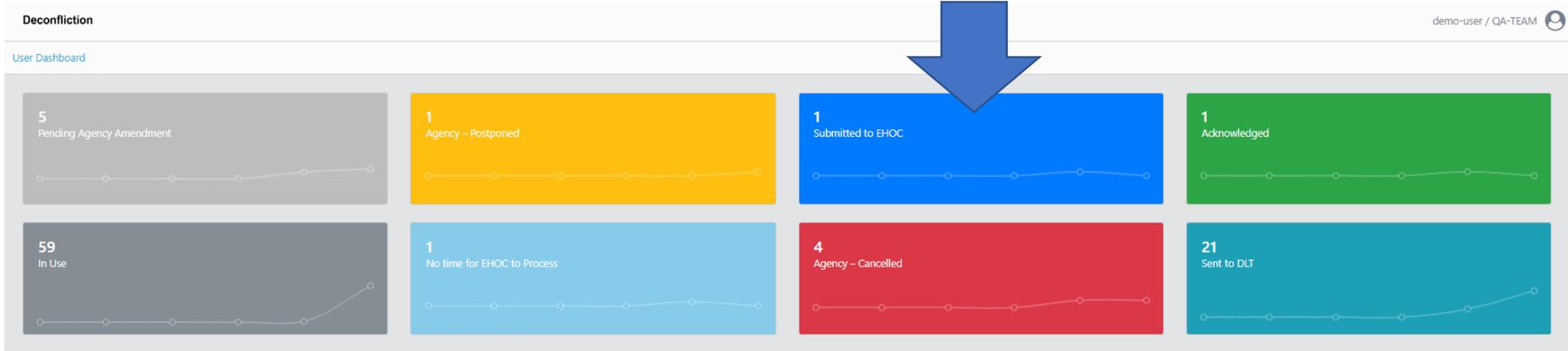


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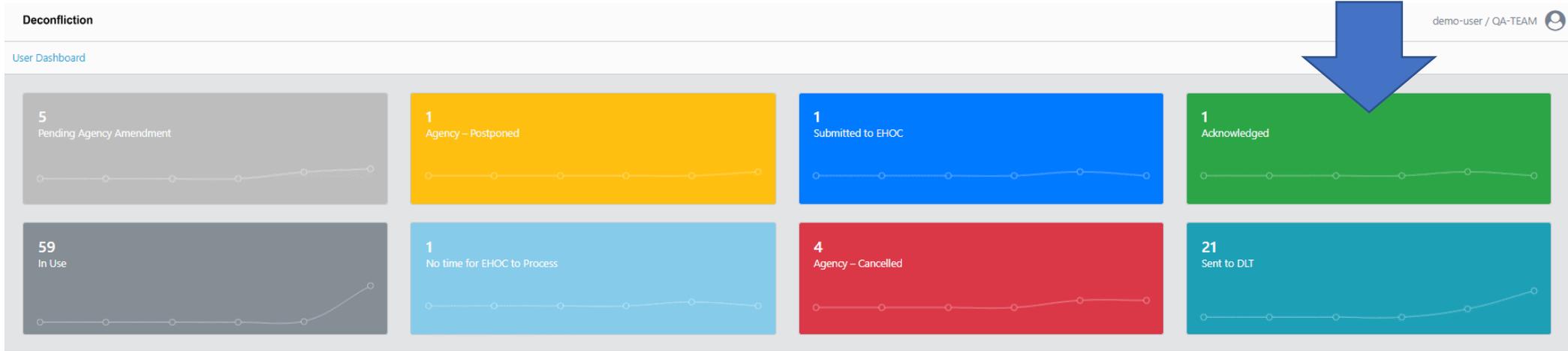


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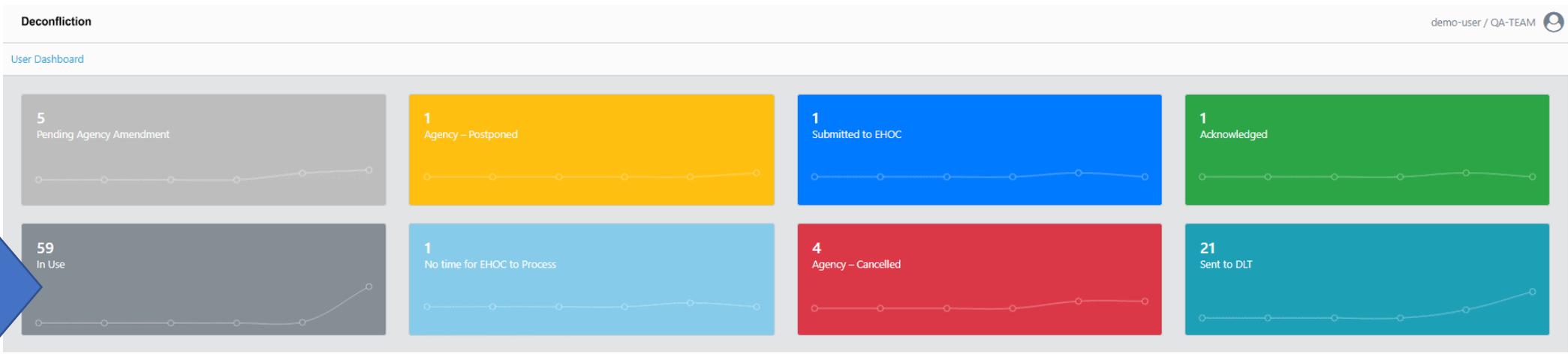


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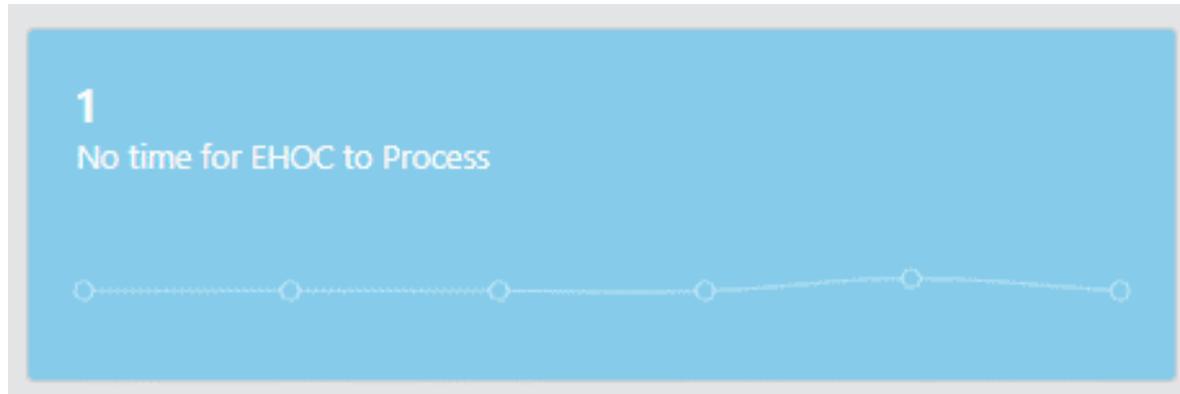
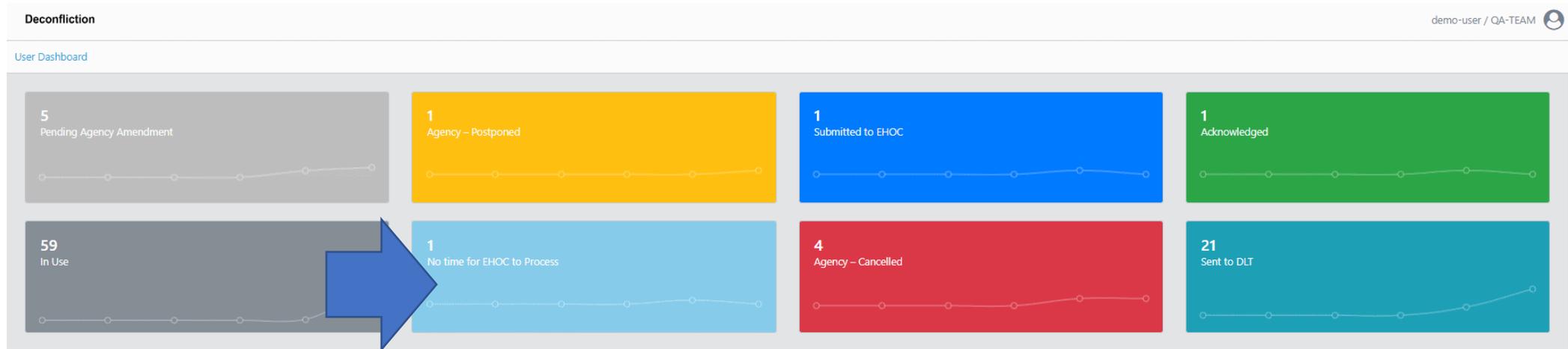


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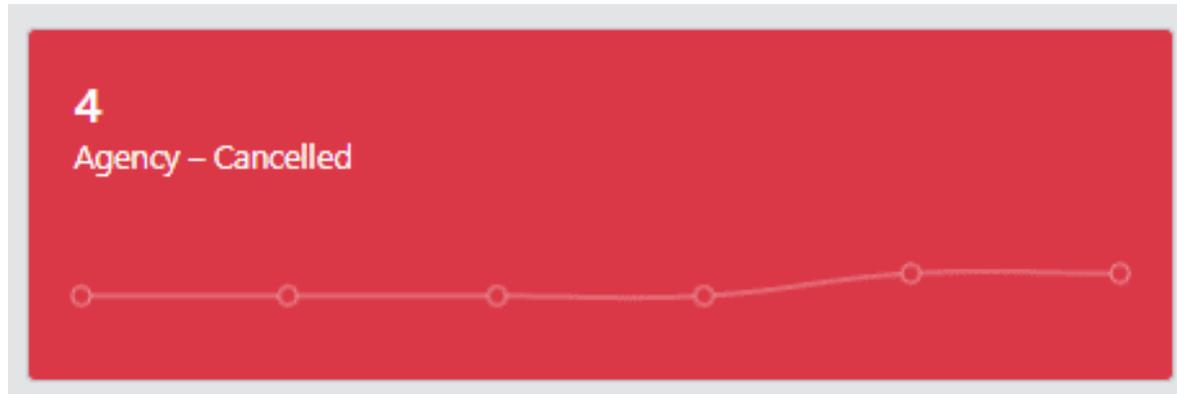
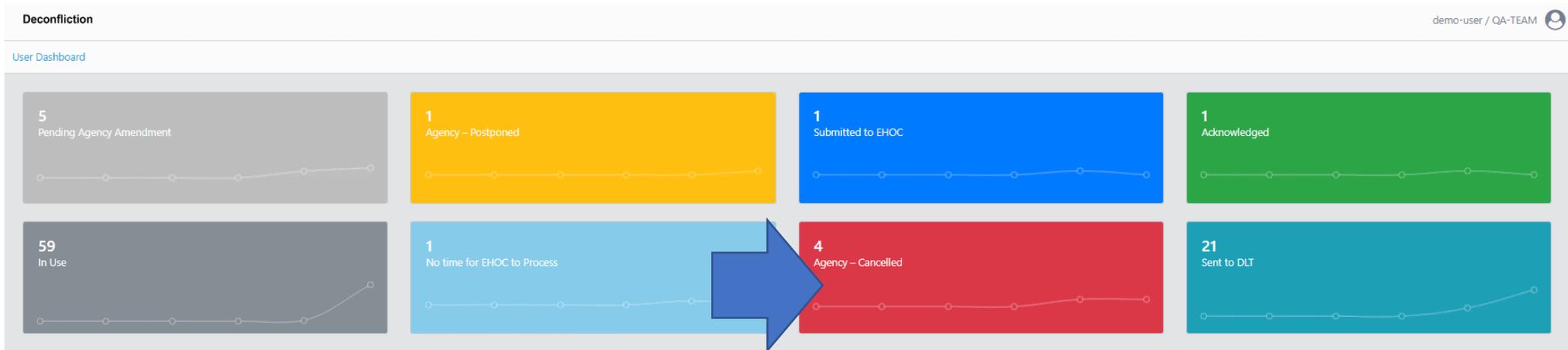


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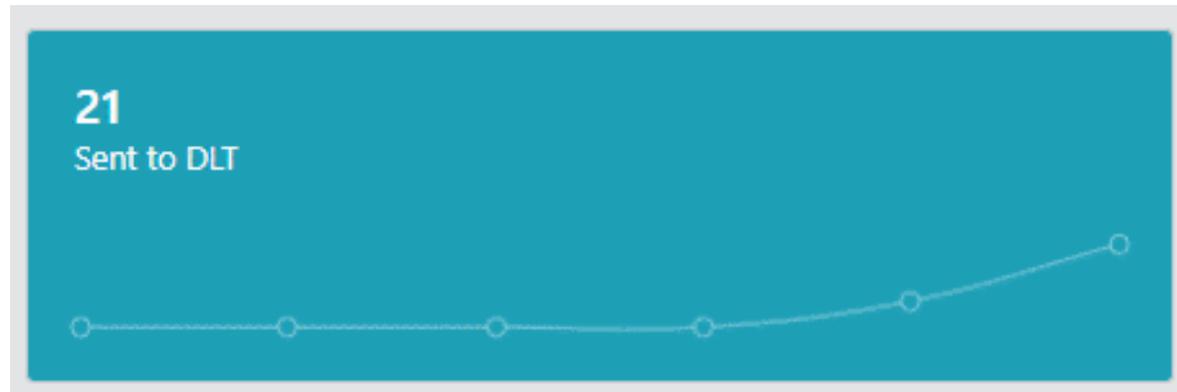
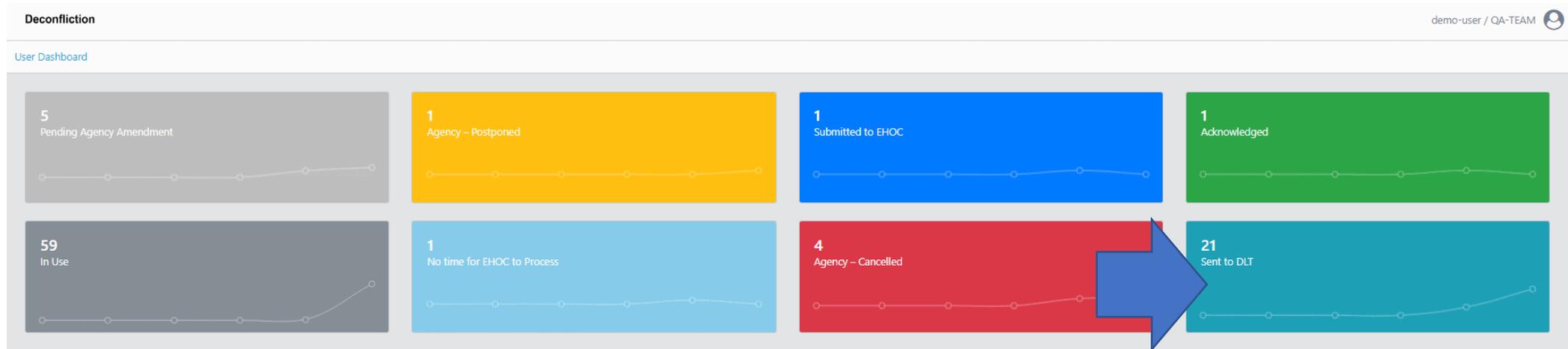


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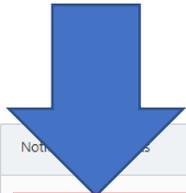




# User Dashboard



## Notification # : Auto generated number



Notification # [New Notification](#)

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## Request Type:

View the type of request  
(*Land Movement, Temporary Venue, Sea, Air, or Admin/Amendment*)



Notification Requests [New Notification](#)

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## Requested By

View the requester account/agency



Notification Requests [New Notification](#)

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## Requested Date

View the date of the request



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## Purpose: View the purpose of the request



Notification Requests [New Notification](#)

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## EHOOC Ref#

View ECHO reference number



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# User Dashboard

# NV#

# Note Verbal



Notification Requests [New Notification](#)

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## Last Update

View the date of last edit proses



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454	Land Movement	mekki	20/11/2018 01:25:48		20/11/2018 13:25 In Use			2018-11-20T10:25:49Z		In Use	
452	Land Movement	demo-user	19/11/2018 04:30:38		19/11/2018 16:30 In Use			2018-11-19T13:30:46Z		In Use	
451	Land Movement	demo-user	19/11/2018 04:29:03		19/11/2018 16:29 In Use			2018-11-19T13:29:06Z		In Use	
450	Land Movement	demo-user	19/11/2018 04:28:20		19/11/2018 16:28 In Use			2018-11-19T13:28:24Z		In Use	
449	Land Movement	demo-user	19/11/2018 04:09:44		19/11/2018 16:09 In Use			2018-11-19T13:09:52Z		In Use	
448	Land Movement	demo-user	19/11/2018 04:07:50		19/11/2018 16:07 In Use			2018-11-19T13:07:50Z	demo-user	In Use	
447	Temp Venue	demo-user	19/11/2018 03:45:02		19/11/2018 15:45 In Use			2018-11-19T12:45:08Z		In Use	
446	Temp Venue	demo-user	19/11/2018 03:28:18		19/11/2018 15:28 In Use			2018-11-19T12:28:18Z	demo-user	In Use	
443	Land Movement	demo-user	19/11/2018 03:19:21		19/11/2018 15:19 In Use			2018-11-19T12:19:22Z		In Use	
445	Land Movement	demo-user	19/11/2018 03:13:24		19/11/2018 15:13 In Use			2018-11-19T12:13:43Z		In Use	

« Prev 1 2 3 4 ... Next »

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## Last Updated By

View the account/person updated the notification

Notification Requests [New Notification](#)

Notification #	Request Type	Requested By	Requested Date	Purpose	Notes	EHOC Ref#	NV#	Last Update	Last Updated By	Status	Action
454	Land Movement	mekki	20/11/2018 01:25:48		20/11/2018 13:25 In Use			2018-11-20T10:25:49Z		In Use	
452	Land Movement	demo-user	19/11/2018 04:30:38		19/11/2018 16:30 In Use			2018-11-19T13:30:46Z		In Use	
451	Land Movement	demo-user	19/11/2018 04:29:03		19/11/2018 16:29 In Use			2018-11-19T13:29:06Z		In Use	
450	Land Movement	demo-user	19/11/2018 04:28:20		19/11/2018 16:28 In Use			2018-11-19T13:28:24Z		In Use	
449	Land Movement	demo-user	19/11/2018 04:09:44		19/11/2018 16:09 In Use			2018-11-19T13:09:52Z		In Use	
448	Land Movement	demo-user	19/11/2018 04:07:50		19/11/2018 16:07 In Use			2018-11-19T13:07:50Z	demo-user	In Use	
447	Temp Venue	demo-user	19/11/2018 03:45:02		19/11/2018 15:45 In Use			2018-11-19T12:45:08Z		In Use	
446	Temp Venue	demo-user	19/11/2018 03:28:18		19/11/2018 15:28 In Use			2018-11-19T12:28:18Z	demo-user	In Use	
443	Land Movement	demo-user	19/11/2018 03:19:21		19/11/2018 15:19 In Use			2018-11-19T12:19:22Z		In Use	
445	Land Movement	demo-user	19/11/2018 03:13:24		19/11/2018 15:13 In Use			2018-11-19T12:13:43Z		In Use	

« Prev 1 2 3 4 ... Next »

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## Status

View the statuses of the notification  
*(in use , Submitted to DLT...etc.)*

Notification Requests New Notification

Notification #	Request Type	Requested By	Requested Date	Purpose	Notes	EHOC Ref#	NV#	Last Update	Last Updated By	Status	Action
454	Land Movement	mekki	20/11/2018 01:25:48		20/11/2018 13:25 In Use			2018-11-20T10:25:49Z		In Use	
452	Land Movement	demo-user	19/11/2018 04:30:38		19/11/2018 16:30 In Use			2018-11-19T13:30:46Z		In Use	
451	Land Movement	demo-user	19/11/2018 04:29:03		19/11/2018 16:29 In Use			2018-11-19T13:29:06Z		In Use	
450	Land Movement	demo-user	19/11/2018 04:28:20		19/11/2018 16:28 In Use			2018-11-19T13:28:24Z		In Use	
449	Land Movement	demo-user	19/11/2018 04:09:44		19/11/2018 16:09 In Use			2018-11-19T13:09:52Z		In Use	
448	Land Movement	demo-user	19/11/2018 04:07:50		19/11/2018 16:07 In Use			2018-11-19T13:07:50Z	demo-user	In Use	
447	Temp Venue	demo-user	19/11/2018 03:45:02		19/11/2018 15:45 In Use			2018-11-19T12:45:08Z		In Use	
446	Temp Venue	demo-user	19/11/2018 03:28:18		19/11/2018 15:28 In Use			2018-11-19T12:28:18Z	demo-user	In Use	
443	Land Movement	demo-user	19/11/2018 03:19:21		19/11/2018 15:19 In Use			2018-11-19T12:19:22Z		In Use	
445	Land Movement	demo-user	19/11/2018 03:13:24		19/11/2018 15:13 In Use			2018-11-19T12:13:43Z		In Use	

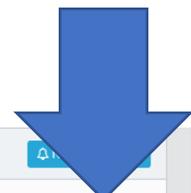
« Prev 1 2 3 4 ... Next »

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## Action View menu list



- Notification
- Edit Form
- Delete
- MoFA
- Status
- Submit
- Postpone
- Cancel



Notification Requests

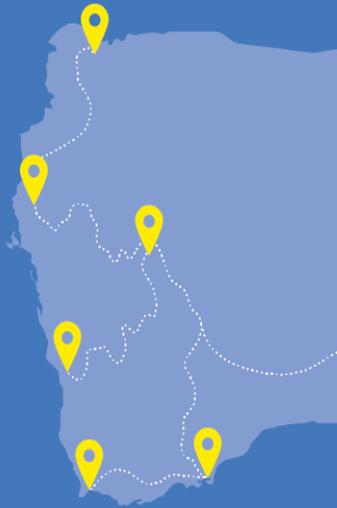
Notification #	Request Type	Requested By	Requested Date	Purpose	Notes	EHOC Ref#	NV#	Last Update	Last Updated By	Status	Action
454	Land Movement	mekki	20/11/2018 01:25:48		20/11/2018 13:25 In Use			2018-11-20T10:25:49Z		In Use	
452	Land Movement	demo-user	19/11/2018 04:30:38		19/11/2018 16:30 In Use			2018-11-19T13:30:46Z		In Use	
451	Land Movement	demo-user	19/11/2018 04:29:03		19/11/2018 16:29 In Use			2018-11-19T13:29:06Z		In Use	
450	Land Movement	demo-user	19/11/2018 04:28:20		19/11/2018 16:28 In Use			2018-11-19T13:28:24Z		In Use	
449	Land Movement	demo-user	19/11/2018 04:09:44		19/11/2018 16:09 In Use			2018-11-19T13:09:52Z		In Use	
448	Land Movement	demo-user	19/11/2018 04:07:50		19/11/2018 16:07 In Use			2018-11-19T13:07:50Z	demo-user	In Use	
447	Temp Venue	demo-user	19/11/2018 03:45:02		19/11/2018 15:45 In Use			2018-11-19T12:45:08Z		In Use	
446	Temp Venue	demo-user	19/11/2018 03:28:18		19/11/2018 15:28 In Use			2018-11-19T12:28:18Z	demo-user	In Use	
443	Land Movement	demo-user	19/11/2018 03:19:21		19/11/2018 15:19 In Use			2018-11-19T12:19:22Z		In Use	
445	Land Movement	demo-user	19/11/2018 03:13:24		19/11/2018 15:13 In Use			2018-11-19T12:13:43Z		In Use	

« Prev 1 2 3 4 ... Next »



# Registration

## Deconfliction Notification System



### Register

**User Details**

Firstname*	Lastname*
<input type="text"/>	<input type="text"/>
Position*	Organization/Agency*
<input type="text"/>	<input type="text"/>
E-mail*	Phone
<input type="text"/>	<input type="text"/>

**Account Details**

Username*	
<input type="text"/>	
Password*	Confirm password*
<input type="text"/>	<input type="text"/>



Developed by





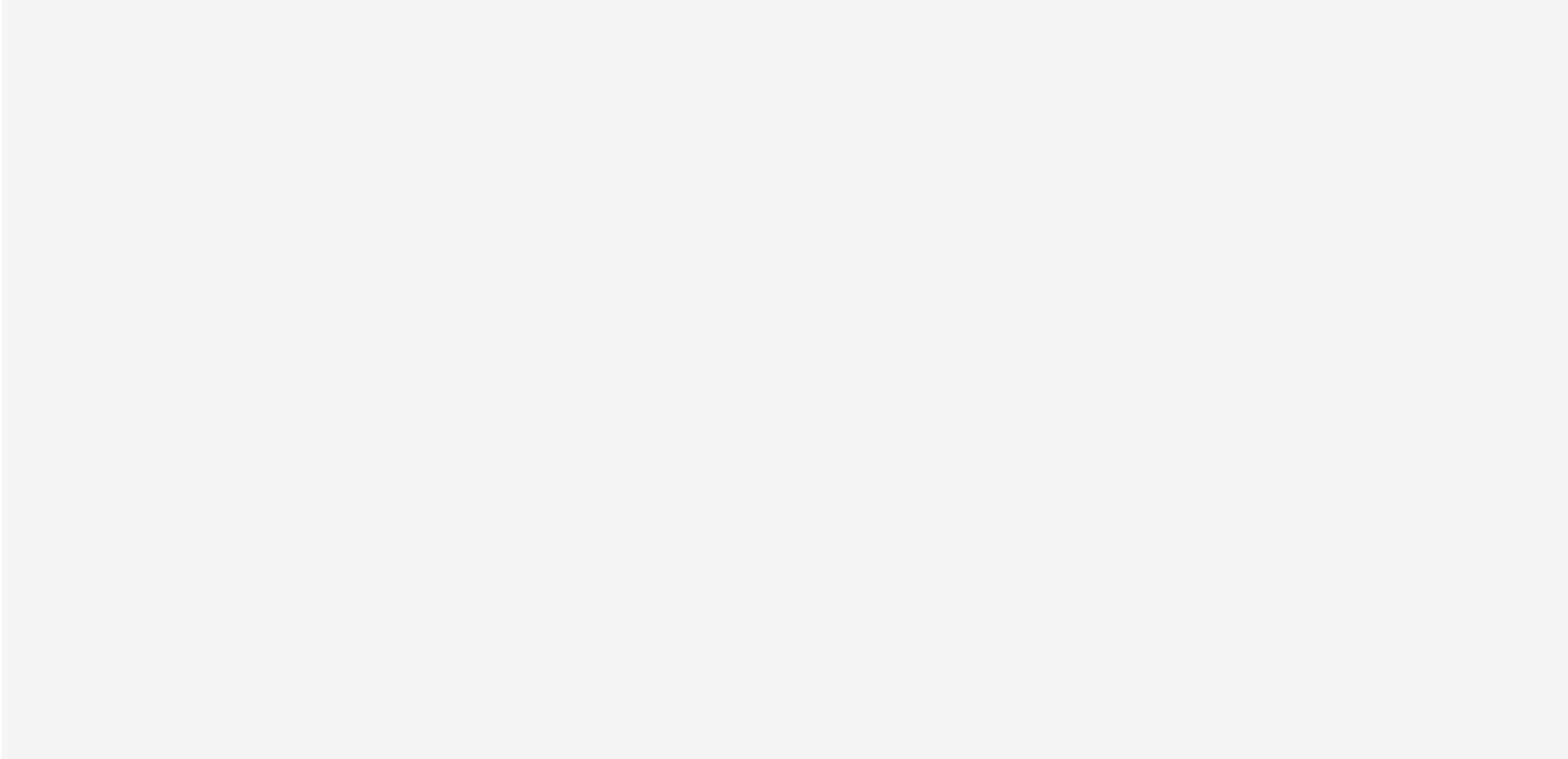
# Creating Notification Request

---

## Land Movement Notification



OCHA



# Land Notification Cover Page

NV #

الرقم: 20863

التاريخ: 16 شعبان 1440 هـ  
الموافق: 21 أبريل 2019 م

Date of submission

Name of Agency/organization  
Details of movement (i.e from Sanaa to Ibb on the 25<sup>th</sup> of April)

الموضوع: تحريك قافلة تابعة لمكتب [REDACTED] في اليمن  
تحيطكم علماً بأن مكتب [REDACTED] في اليمن يود تسير قافلة موظفين من مدينة صنعاء إلى مدينة إب بتاريخ 20 شعبان 1440 هـ الموافق 25 أبريل 2019 م ، كما هو موضح في المرفقات.

Amount of pages submitted with this notification.

عدد الاوراق المرسله (10)

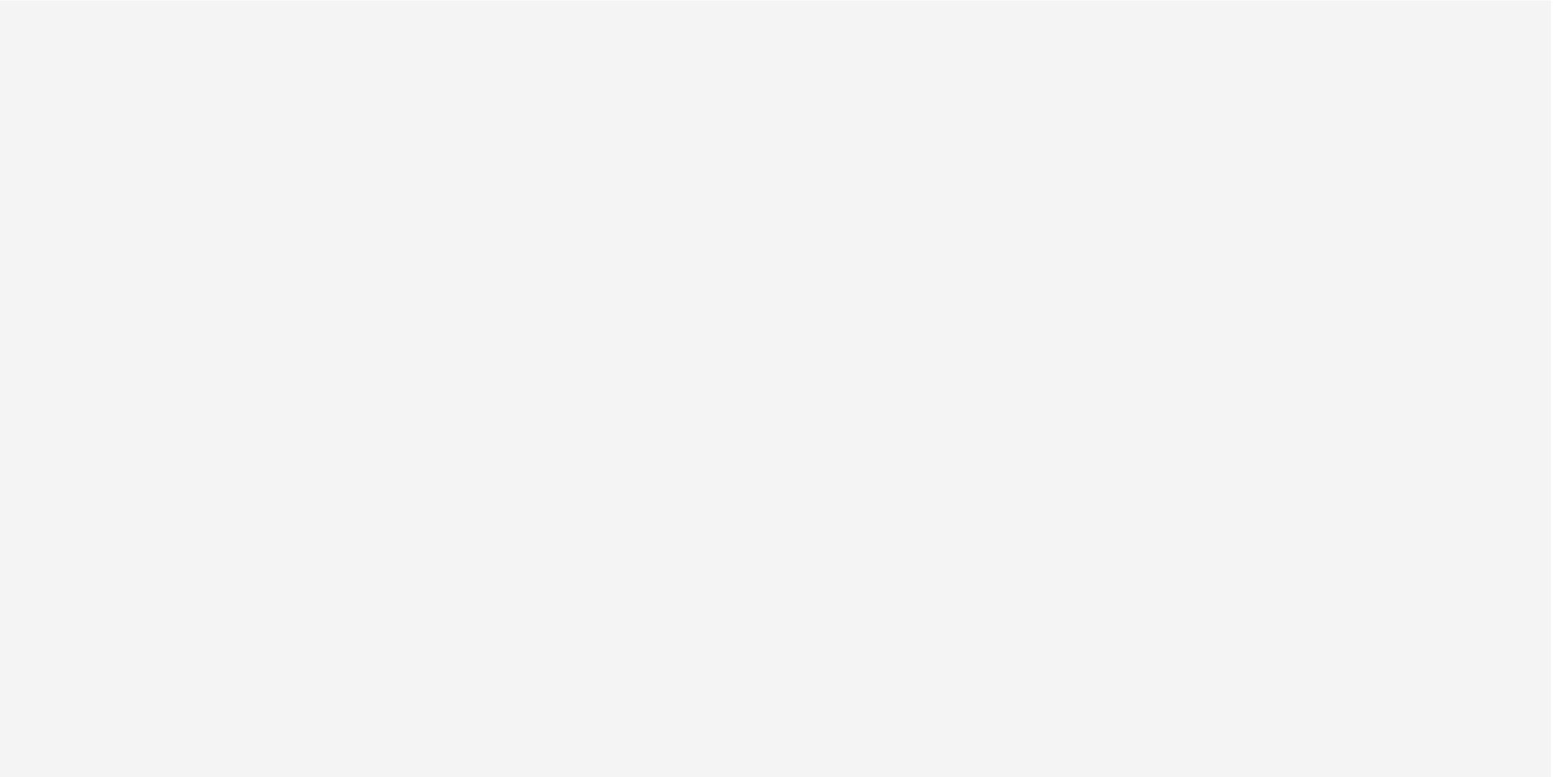




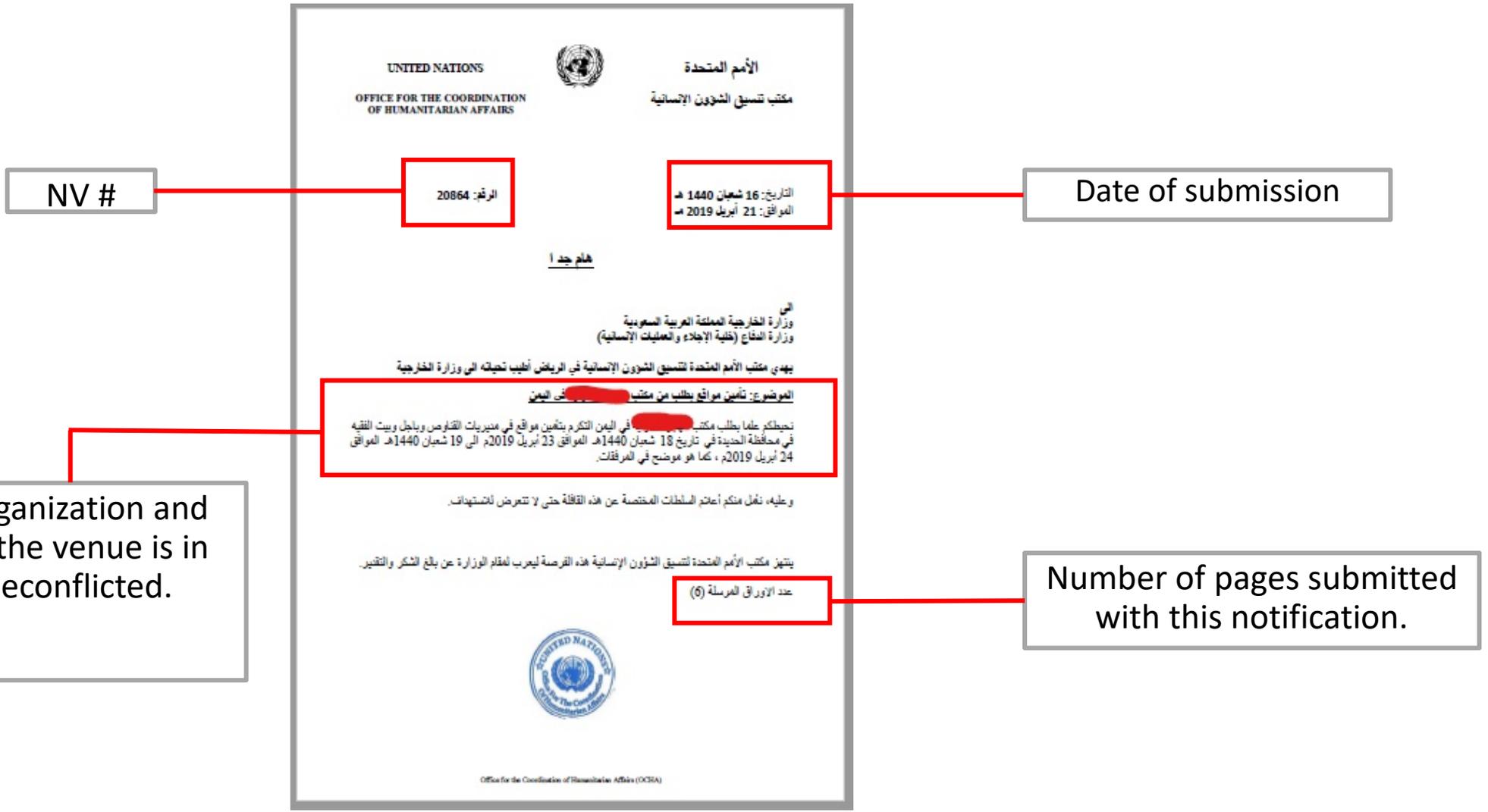
# Creating Notification Request

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Temporary Venue



# Venue Notification Cover Page



UNITED NATIONS  
OFFICE FOR THE COORDINATION  
OF HUMANITARIAN AFFAIRS



الأمم المتحدة  
مكتب تنسيق الشؤون الإنسانية

NV #

الرقم: 20864

التاريخ: 16 شعبان 1440 هـ  
الموافق: 21 أبريل 2019 م

Date of submission

هلم جدا

إلى  
وزارة الخارجية الممثلة العربية السعودية  
وزارة الدفاع (خليفة الإجراء والعمليات الإنسانية)

يهدى مكتب الأمم المتحدة لتنسيق الشؤون الإنسانية في الرياض أطيب تحياته إلى وزارة الخارجية

الموضوع: تأمين مواقع يطلب من مكتب [REDACTED] في اليمن  
تحياتكم علما بطلب مكتب [REDACTED] في اليمن التكرم بتأمين مواقع في منيريات القادوس وباجل وبيت الفقيه في محافظة الحديدة في تاريخ 18 شعبان 1440 هـ الموافق 23 أبريل 2019 م إلى 19 شعبان 1440 هـ الموافق 24 أبريل 2019 م ، كما هو موضح في المرفقات.

Name of Agency/organization and details of what city the venue is in and dates to be deconflicted.

وعليه، نأمل منكم أعاتم السلطات المختصة عن هذه التكلفة حتى لا تتعرض لتسديدات.

يتشيز مكتب الأمم المتحدة لتنسيق الشؤون الإنسانية هذه الفرصة ليعرب للعالم الوزارة عن بالغ الشكر والتقدير.

عدد الأوراق المرسلة (6)

Number of pages submitted with this notification.



# MAKE SURE BEFORE YOU SUBMIT

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## Land Movement

- The MoFA form is duly filled
- The District and governorate must be added clearly in the route in MoFA and indicating the governorate and the districts in the corresponding box
- Indicate the type of cargo if any with the weight and the corresponding unit.
- Information in the MoFA form matches the ones in the movement table and the map.
- Times are corresponding to the actual movement, and make sure not to use the exact time as arrival and departure times for the same location.
- GPS coordinate should be in DDS format
- Make sure you add the participants – drivers should be listed too.
- Time between any two legs of any movements should not exceed 72 hrs.
- Coordinates **from and to** or **between** locations in the convoy movement table should not be the same and arrival/departure time related to a certain location shouldn't be the same.
- The plate numbers and the roof marking match the ones in the uploaded pictures
- Upload clear picture of the plate number and roof markings, make sure that the pictures have unique names in your folders before uploading.
- Choose the correct purpose.
- In use notifications will expire in 24 hrs from initiation

## Temporary Venue

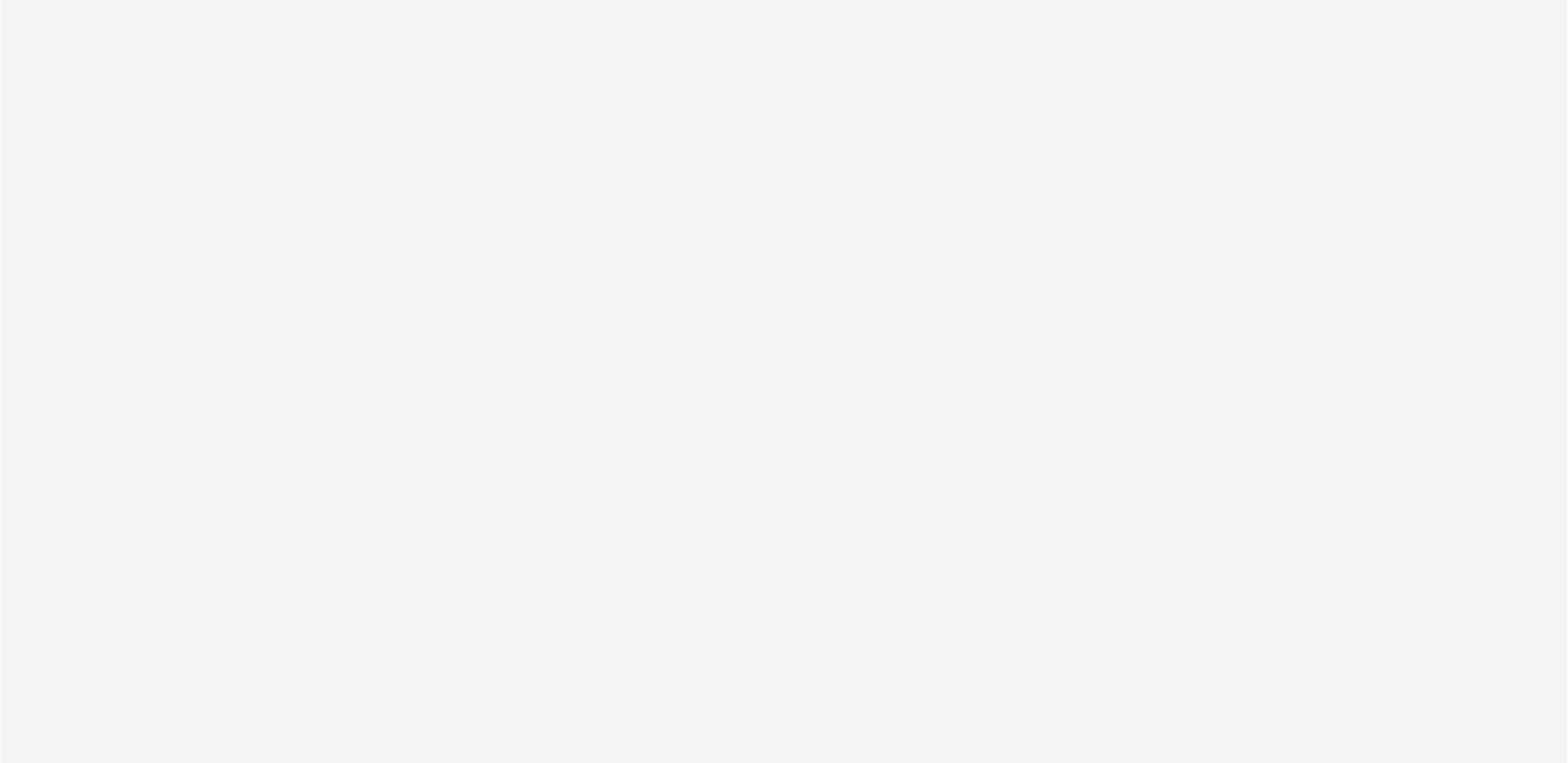
- Indicate the actual location of the venue to be notified – not your location.
- Indicate the correct venue type – office, community center, university, government office, open area... etc.
- State the correct purpose for the notification and it should match the family of the purpose you have chosen when initiating the notification.
- Dates must match between forms
- Name of the location, districts and governorate should match between forms.
- Maximum period for a venue notification exclusively for distribution centers and staff residences, offices and guesthouses is 3 months which can be renewed – for any other locations it should reflect the actual period the location would be used for a humanitarian activity, if some flexibility is required, make sure to send an email to NLT to explain and a maximum of 2 weeks can be facilitated.
- Locations requiring a longer period, can be added to the PNS provided that the location use falls under the locations that can be added to the PNS – NLT can be approached for guidance at any point.
- In use notifications will expire in 24 hrs from initiation



# Creating Notification Request

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Admin/Amendments & Permanent Notifie





# Permanent Notified List

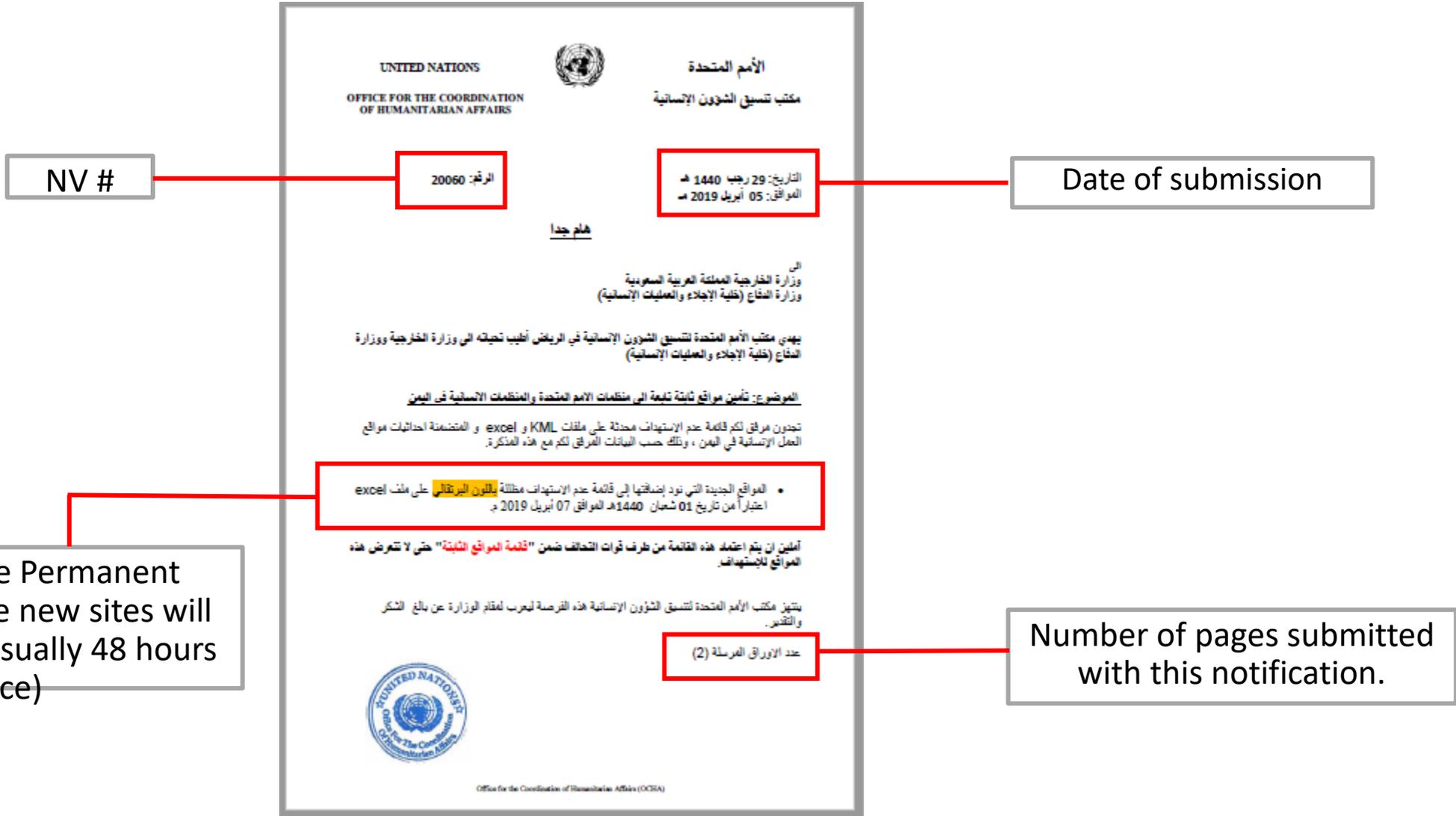
---

- The Permanent Notified List (PNS) is an index of permanently notified humanitarian sites in Yemen managed by OCHA and acknowledged by EHOC.
- Notifications to add / remove sites on the PNS can be sent to the NLT through the online platform. The NLT List is shared with EHOC once every 2 weeks.
- To add a new site/s, partners must visit the web page below to download the Permanent Notified List (PNS) List excel and fill it in with the required details:  
<https://www.humanitarianresponse.info/en/operations/yemen/deconfliction>
- To remove a site/s, partners must submit excel sheet showing only the site/s to be removed with red highlight.
- At the end of the second week (Wednesday), NLT compiles all the new sites updates submitted by partners to be added in Permanent Notified List excel sheet and then NLT shares it with the IMU to create the KML file

## **The submission to EHOC should have:**

- Permanent Notified List in Excel sheet format
- KML File
- Note Verbale: COVER PAGE + MOFA DOC
  
- Submission to EHOC is on Thursdays of the second week. Once acknowledged by EHOC, the NLT will change the status of notification on NLT Platform to “Acknowledged”.

# Permanent Notified List Notification



The date when the Permanent Notified List with the new sites will be effective from. (Usually 48 hours in advance)

المواقع الجديدة التي تود إضافتها إلى قائمة عدم الاستهداف مظللة باللون البرتقالي على ملف excel اعتباراً من تاريخ 01 شعبان 1440 هـ الموافق 07 أبريل 2019 م

أملين ان يتم اعتماد هذه القائمة من طرف قوات التحالف ضمن "قائمة المواقع الثلاثة" حتى لا تتعرض هذه المواقع للاستهداف.

بتنظيم مكتب الأمم المتحدة لتنسيق الشؤون الإنسانية هذه الفرصة ليعرب لمقام الوزارة عن بالغ الشكر والتقدير.





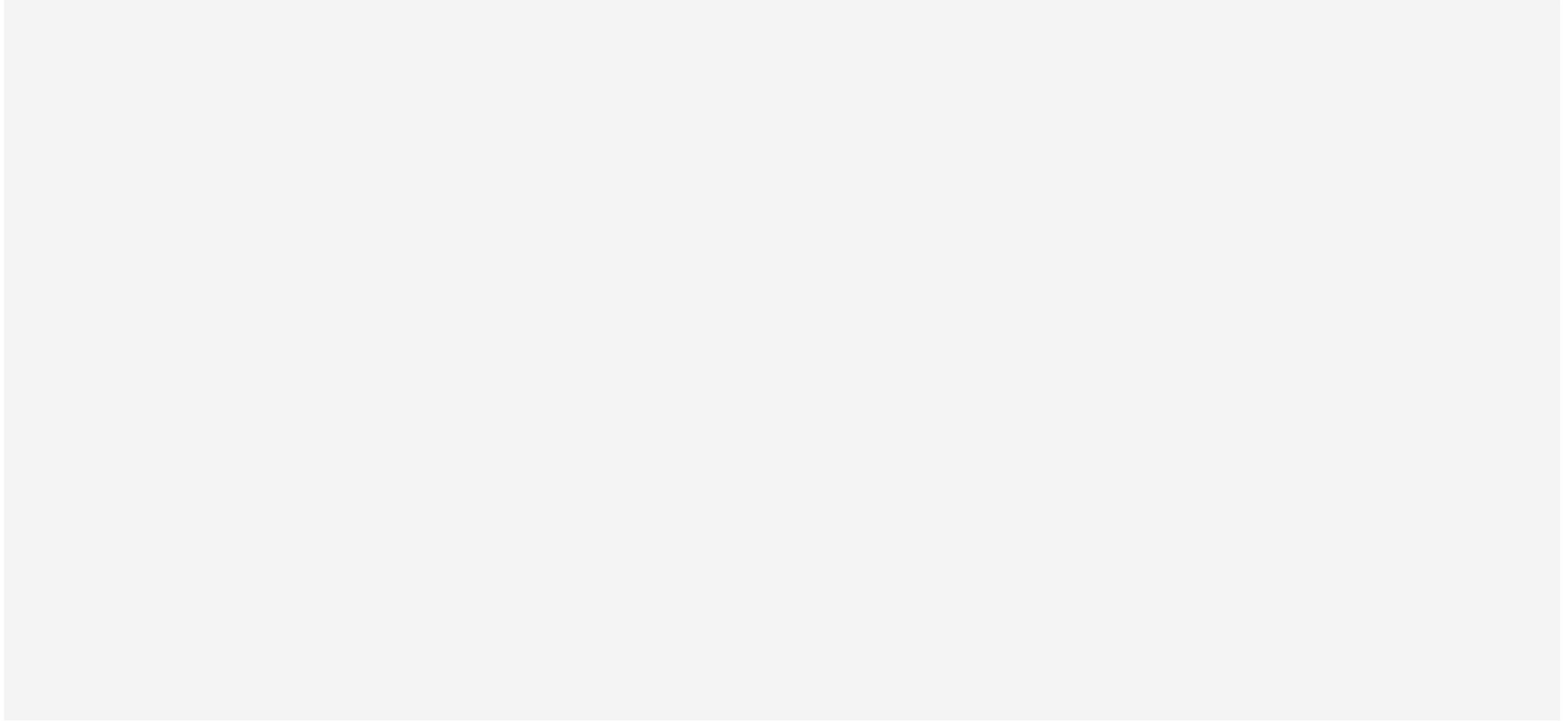
# Creating Notification Request

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## Air & Sea Notification



OCHA



# Sea Notification Cover Page

UNITED NATIONS  
OFFICE FOR THE COORDINATION  
OF HUMANITARIAN AFFAIRS

الأمم المتحدة  
مكتب تنسيق الشؤون الإنسانية

الرقم: 19972

التاريخ: 26 رجب 1440 هـ  
الموافق: 02 أبريل 2019 م

هام جدا

إلى  
وزارة الخارجية الممثلة العربية السعودية  
وزارة الدفاع (خلفية الإجراء والمعينات الإنسانية)  
بمهدى مكتب الأمم المتحدة لتنسيق الشؤون الإنسانية / الرياض أطلب تفضلته إلى وزارة الخارجية

الموضوع: طلب عبور ورسو سفينة تابعة للمكتب الأمم المتحدة لتنسيق الشؤون الإنسانية

تحياتكم علما أن مكتب الأمم المتحدة يود إرسال سفينة، وذلك حسب البيانات التالية:

اسم السفينة	[REDACTED]
خط السير	[REDACTED]
إشارة التناء	[REDACTED]
رقم تسجيل السفينة	[REDACTED]
تاريخ المغادرة من ميناء ادابيا مصر	24 رجب 1440 هـ الموافق 31 مارس 2019 م
تاريخ المغادرة ميناء عدن اليمن	28 رجب 1440 هـ الموافق 04 أبريل 2019 م
المحمولة	عدد 25 من طاقم السفينة طن [REDACTED]

المرفقات: نموذج وزارة الخارجية، بيانات الطاقم وصور عن جوارات طاقم السفينة.

مكتب الأمم المتحدة لتنسيق الشؤون الإنسانية ينتهز هذه الفرصة ليعرب لعقاص الوزارة عن بالغ الشكر والتقدير.

عدد الأوراق المرسلة (30)

Office for the Coordination of Humanitarian Affairs (OCHA)

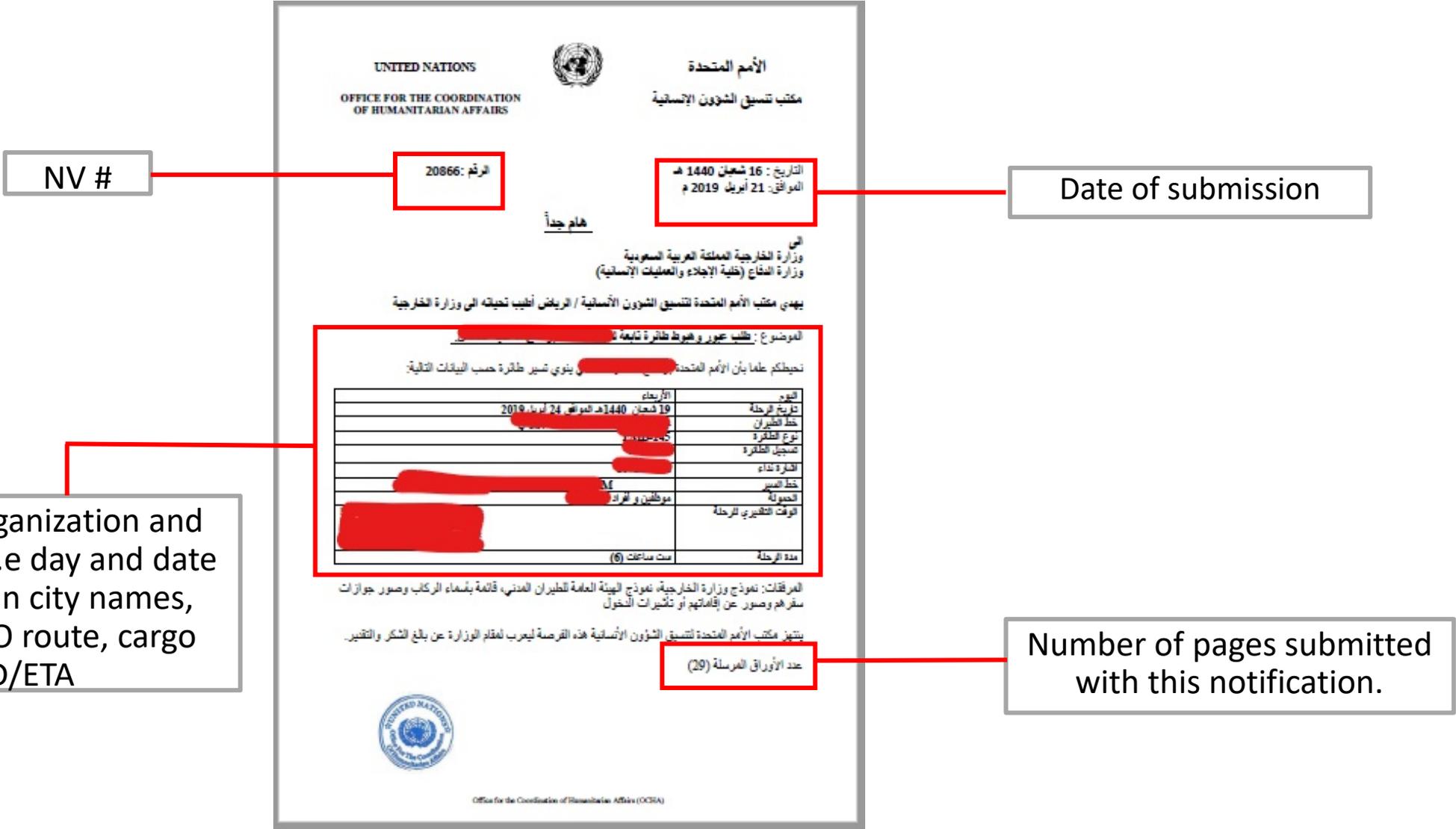
NV #

Date of submission

Name of Agency/organization and details of the ship, i.e Name of the ship, route, ship details, cargo details, IMO number, excepted date of departure and arrival

Number of pages submitted with this notification.

# Air Notification Cover Page



The image shows a form for an Air Notification Cover Page from the United Nations Office for the Coordination of Humanitarian Affairs (OCHA). The form is in Arabic and includes a table with flight details. Red boxes and lines highlight specific fields, which are labeled with callouts in English. The callouts are: 'NV #' pointing to the form number '20866', 'Date of submission' pointing to the date '16 شعبان 1440 هـ الموافق: 21 أبريل 2019 م', 'Name of Agency/organization and details of the flight, i.e day and date of the flight, route in city names, aircraft details, ICAO route, cargo details, ETD/ETA' pointing to the flight details table, and 'Number of pages submitted with this notification.' pointing to the page count '(29) عدد الأوراق المرسلة'.

**UNITED NATIONS**  
OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS

**الأمم المتحدة**  
مكتب تنسيق الشؤون الإنسانية

الرقم: 20866

التاريخ: 16 شعبان 1440 هـ  
الموافق: 21 أبريل 2019 م

هام جداً

إلى  
وزارة الخارجية المملكة العربية السعودية  
وزارة الدفاع (خليفة الإجماع والعمليات الإنسانية)

يهدى مكتب الأمم المتحدة لتنسيق الشؤون الإنسانية / الرياض أطيب تحياته إلى وزارة الخارجية

الموضوع: طلب عبور وهبوط طائرة تابعة لـ [REDACTED]

تحيطكم علماً بأن الأمم المتحدة [REDACTED] بنوي تسيير طائرة حسب البيانات التالية:

اليوم	الأربعاء
تاريخ الرحلة	19 شعبان 1440 هـ الموافق 24 أبريل 2019
خط الطيران	[REDACTED]
نوع الطائرة	[REDACTED]
تسجيل الطائرة	[REDACTED]
الطائرة أثناء	[REDACTED]
خط التسيير	[REDACTED]
التحولات	موظفين و أفراد [REDACTED]
الوقت التقريبي للرحلة	[REDACTED]
مدة الرحلة	ست ساعات (6)

المرفقات: نموذج وزارة الخارجية، نموذج الهيئة العامة للطيران المدني، قائمة بأسماء الركاب وصور جوازات سفرهم وصور عن إقاماتهم أو تأشيراتهم الشخصية

يتتبع مكتب الأمم المتحدة لتنسيق الشؤون الإنسانية هذه الفرصة ليحرب لعقد الوزارة عن بالغ الشكر والتقدير.

عدد الأوراق المرسلة (29)

Office for the Coordination of Humanitarian Affairs (OCHA)



# Submitting MedEvac notifications

---

## Air Medical evacuation

1. Initiate an Air notification via the platform with a purpose of (Emergency; medevac..)
2. Upload the following documents.
  - a. Note Verbal in Arabic and English addressed to EHOc
  - b. Medical Report
  - c. UNLP or (National passport + ID)
  - d. GACA form duly filled – Please note that route should be in ICAO and it would be best to add the estimated flight schedule – can be downloaded from <https://www.humanitarianresponse.info/en/operations/yemen/deconfliction>
3. Fill in the MoFA form ( Dates, route in ICAO and IATA, add that this is a med evac in one of the empty boxes in ARABIC) and fill in the A/C details as noted in the forms

To be able to fill in the MOFA and the GACA forms, you will need to have the following details

- a. Flight/ Air ambulance itinerary
- b. Flight times.
- c. A/C details; type, call sign and registration.

**Ideally submissions are subject to the 48 hrs/24 hrs window, but we can see the possibility of submitting in less if need be.**



# Submitting MedEvac notifications

---

In case of Sea or Land Medevac, follow the standard procedure for sea and land movement, but make sure to upload the following documents as well;

- a. Note Verbal in Arabic and English addressed to EHOC
- b. Medical Report

# MAKE SURE BEFORE YOU SUBMIT

---

## Vessel Notifications

- The MoFA form date should reflect the arrival date to the designated Yemen Ports.
- All vessels arriving to all Yemeni ports should be submitted for EHOc clearance
- Indicate the departure and arrival ports
- Indicate the departure and arrival times.
- Make sure to add the cargo types and weight mentioning the weight unit.
- Make sure to upload all the documents as indicated in the platform interface.
- Make sure to add copies any pre-clearance approval if the item is subject to a pre-clearance process.
- The departure port must be the same as the last arrival port as indicated in the last 10 ports documents
- Vessel clearance is limited to a certain time and must be renewed before expiry if the vessel didn't leave the port
- In use notifications will expire in 24 hrs from initiation

## Air Notification

### In the MoFA form

- The flight route must be indicated in 3 different ways;
  1. Route using airport names,
  2. Routes using the IATA codes,
  3. Routes using the ICAO code.
- Clearly state the cargo if cargo flight is being submitted, with the weight and unit - Make sure to add copies any pre-clearance approval if the item is subject to a pre-clearance process
- Indicate the total number of passengers
- Indicate the type of emergency if the notification is submitted less than 48 hrs in advance
- Add the estimated flight schedule

### In the GACA form

- Add the correct information in the corresponding field.
- Make sure to add the route in ICAO codes only

### Information in all forms must match

### Make sure to upload a PDF and excel copy of the Manifest.

- In use notifications will expire in 24 hrs from initiation

# IMPORTANT NOTES

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## **Air Movements**

- Once the flight clearance is received a flight schedule should be submitted via the platform as an admin notification stating the ETD and ETA for the entire flight route, one airport at a time.

### **Steps to uploading the schedule to the platform;**

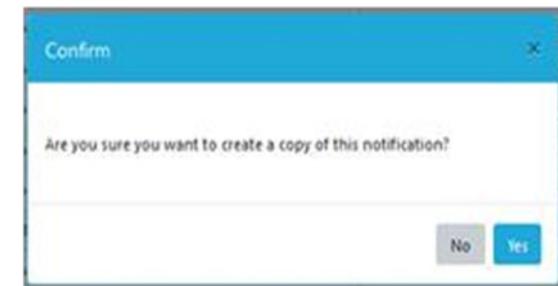
1. Obtain the flight schedule in Word document or a PDF file – make sure that the file has a reference to the NV number “ flight schedule for NV#xxxx”
2. Log in the platform, choose new notification : admin notification
3. Choose the purpose : Flight ETD/ETA
4. Upload the document
5. Save and submit.

## **Vessel Movements – after receiving the vessel’s clearance.**

All vessel must obtain an access permission before entering any of the west coast ports. i.e; Hudaydah, Saleef..etc from the coalition warship as well as exit permission before leaving the ports, in case of communication difficulties, the organization must approach NLT to secure the access/exit permission from EHOCC

# Instruction to use the copy feature

- Find the notification you would like to copy. On the “**Actions**” Column click on the gear wheel to get the list of options.
- Choose “**Copy**” from the available options.
- \*This is only available for Land, Temp venue and Ship.
- **NOTE:** The copy feature is not available for the following status: "In Use", "Pending Agency Amendment", and "N/A".
- The copy feature best works for Land and venue notifications
- After selecting the “**Copy**” option, the platform will prompt the user to confirm the selection, proceed by selecting “**Yes**”.



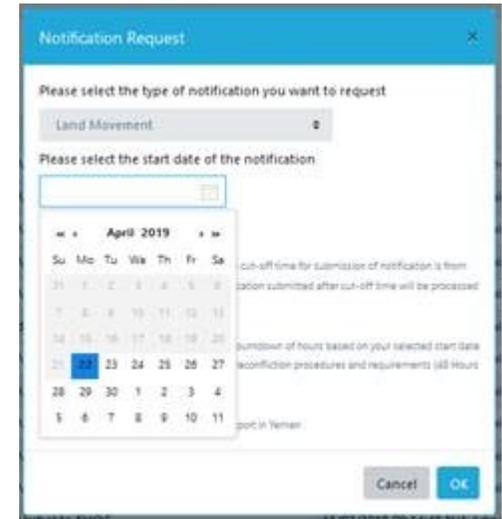
# Instruction to use the copy feature

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- Once confirmed, the platform will prompt the user to select the new start date of the movement (Which is same as creating a new notification).

If there no need click "**Cancel**" to cancel the procedure.

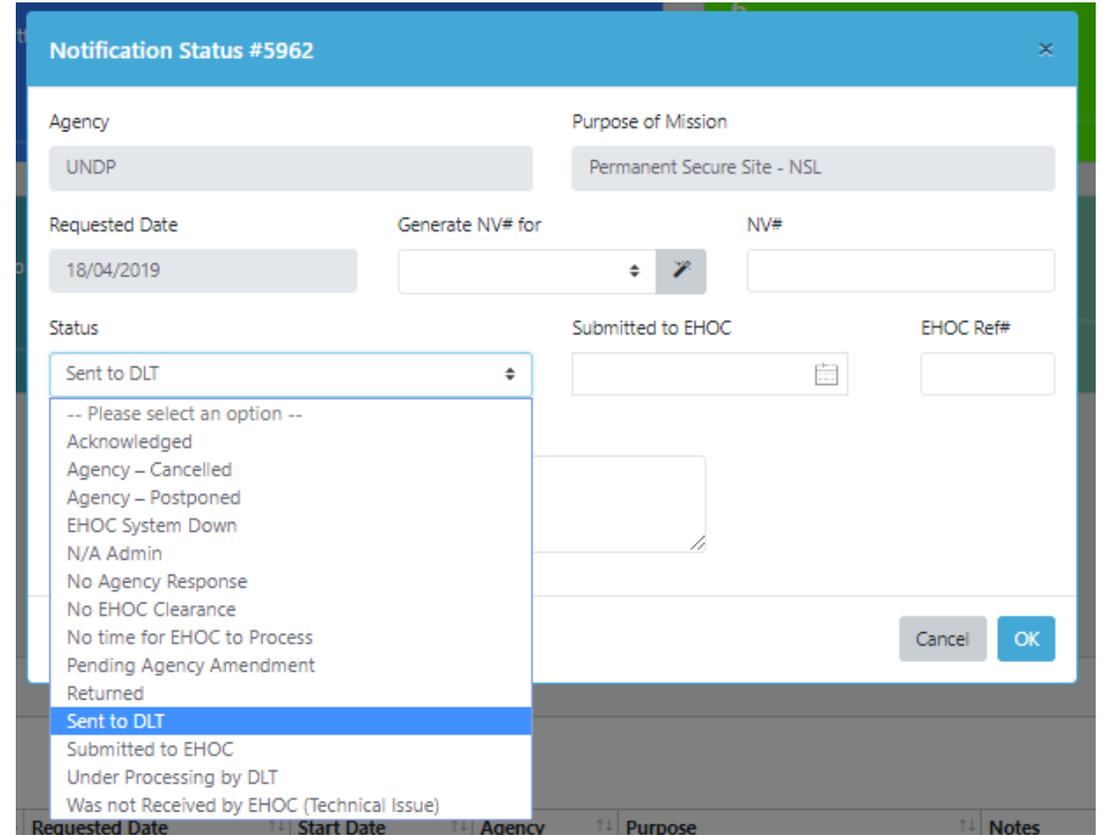
- Once the user clicks "**OK**", the platform will create a new notification with a new Notification ID number, content from the previous request and with the new dates selected.



**Please double check the information on both forms (Dates, convoy movement times, pictures, documents etc.) before submitting the notification.**

# Notification Statuses

- ❑ **Agency – Cancelled**
  - This is when a notification is canceled by the agency.
- ❑ **Agency – Postponed**
  - This is when the agency postpones the notification and will submit a new one for another time.
- ❑ **Acknowledged**
  - When EHOc finishes processing a notification and in their response the word that is used is acknowledged.
- ❑ **Pending**
  - When a notification submitted to EHOc for processing.
- ❑ **Returned**
  - This is the word used when a notification is processed by EHOc and they cannot finish the processing due to for example the notification being submitted late, incorrect coordinates etc.
- ❑ **EHOc System Down**
  - This could be when a notification is sent to EHOc but they couldn't process due to a technical issue in their system
- ❑ **No EHOc Response**
  - This is when a notification is submitted to EHOc but they have not provided any response or clearance to a ship or plane etc.
- ❑ **Was not Received by EHOc**
  - This is when a notification was sent by the NLT but EHOc states they have not received it.
- ❑ **N / A (Admin)**
  - Some notifications are submitted to EHOc without the expectation of a response.
- ❑ **No time for EHOc to Process**
  - Some notifications are submitted to EHOc without the expectation of a response.
- ❑ **No Agency Response**
  - Used when NLT doesn't receive the correct notification after it has been sent back to the agency/organization to amend or fix an error.



The screenshot shows a web form titled "Notification Status #5962". The form contains several fields: "Agency" (UNDP), "Purpose of Mission" (Permanent Secure Site - NSL), "Requested Date" (18/04/2019), "Generate NV# for" (empty), and "NV#" (empty). A "Status" dropdown menu is open, showing a list of options: "-- Please select an option --", "Acknowledged", "Agency - Cancelled", "Agency - Postponed", "EHOc System Down", "N/A Admin", "No Agency Response", "No EHOc Clearance", "No time for EHOc to Process", "Pending Agency Amendment", "Returned", "Sent to DLT" (highlighted), "Submitted to EHOc", "Under Processing by DLT", and "Was not Received by EHOc (Technical Issue)". There are also fields for "Submitted to EHOc" (with a calendar icon) and "EHOc Ref#" (empty). "Cancel" and "OK" buttons are visible at the bottom right of the form.

# Reading the acknowledgement/Clearance

EHOC provides one copy of acknowledgement pertaining all NV numbers of Land Movements, venue and PNS notifications and separate documents for vessel clearance and flight clearance.

## EX: Land, Venue, PNS acknowledgements

Kingdom of Saudi Arabia  
Ministry of Defense  
National Defense Operations Center  
Evacuation and Humanitarian  
Operations Committee

المملكة العربية السعودية  
وزارة الدفاع  
مركز عمليات الدفاع الوطني  
خلية الاجلاء والمساعدين الانسانية

الترتيب	٢٨	٠٦	١٤٤٢هـ	2021	02	10	Data
الجهة	مكتب الأمم المتحدة لتنسيق الشؤون الإنسانية بالرياض						
رقم الخطاب	تاريخه						
Note Verbal	2021 02 09 date						
الترتيب	44998-44999-45000-45001-45002-45003 45004-45005-45006-45007-45009-45011 45012-45013-45014-45015-45017-45018 45019-45020-45021-45022-45023-45024 45025-45026-45027-45028-45029-45030 45031-45032-45033-45034-45035-45036 45037-45038-45039-45040-45041-45042 45043-45044-45045-45046-45047-45048 45049-45050-45051-45053-45054-45055 45056-45057-45058-45059-45060-45061 45062-45063-45064-45065-45066-45067 45068-45069-45070-45074-45075-45008 45071 NG/5426-5429-5427-5428						

تعرب خلية الاجلاء والعمليات الانسانية، عن أطلب تجاهها لكم، وطلب لها الاشارة إلى خطابكم المشار إليها اعلاه ولتفضلن: اذراج عخطوط السير والواقع الفاتية ضمن المناطق المخطور استهدافها وفق التواريخ والأوقات المحددة والإحداثيات المرفقة .

حالة الطلب	Clearance Status
مُعتمد	Acknowledged
رقم الاستناد	١١٤٧٩٦
رقم المرجع	١١٤٤٢/٠٦/٢٧
تاريخ الإرسال	١٤٤٢/٠٦/٢٨
اسم المرسل	خلية الاجلاء والعمليات الانسانية

نأمل منكم الالتزام بالمواعيد المرفقة في المعاملات الخاصة بالتحرك المذكورة وبذلك حرصاً على سلامة مسؤوبكم

Kindly follow deadlines attached regarding movement requests for the safety of your staff.

بيان تأييد واستلام	Confirmation of Reception
<ul style="list-style-type: none"> <li>الرجاء توقيع بيان الاستلام والتأييد للمرجح أدناه.</li> <li>يتمأ يدوياً من قبل (السفارة/المنظمة/المصلحة الدبلوماسية).</li> <li>إعادة إرساله على الفاكس (+966-11-4736140).</li> <li>ضرورة إرسال التأكيذ بالاستلام والتأييد خلال (٨) ثمان ساعات من وقت الإرسال وقت الإرسال.</li> </ul>	<ul style="list-style-type: none"> <li>Please sign and stamp the bottom of this form.</li> <li>Fill it form manually by (embassy/ organization/ diplomatic actress ) .</li> <li>Kindly send fax to us on (+966-11-4736140)</li> <li>Please send conformation to us, maximum on (8) eight hours after receive the permit .</li> </ul>
اسم (المنظمة/السفارة/المصلحة) المستلمة Name of Recipient	الختم الرسمي للجهة المرسله Recipient's Official Stamp
تاريخ الاستلام Date of Reception	التوقيع Signature
وقت الاستلام Time of Reception	ملاحظة هامة

## Ex: Vessel clearance

Kingdom of Saudi Arabia  
Ministry of Defense  
National Defense Operations Center  
Evacuation and Humanitarian  
Operations Committee

المملكة العربية السعودية  
وزارة الدفاع  
مركز عمليات الدفاع الوطني  
خلية الاجلاء والعمليات الانسانية

الترتيب	١٤	٠٧	١٤٤٢هـ	2021	02	26	Data
الجهة	مكتب الأمم المتحدة لتنسيق الشؤون الإنسانية بالرياض						
رقم الخطاب	تاريخه						
Note Verbal	2021 02 25 date						

تعرب خلية الاجلاء والعمليات الانسانية، عن أطلب تجاهها لكم، وطلب لها الاشارة إلى خطابكم المشار إليه بعالية: لتفضلن طلب السماح بدخول سفينة تابعة لمنظمة ( ) إلى ميناء ( ) وتفيدكم بالآتي:

حالة الطلب	Clearance Status
مُعتمد	Acknowledged
رقم التصريح	
تاريخه	١٤٤٢/٠٧/١٤
مدة التصريح (١٥) خمسة عشر يوم من تاريخ الاصدار ولابد من تجديده بعد ذلك.	ملاحظة هامة
The time allowed for permit FIFTEEN days(15) from the date of issue and In the case of its end must be renewed	
تاريخ الإرسال	١٤٤٢/٠٧/١٤
اسم المرسل	خلية الاجلاء والعمليات الانسانية

بيان تأييد واستلام	Confirmation of Reception
<ul style="list-style-type: none"> <li>الرجاء توقيع بيان الاستلام والتأييد للمرجح أدناه.</li> <li>يتمأ يدوياً من قبل (السفارة/المنظمة/المصلحة الدبلوماسية).</li> <li>إعادة إرساله على الفاكس (+966-11-4736140).</li> <li>ضرورة إرسال التأكيذ بالاستلام والتأييد خلال (٨) ثمان ساعات من وقت الإرسال وقت الإرسال.</li> </ul>	<ul style="list-style-type: none"> <li>Please sign and stamp the bottom of this form.</li> <li>Fill it form manually by (embassy/ organization/ diplomatic actress ) .</li> <li>Kindly send fax to us on (+966-11-4736140)</li> <li>Please send conformation to us, maximum on (8) eight hours after receive the permit .</li> </ul>
اسم (المنظمة/السفارة/المصلحة) المستلمة Name of Recipient	الختم الرسمي للجهة المرسله Recipient's Official Stamp
تاريخ الاستلام Date of Reception	التوقيع Signature
وقت الاستلام Time of Reception	ملاحظة هامة

ملاحظة هامة  
This notification is sent by fax. A note verbale will be communicated officially through the established channels of the Ministry of Foreign Affairs. Manual modifications and/or alterations to this document renders it INVALID.

# Reading the acknowledgement/Clearance

Air Movement clearance is received in two parts;

## Air Clearance \_ MoFA Form

Kingdom of Saudi Arabia  
Ministry of Defense  
National Defense Operations Center  
Evacuation and Humanitarian  
Operations Committee

المملكة العربية السعودية  
وزارة الدفاع  
مركز عمليات الدفاع الوطني  
عالية الاجلاء والعمليات الانسانية

Data	24	02	2021	١٢	٠٧	١٤٤٢هـ
D. C.	مكتب تسليح الشؤون الانسانية بالأمم المتحدة					
2021	02	24	تاريخه date			رقم التصريح Note Verbal
2021	02	22	تاريخه date			رقم التصريح Note Verbal

تعرب حلية الاجلاء والعمليات الانسانية، عن اطلب تجاهها لكم، وبالاشارة الى عظامكم المشار اليه بعاليه والمنضمين طلب السماح بعبور وهبوط رحلة تابعة للأمم المتحدة يوم الخميس الموافق ٢٠٢١/٠٢/٢٥م. فليدكم بقبول الطلب. ووفق لك التصريح ومعلومات الرحلة حسب نموذج هيئة الطيران المدني.

Clearance Status	حالة الطلب
Approved	معتد

تاريخ الارسال	٢٠٢١/٠٧/١٢هـ	وقت الارسال	
اسم المرسل	عالية الاجلاء والعمليات الانسانية	الوقت	

١- يجب الاثام بالتمسار الجوي والقيادة الزمنية المعتدة من قبل قوات التحالف وني معاقبة لان المبركة التلقه تحمل كامل المسؤولية عن ذلك

٢- تحمل المبركة التلقه والقيادة والمسئولة التامة في الهبوط والاقلاع بالنظر المحدد.

Confirmation of Reception	بيان تأييد واستلام
<ul style="list-style-type: none"> <li>Please sign and stamp the bottom of this form.</li> <li>Fill it form manually by (embassy/ organization/ diplomatic attres ) .</li> <li>Kindly send fax to us on (+966-11-4736140)</li> <li>Please send conformation to us, maximum on (8) eight hours after receive the permit .</li> </ul>	<ul style="list-style-type: none"> <li>الرجاء توقيع بيان الاستلام والتأييد المرفق ادناه.</li> <li>بمأ يدويا من قبل (السفارة/المنظمة/المصلحة الدبلوماسية).</li> <li>إعادة إرساله على الفاكس (+٩٦٦-١١-٤٧٣٦١٤٠).</li> <li>حضوره إرسال التأكيد بالاستلام والتأييد خلال (٨) ثمان ساعات من وقت الارسال</li> </ul>
الختم الرسمي للمرسل Recipient's Official Stamp	اسم المنظمة/السفارة/المنظمة المستلمة Name of Recipient
	تاريخ الاستلام Date of Reception

## Air clearance \_ GACA Form

الإدارة العامة للنقل الجوي  
إدارة تصاريح الرحلات الجوية

السياسات الاقتصادية  
والنقل الجوي

GACA  
الهيئة العامة للطيران المدني  
General Authority of Civil Aviation

رقم التصريح	اسم الجهة أو المنظمة الطالبة للتصريح
	الامم المتحدة

FLT No.	REG MARK	A/C TYPE	START DATE	END DATE	OPS DAYS	ROUTE
			25-02-2021	25-02-2021	3	

WINDOW TIME	03:00 – 13:00 Z
SQUAWK NUMBER	

ATC ROUTE	(FL160-190) (FL160-190)
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\*WHEN DEPART FROM OYAA TO PARIM CLIMB MAINTAIN FL160 UNTIL ESTABLISH OVER PARIM  
\*WHEN ARRIVE TO OYAA FROM PARIM REPORT PARIM AT FL190 UNTIL RECIVE CLEARANCE TO DESCEND FROM ADEN CONTROL  
CIVILIAN AIRCRAFT WHEN APPROACHING 35NM TO ADEN (MAHER 180/35 \*KRA"VOR) Must have positive contact Aden International Airport Tower ON (118.700)  
ALL A/C YOU MUST CONTACT ADEN ATC AT LEAST 100NM



# Pre-clearance for prohibited Items

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## Important notes on the pre-clearance mechanism

- Some Items are subject to a pre-clearance prior to importing such items to Yemen.
- Prohibited/Dual use items must receive a pre-clearance before shipping to Yemen whether the items are to be shipped on a Humanitarian vessel/aircraft or through a commercial agent.
- NLT will advise partner if the item would require a pre-clearance on a case by case basis. Partners are encouraged to send an email to all members of the NLT and the Head of Access unit for guidance.
- NLT/Access unit are solely in the capacity of providing such advice and guidance.

# Submitting a pre-clearance notification

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## **Pre-clearance notification are submitted using the admin track with a purpose of “Admin Note Verbal to EHOC”**

The following documents must be uploading in the notification prior to submission

1. Organization letter in Arabic and English addressed to EHOC indicating the port of entry and the main use for the items and the users
2. IRG approval of the item(s)
3. List of items
4. Serial number/chassis numbers if applicable
5. Pictures of the actual items

**Documents must not be password protected so NLT would be able to process and submit to EHOC.**

**Preclearance notifications takes time for EHOC to process and it can vary from weeks to months depending on the sensitivity of the item. If the preclearance is taking longer than anticipated, the organization is encouraged to submit a reminder letter in reference to original notification NV# addressed to EHOC.**



# Important Links

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- **User Guide link:** [http://decon.ochayemen.org/docs/Deconfliction User Guide.pdf](http://decon.ochayemen.org/docs/Deconfliction%20User%20Guide.pdf)
- **Links to tutorial videos:**
  - <https://decon.ochayemen.org/video/land-movement.html>
  - <https://decon.ochayemen.org/video/temp-venue.html>
  - <https://decon.ochayemen.org/video/admin-nsl.html>
  - <https://decon.ochayemen.org/video/air-sea-movement.html>
- **Drawing Routes:** <https://decon.ochayemen.org/video/draw-route.html>
- **Uploading GPS Location:** <https://decon.ochayemen.org/video/upload-gps.html>

Questions ??

Thank you!