

Guidance for Submitting Humanitarian Location Information in Syria and Iraq

[Revised: 21 January, 2015]

1. General Information

In light of the current situation in Syria and Iraq, a coordination mechanism has been established to enable (on a voluntary basis) the United Nations and the humanitarian organizations to provide information that Coalition military planners should be aware of. The mechanism for notifying fixed locations has been established since September 2014. The Coalition is now able to accept mission movement data. This guidance now includes the mechanism for both fixed and movement data.

This mechanism is open to all humanitarian organizations operating in Syria and Iraq, including multilateral organizations, international and local non-governmental organizations and their implementing partners. The OCHA promulgated and organized system is for NGOs. A parallel system for UN agency data has/will be implemented by UNDSS.

Submissions are voluntary. Information submitted via this mechanism will be used to inform Coalition military planners about the presence of personnel, facilities, sites and/or movement in order to mitigate against the risk of being inadvertently caught in kinetic military air operations. Information submitted must be accurate and only reflect that from the submitting organization.

Submitting data does not constitute a binding agreement between those submitting or processing information and members of the Coalition nor does it guarantee the safety of personnel, facilities, or sites. Entities operating in this environment continue to do so at their own risk.

Due to the sensitive nature of humanitarian locations and missions in a complex emergency, it is in the interest of all those submitting information not to publicize this mechanism or email addresses outside the humanitarian community. Military entities with whom this information is shared will not publicize this data nor the organizations that submit data. The data will not be used for any other purpose than as stated. However, please be aware that transmitting data over the internet is not secure. There could be a risk that this data is intercepted by a third party.

If you have any questions, please contact:
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2. Information Submission

This guidance establishes the protocols to provide/update information with regard to facilities / sites / premises and missions / movement.

a. Facilities / Sites / Premises:

Humanitarian facilities, sites or premises may include: offices, warehouses, lodgings, hospitals, clinics, distribution sites, and other sites that serve a humanitarian purpose (e.g., public buildings, abandoned buildings, informal tent settlements, or other locations where displaced persons have settled).

Each originator is responsible for the accuracy of the information provided. Any additional location/visual information (e.g. digital photos of view from street, former use of building (e.g. ex-military), number of buildings in a compound, etc.) can be provided if deemed relevant.

Facilities / Sites / Premises information should only be submitted once. However, if any substantive details change, e.g. it has moved to a different location, if a building is no longer occupied, a building that was previously a school is now housing displaced persons, etc. please submit information about that change.

b. Humanitarian Missions:

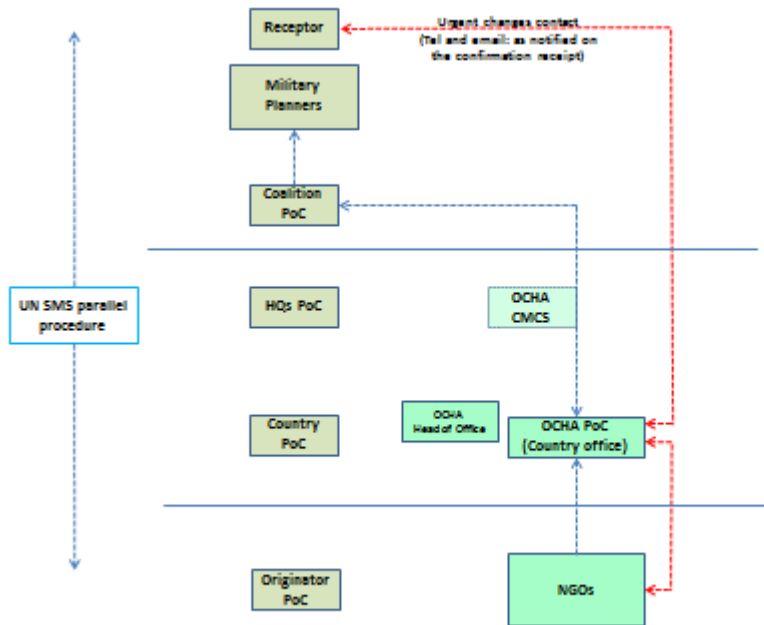
Humanitarian missions may include convoys to deliver relief items, trips to assess humanitarian needs or monitor project implementation, transporting civilians out of a conflict area or for medical care, among others.

This information should be submitted **at least 72 hours before travel**.

If the date, origin, destination or route changes, a new submission should be sent at least 72 hours before travel. If, on the day of a mission, the previously submitted **timings alter by +/- 2 hours or the route is deviated by more than 1.5 km**, such changes should be made known to the OCHA country level Point of Contact as soon as possible in order that it can be communicated to the Coalition.

Outgoing and return travel should be submitted as two separate trips.

c. **Information flow:**



- Each link is responsible to forward the information in a timely manner.
- Information forwarded to the Coalition PoC should be copied to CMCS at: cmcs@un.org
- OCHA will receive a confirmation that the coalition PoC has received the information. This will include the 'emergency contact' detail.

3. Detail to be submitted

EXAMPLE:

Black detail is an example of Facility / Site / Premises input and blue is an example for a Mission / Activity.

Name of Organization: Assistance International					
Brief Description: Office or AI will conduct a shelter and medical distribution in Salhab, Hama Governorate, on 1-2 December 2014. About 100 beneficiaries will gather at the AI office in Salhab to pick up supplies. The AI team will stay overnight in Salhab and return to the regional office in Tartus the next day.					
Date*1	Location*1	Coordinates*2	Approx Time of Arrival (Use Zulu time) *3	Via (Route)*1	Time of Departure (Use Zulu time) *3
	AI Office	34.910437 35.875692			
1 Dec 2014	Origin: AI Office Tartus	34.910437 35.875692			06:00 Zulu (08:00 local)
	Waypoint: Baniyas petrol station	35.185033 35.958037	06:45 (zulu) 08:45 (local)	M1	06:45 (zulu) 08:45 (local)
	Waypoint: Masyaf castle	35.072155 36.344726	08:00 (zulu) 10:00 (local)	D35	08:00 (zulu) 10:00 (local)
	Destination: AI office Salhab	35.261319 36.385238	09:00 (zulu) 11:00 (local)	M50	
Description of Vehicles*4 3 vehicle convoy: 1 4x4 and 2 open bed trucks. All white vehicles with AI logo in green on sides.					
Description of Destination*5: AI office Salhab is in a 2 story building along the main street, across from a petrol station.					
Contact Information – please provide more than one point of contact*6 (Name, telephone number, cellphone, and/or email): 1. Ahmed Hussein, Syria cell: 0963-567-32 0541, email: ahussein99@gmail.com 2. Joe Harding, Turkey cell: 0941-567-9332-2241, email: jharding@ai.org This contact information can be submitted to coalition sources (delete as required/appropriate)*7: Yes No					

*1 If date, origin, destination or route is changed, a new submission should be submitted at least 72 hours in advance of travel. Use specific, common road names, road numbers and crossings, as depicted by (route: M1, D35, M50).

*2 MGRS or GPS Lat / Long in degrees/minutes seconds.

*3 Always use Zulu time. Local time can be optionally included. (Zulu time is same as London time)

*4 Description of vehicle(s) could include e.g., number of vehicles in convoy; type of vehicles (car, 4x4, open bed truck, semi); colour, if known. There is no minimum number required for submission of information. If the convoy has armed escort, including this information in the data submission, if possible, is also important.

*5 Description of destination e.g. hospital, warehouse, distribution point.

*6 Contact information – please provide the originator point of contact including name (for NGOs - preferably known to OCHA), telephone number, cellphone number, and/or email.

*7 If contact details are not to be forwarded to the coalition, please annotate Yes/No as appropriate. If NO, the contact details will be kept at OCHA Office only.

Additional information about both site and mission submissions:

- Submissions can be in any format, e.g., email, Excel spreadsheet, Word doc, etc.
- Submissions should be in English, with Arabic names translated into Latin letters, however, there is some capacity to translate submissions from Arabic into English if necessary.
- Submissions should be emailed to: **iraqdeconfliction@un.org**