Assessment & Analysis Cell

The A&A Cell is part of the Situation Function of an OSOCC where all assessment and analysis processes are being managed. It focuses on collection and analysis of secondary and primary data and works closely with information management resources. The purpose of an A&A Cell is to:

* To develop a shared understanding of the humanitarian situation, in particular current and forecasted humanitarian needs, priority areas, groups and sectors, and gaps.
* Support OSOCC management (and RC/HC as required) in developing an operational picture of the humanitarian situation and inform multi-sectoral strategic decision-making.
* Help coordinate ongoing assessments and facilitate joint analysis among humanitarian partners (Government, agencies, clusters, NGOs etc.).

More information on the work of the A&A Cell can be found in the [UNDAC Field Handbook](https://www.unocha.org/sites/unocha/files/1823826E_interactive_menu.pdf), Chapter I.2 and Chapter M.3.2 and a separate [A&A Strategy Note](https://docs.google.com/document/d/17SWWmMxQuOGbRnBoBxgx26yitNtah3iWPXAKaII3y4k/edit?usp=sharing)

**Main tasks:**

* Manages external coordination of assessments and analysis with clusters, agencies and the Government, e.g., through the establishment and facilitation of an Assessment Working Group (AWG) and participation at cluster and INGO coordination meetings. ToRs for AWGs can be found in the UMS.
* Manages the internal consolidation of information and coordination of analysis with other OSOCC functions and cells and the RC/HC’s office, as required.
* Produces regular situation analysis reports/briefings and the outputs specified below in consultation with other functions and the RC/HC’s office, as required. Works closely with mapping team.
* Leads secondary and primary data analysis (the review of secondary data might be supported remotely, depending on the cell’s set-up and available remote capacity).
* Coordinates field assessments (primary data collection), and leads the MIRA process, when initiated.
* Manages external communication (through e-mail, web content and meeting participation) on analysis and assessments in consultation with the OSOCC management.

**Staffing:**

The A&A Cell will usually be operational through its virtual component within hours after a sudden onset disaster. The virtual A&A cell will draw on capacities of OCHA specialized sections, regional and/or country offices, and UNDAC operational partners, e.g., ACAPS, UNOSAT, MapAction, REACH, etc. When operational the virtual component will transition into a remote support role for the field team. Staffing in an OSOCC A&A Cell will come from UNDAC generalists, operational partners with subject matter expertise, e.g., GIS and information management, and deployments from OCHA specialized sections.

UN Humanitarian-Civil-Military Coordination Cell Coordinator

The UN Humanitarian-Civil-Military Coordination (UN-CMCoord) Cell Coordinator establishes dialogue and liaises with civil-military actors for and on behalf of the humanitarian community. This position works to maintain the civilian character of humanitarian operations by facilitating information sharing and contribute to common situational awareness about the priority humanitarian needs and capacity gaps. Task Division and coordinated planning are two other key activities of the position, both of which contributes to ensuring the most effective and appropriate use of foreign Military and Civil Defence Assets (MCDA) in natural disasters, technological and environmental emergencies. In complex emergencies, this position helps promote and maintain humanitarian access, support protection efforts and contribute to the security of humanitarian aid workers.

**Responsibilities:**

* In consultation with the OCHA Civil-Military Coordination Section, determine the scale and structure of the UN-CMCoord capacity, key functions and locations based on the number of foreign military forces present or being deployed and/or the degree of involvement of national military forces.
* Collaborate with relevant national and local government entities and assisting militaries to optimize the use of foreign MCDA to support humanitarian operations and temporary fill-in capacity gaps.
* Guide the establishment of appropriate humanitarian-civil-military coordination structures, procedures and relationship strategies.
* Coordinate humanitarian-civil-military activities within all the OSOCC components.
* Exchange relevant information with the A&A Cell and Information Management Cell on a regular basis and contribute to the overall analysis on needs, capacity gaps and progress of response.
* Create and maintain a 4W (who does what where when [entry and exit]) for foreign military actors.
* Support the expansion of the OSOCC CMCoord Cell to a dedicated Humanitarian-Military Operations Coordination Centre (HuMOCC) under the leadership of national authorities if required.
* Facilitate communication between the HuMOCC and the OSOCC/sub-OSOCCs to ensure consistency of requests, optimization of assets and overall situational awareness.

**Staffing:**

The role of UN-CMCoord Cell Coordinator is usually performed by the nominated UN-CMCoord focal point or UN-CMCoord Officer in the UNDAC team. See [UNDAC Field Handbook](https://www.unocha.org/sites/unocha/files/1823826E_interactive_menu.pdf) Chapter N.4 for more on UN CMCoord.

Environmental Emergencies Cell Coordinator

The Environmental Emergencies (EE) Cell Coordinator is responsible for coordinating the response to incidents that pose an acute risk to life, health and the environment such as those incidents involving environmental hazards (e.g., hazardous materials, fuel spills).

**Responsibilities:**

* In collaboration with national authorities and first arriving response teams, identify and assess sites and risk levels and develop an initial response plan to address environmental risks.
* Identify and coordinate specialized resources that may be required to address the situation.
* Examine potential secondary risks identified by the Joint United Nations Environment /OCHA Environment Unit.
* Conduct/review and prioritize initial on-site assessments (based on the Flash Environmental Assessment Tool) and if required, request the activation of the Environmental Emergencies Roster to the Joint OCHA/UNEP Unit.
* Share information and collaborate with the OSOCC Situation Function, in particular the Assessment cell to develop a common operational picture.
* Contribute to a safe and secure operating environment by communicating existing or potential acute environmental risks to responders, local and/or international authorities.
* Contact the Joint Environment Unit for any specialized emergency information and equipment (e.g., mobile laboratories).
* In consultation with national authorities, request additional action (e.g., sampling, equipment) or expertise as needed.
* Lead the response to any environmental emergency, when the capacity of national authorities and international actors is exceeded.

**Staffing:**

The role of Environmental Emergencies Cell Coordinator is usually performed by an OSOCC generalist (e.g., UNDAC team member) or USAR team member trained in hazardous materials until the arrival a functional specialist.

EMT Coordination Cell Coordinator

The Emergency Medical Team (EMT) Coordination Cell Coordinator facilitates the efficient and effective use of incoming international medical resources. The EMTCC Coordinator works in collaboration with the national health authority and Health Cluster (if established in-country) to coordinate the assignment and operations of international medical teams.

**Responsibilities:**

* Establish liaison with the local health authority, the LEMA and the OSOCC Safety and Security Officer.
* Establish core positions (e.g., manager, planning, information and logistics) within the cell and liaise with counterparts from other OSOCC functions/cells.
* Collaborate with national health authorities to recommend that teams registered through the EMT classification system receive authorization to practice.
* Oversee, track and brief arriving teams ensuring identification and authorization is complete and deploy teams based on classification and identified needs.
* Facilitate access to equipment, supplies and medication for EMTs.
* Provide leadership and receive updates as per the operational cycle from medical team liaisons assigned to the EMTCC.
* Conduct internal meetings and briefings with deployed EMTs as required.
* Develop a Medical Plan of Action in consultation with the OSOCC Safety & Security Officer and local health authority.
* Conduct a transition briefing with the Health Cluster (and other clusters as applicable) and/or demobilize the EMTCC.

**Staffing:**

The EMTCC Coordinator role is usually performed by a designated and trained EMT member or EMT specialist in the UNDAC team.

Information Management Coordinator

The Information Management (IM) Coordinator is responsible for collecting disaster-related information, analyzing and organizing the information, and disseminating it through a variety of products. The purpose of this role is to distribute information that will facilitate decision-making and ultimately help to develop a strategy that will direct resources to address priority needs and gaps and mitigate risks.

**Responsibilities:**

* Oversee information flow into, between and from the various OSOCC components (VOSOCC, RDC, OSOCC, sub-OSOCCs).
* Develop an IM Plan of Action including an IM operational cycle.
* Collate the incident information and maintain an organized information system.
* Develop and maintain a central registry of organizations (contact list)
* Develop and maintain a schedule of meetings
* Develop and maintain a basic 3W (Who’s doing What, Where) database.
* Collect information regarding the incident and response using primary and secondary sources as appropriate.
* Liaise with the Assessment & Analysis Cell to obtain information gathered through the assessment process.
* Develop and publish information products including reports, maps, contact lists, meeting schedules, 3Ws, databases, etc. to appropriate dissemination sites (Virtual OSOCC, HumanitarianResponse.info, ReliefWeb) and in printout for dissemination in areas with limited connectivity.
* Prepare and distribute situation reports that include a coordination overview, operational considerations, operational activities, cluster overview and national and bi-lateral response details.
* Coordinate information product development with partner organizations (e.g., MapAction).
* Coordinate IM activities with the ERSB focal point and OCHA regional office.

**Staffing:**

The role of Information Management Coordinator is usually performed by an OSOCC generalist (e.g., UNDAC team member) or by a functional specialist (e.g., OCHA IM Officer).

Liaison Officer

The Liaison Officer is focused on relationship building, information sharing and optimization of operational actions to ensure an effective and collaborative approach to disaster response. The position works closely with liaisons from other response organizations that are deployed to the OSOCC.

**Responsibilities:**

* Establish and maintain formal information exchange procedures between the OSOCC and other responding organizations that are not otherwise covered by other functions/cells.
* In collaboration with the OSOCC Manager, ensure relationships are established and maintained with other actors and avoid liaison duplication within the OSOCC.
* Build relationships with the LEMA, Government of the affected country and response organizations through mutual understanding and consensus building.
* Facilitate meetings on request for planning, coordination and information exchange with other international coordinating bodies.
* Seek opportunities to strengthen collaboration and coordination among responding organizations.
* Advise the OSOCC Manager of any issues related to coordination including current and potential organizational needs.

**Staffing:**

The role of Liaison Coordinator is usually performed by an OSOCC generalist (e.g., UNDAC team member).

Logistics Coordinator

The Logistics Coordinator supports other functions/cells in the OSOCC and potentially the overall response (on an interim basis) by providing logistical support. Key responsibilities include the management of supplies, movement of people, securing access points, cargo handling and prioritization of resources.

**Responsibilities:**

* In collaboration with national authorities, establish an initial logistics plan/system including staffing requirements, identifying local logistical resources, addressing capability gaps and making necessary security arrangements.
* In conjunction with RDC Support, facilitate the movement of people (i.e., relief team members) from the point of arrival to the OSOCC/field including negotiating available transportation.
* Work with other partners as required (e.g., arriving support staff) to meet the immediate response needs through the provision of material resources.
* Consult with the LEMA on customs clearance, local documentation and taxes, and publish procedures as appropriate.
* Oversee the planning, implementation, tracking and control of goods and materials including in-kind contributions.
* Work with national authorities to source, procure, move and store supplies (e.g., fuel and timber) while ensuring procurement processes are transparent, efficient and cost effective.
* Prioritize incoming relief items (e.g. the prioritization of airplanes for landing).
* Facilitate cooperation and sharing of facilities, supplies, and equipment with other relief organizations.
* Transition logistics responsibilities to the Logistics Cluster when established in-country.

**Staffing:**

The role of Logistics Coordinator is usually performed by an OSOCC generalist (e.g., UNDAC team member) or in-country WFP staff member.

Public Information Officer

The Public Information Officer coordinates external media relations monitors the media and prepares information products for the media and public (including the affected community). The role enables the OSOCC to clarify/reinforce response activities being supported by the OSOCC in the public and donor realm.

**Responsibilities:**

* Monitor all media (i.e., traditional and social media) for media relations purposes and for situational awareness.
* Serve as the OSOCC focal point for local and international media.
* Identify and maintain contact/proactive relationships with media to promote awareness of and advocacy for relief operations.
* Serve as the OSOCC media spokesperson and/or prepare other identified OSOCC staff to serve as spokespeople.
* In cooperation with the LEMA, RC/HC and OSOCC Manager, establish and communicate guidelines for interaction with the media to all OSOCC staff.
* In cooperation with the Information Management Cell, prepare relevant information and products (e.g. media fact sheet, situation updates) for distribution to the media and the public.
* Support site visits of donors and VIPs to the OSOCC.

**Staffing:**

The OSOCC Manager will often fulfill the Media responsibilities until an OCHA Public Information Officer arrives on-site.

OSOCC Manager

The OSOCC Manager oversees the activities of the other OSOCC functions, including cells established within the Management Function (Safety & Security and Liaison). This responsibility extends to operation of the sub-OSOCC(s) and RDC(s). The OSOCC Manager is focused on ensuring that the OSOCC meets the objectives set out by the Government of the affected country, the UNDAC Team Leader and the RC/HC.

**Responsibilities:**

* Assign staff to OSOCC functions and cells.
* Develop an OSOCC organizational chart and staffing plan.
* Anticipate the need for and request additional OSOCC staff.
* Develop a work plan for the OSOCC and prioritize and allocate tasks.
* Conduct internal meetings and briefings.
* Provide leadership, advice and guidance to OSOCC staff.
* Monitor and encourage collaboration between OSOCC functions/cells.
* Address emerging issues to facilitate a cohesive and effective OSOCC.
* Establish/expand positions within the Management Function as required.
* Establish liaison with the Government of the affected country, the LEMA and other relief organizations through the OSOCC Liaison Coordinator (if established).
* In cooperation with UNDSS and through the OSOCC Safety and Security Officer, ensure MOSS compliance based on a continuous risk assessment process.
* Conduct coordination meetings with LEMA and representatives of international relief resources, as appropriate.
* Plan and execute an effective transition of OSOCC responsibilities once the OSOCC phases out.

**Staffing:**

The role of the OSOCC Manager is usually performed by the UNDAC Deputy Team Leader.

Safety and Security Officer

The Safety and Security Officer monitors the safety and security of all humanitarian actors and ensures a safe and secure operating environment. A key responsibility is the development and establishment of a safety and security plan/procedures for the OSOCC.

**Responsibilities:**

* Conduct a Security Risk Assessment (SRA) to identify threats, vulnerabilities, probability and impact level.
* Prioritize risks and identify prevention and mitigation strategies including country-specific Minimum Operating Security Standards (MOSS) to address risks.
* Draft, implement and monitor a security plan based on the SRA for personnel, operations and facilities.
* Consult with the Emergency Medical Team Coordination Cell, national authorities and other medical resources to develop a medical Plan of Action for the response based on existing procedures for the affected country.
* Brief and train (as required) incoming responders, OSOCC staff and other relief actors upon arrival in-country on safety measures, strategies and protocols.
* Ensure regular exchange of information and advise on any particular concerns/incidents regarding security with the UN Designated Official (DO) for security, security officers from other relief actors, and the United Nations Department of Safety and Security (UNDSS) Chief Security Officer.
* Investigate instances of non-compliance of security policies by UNDAC staff members and take appropriate action as necessary.
* Monitor the overall security situation and UN security phases.

**Staffing:**

The responsibility of Safety and Security Officer is usually performed by the senior OCHA staff member in-country, UNDAC team member or a staff member from UNDSS.

Support Coordinator

The Support Coordinator ensures the overall operating ability of the OSOCC. Key responsibilities include establishing facilities, an Information Communications (ICT) platform and applicable OSOCC administrative processes.

**Responsibilities:**

* Support the day-to-day administration of the OSOCC including establishing internal procedures, maintaining financial records, staffing reception areas, developing a staffing roster, arranging translation support, arranging/managing translation services, organizing files and resources, and other support duties as determined by the OSOCC Manager.
* Ensure the OSOCC has the necessary logistical requirements for continued operation (e.g., adequate working space, accommodation, lighting).
* Oversee the development of an ICT plan for the OSOCC that will ensure the availability of appropriate technology to facilitate voice and data communication among the OSOCC system components and with the broader response community.
* Assist with the initiation, planning, facilitation and follow-up of meetings.
* Maintain regular communication with the International Humanitarian Partnership (IHP), the Americas Support Team (AST) and other operational partner organizations to address any support requirements of the OSOCC.

**Staffing:**

The role of Support Coordinator is usually performed by a member of a deployed support team (e.g., IHP, AST, Atlas Logistique).

USAR Coordination(UC) Cell Coordinator/s

The USAR Coordination (UC) Cell (UCC) is responsible for coordinating the efforts of international urban search and rescue (USAR) teams in support of national authorities and augment national rescue teams. The UCC is usually situated in the Base of Operations (BoO) of International USAR teams, to facilitate coordination, information sharing, taskings and managing the teams in accordance with the [INSARAG Guidelines](https://www.insarag.org/methodology/guidelines).

**Responsibilities:**

* In consultations with the National Disaster Management Authority (NDMA) or LEMA, assess the geography and population of the affected country to prioritize USAR relief efforts and determine USAR team needs.
* Create a USAR Team Fact Sheet Summary based on classification levels (Light/Medium, Heavy).
* Coordinate with the RDC on incoming teams and oversee the functioning, space management, safety and routines of international teams in the BoO
* Assign USAR teams to worksites based on identified priorities and team capacity.
* Develop a 24/7 staffing model/organizational chart that will assist with the tracking and availability of USAR teams with trained members from INSARAG classified teams, and host daily USAR meetings and operational briefings.
* With the NDMA, divide the affected area in geographical sectors (if required) and assign USAR teams to each sector, including one INSARAG classified heavy team as Sector Coordinator (SC)
* Facilitate team access to required supplies, expendables and transportation needs through the OSOCC/Authorities.
* Liaise with the Emergency Medical Team Coordination Cell and the Safety and Security Cell to determine a medical Plan of Action and communicate to teams.
* Exchange relevant information with the A&A Cell and Information Management Cell on a regular basis and contribute to the overall analysis on needs, capacity gaps and progress of response.
* Work closely with operational partners and the IM Cell to develop USAR snapshot and visual reports.
* Support demobilization of USAR teams including completion of a USAR Team Mission Summary Report/Demobilization Form and/or transitioning of USAR resources to other areas of the operation – “Beyond the Rubble”.

**Staffing:**

The role of UCC Coordinator is performed by an experienced and trained USAR team member or an UNDAC member who is a USAR specialist. Recognizing the specialization of INSARAG members in the field of USAR, members of international USAR teams will staff the UCC together with the UNDAC team

RDC Manager

The RDC Manager oversees the activities of the Reception Departure Centre (RDC) at the point of entry (airport, seaport or land border) to an affected country. This position is focused on ensuring efficient operations at the RDC, in support of and in collaboration with the local authorities.

**Responsibilities:**

* Assign staff to positions within the RDC.
* Develop an RDC organizational chart and staffing plan.
* Anticipate the need for and request additional RDC staff.
* Prioritize and allocate tasks for RDC staff.
* Conduct internal meetings and briefings.
* Provide leadership, advice and guidance to RDC staff.
* Establish and maintain regular communication with the OSOCC.
* Provide regular reports to the OSOCC per the established reporting cycle.
* Address emerging issues to facilitate an efficient RDC.
* Establish liaison with the local officials including the LEMA, port authorities and military as appropriate.
* Conduct coordination meetings with LEMA/port authorities and other organizations as appropriate.
* Oversee the establishment and operation of the RDC.
* Develop and execute an RDC transition and/or demobilization plan.

**Staffing:**

The role of the RDC Manager is usually performed a member of an UNDAC team, USAR team or FMT.

RDC Operations Coordinator

The RDC Operations Coordinator facilitates the processing of international response teams and resources at the Reception Departure Centre (RDC). This includes the in-processing of arriving teams/resources and the out-processing of departing teams at the point of entry (airport, seaport or land border) to an affected country in support of the local Government.

**Responsibilities:**

* Coordinate the in-processing and out-processing of international teams in collaboration with and in support of local authorities.
* Ensure RDC is clearly marked and visible for arriving teams.
* Establish a sequence of stations to facilitate rapid processing of arriving response teams and relief supplies.
* Ensure registration of incoming relief teams and track incoming resources.
* Support arriving teams in the immigration and customs processes as necessary.
* Conduct briefings for incoming teams to orient them to the on-site disaster situation and facilitate their integration into current response operations.
* Communicate with OSOCC Operations regarding arriving resources to facilitate timely deployment to the field from the OSOCC/RDC.
* Assign incoming response teams to areas of operation if the OSOCC is not yet established, in collaboration with response team leadership.
* Identify gaps or challenges in the RDC processing system and implement solutions to resolve.
* Out-process departing teams including conducting briefings and confirming completion final checklists.
* Contribute to the transition/demobilization of the RDC when appropriate.

**Staffing:**

The role of the RDC Operations Coordinator is usually performed a member of an UNDAC team, USAR team or FMT.

RDC Support Coordinator

The RDC Support Coordinator sets up and maintains the systems that support operations at the RDC. Working closely with RDC Management and RDC Operations, this position ensures the ability of the RDC to operate through provision of ICT and administrative/organizational processes.

**Responsibilities:**

* Set up processing stations including any required supplies and equipment.
* Establish and maintain ICT equipment to ensure communication and Internet connectivity.
* In collaboration with OSOCC Support and local authorities, ensure continual operation of the RDC facility including power supply, lighting, water, food and tents (if applicable).
* Establish and maintain an information board to present maps of the area, key locations, important info, etc.
* Establish a system for document filing and back up of electronic documents.
* Facilitate transportation of arriving relief teams to the OSOCC and/or assigned areas of operations.
* Contribute to the transition/demobilization of the RDC when appropriate.

**Staffing:**

The role of the RDC Support Coordinator is usually performed a member of an UNDAC team, USAR team or EMT.