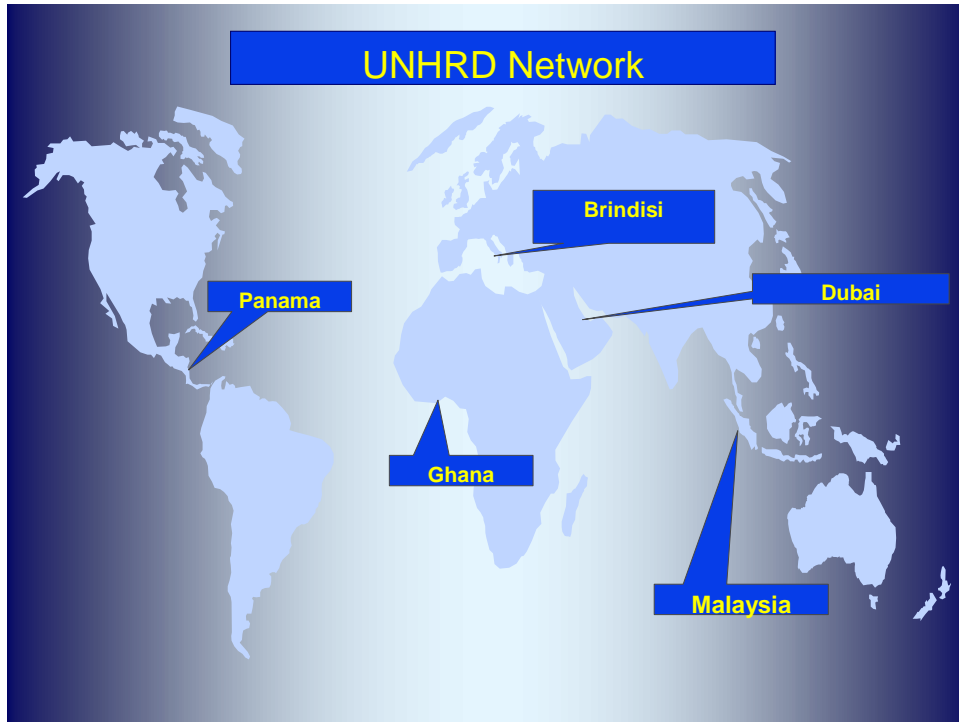




STANDARD OPERATING PROCEDURES



UNHRD - NETWORK

<u>INTRODUCTION</u>	3
<u>SECTION 1 GENERAL INFORMATION</u>	3
<u>SECTION 2</u>	
<u>HRD STOCKS</u>	4
<u>SECTION 3</u>	
3.1 <u>IMPORT/EXPORT PROCEDURES</u>	5
3.2 <u>IMPORT TO THE HRD</u>	5
3.3 <u>EXPORT FROM THE HRD</u>	6
<u>SECTION 4</u>	
<u>DISPOSAL OF STOCKS</u>	7
<u>SECTION 5</u>	
<u>CONTACTS AND ANNEXES</u>	8

ANNEX LIST

- | | |
|----------------------------|------------------------------|
| 1. Annex 1 | Standard Technical Agreement |
| 2. Annex 2 | Standard Services |
| 3. Annex 3 | Specific Services |
| 4. Annex 4 | Releasing Authority |

Introduction

WFP established its first United Nations Humanitarian Response Depot (UNHRD) in Brindisi, Italy on 1 June 2000. In 2006, based on WFP's own needs and at its own cost, the Programme is replicating the Brindisi model for an emergency response facility in strategic locations by creating a network of HRDs in Africa, the Middle East, South East Asia and Latin America. This global network will facilitate WFP's capacity to meet its goal of responding to four concurrent large-scale emergencies. Furthermore, WFP is offering to UN Agencies, international organisations and governmental/non-governmental organisations, use of the emergency response facilities and associated support services at a no-cost or cost-recovery basis. The primary advantage of the HRDs is more rapid deployment of physical and/or virtual stocks and cost-savings in transporting the most urgently needed humanitarian aid to the disaster locations.

Section 1 – General Information

The purpose of these Standard Operating Procedures (SOPs) is to provide the guidelines and procedures for access to, and usage of, the HRDs by authorized users. This SOP covers:

- a. Guidelines for the structure of the UNHRD and procedures for use; and,
- b. Procedures for entering, dispatching, loaning, borrowing stocks.

Authorized users are Humanitarian UN and non UN Organisations, Humanitarian Agencies or Governmental and Non Governmental Organizations which have signed a Technical Agreement (TA) with WFP for the provision of services within the UNHRD Network ([Annex 1](#)). Authorized users may have stocks based in one or more HRDs or may request services from any individual HRD. Authorized users are required to comply with these Standard Operating Procedures.

It should be emphasized at the outset that the UNHRD network is composed of facilities designed to support emergency response and that assets must, therefore, be readily available for deployment within 24/48 hours. UNHRD network facilities are not long-term storage sites or convenient drop-off places for equipment that has no emergency use or is unserviceable.

WFP provides the administration and financial control of the UNHRD network through a Coordinator and a Supporting Office in line with the Executive Director Circular 2006/006 related to the Policy on the Management of UNHRD. Each HRD has a Manager who reports directly to the UNHRD Network Coordinator. The Associated Director of ODT is the overall manager of the UNHRD Network.

There are two types of services provided to authorised users – standard and specific. Standard services refer to those costs related to offloading, reception, inspection, small repairs, customs process, warehousing, routine maintenance, stock management and administration. All standard services are provided to all authorized users free of charge and in accordance with the quality indicators and timeframes detailed in the [Annex 2](#).

Specific services are those additional logistics services that UNHRD could provide to its users, upon request and on the basis of full cost recovery. Specific services are considered major repairs, extraordinary maintenance of equipment, offloading of un-palletized cargoes, the procurement of non-food items (NFI) and their transport, technical missions in the field, stocks' insurance, and any other service requiring financial commitment on the part of WFP. The Specific Services are provided to all authorized users on a full-cost recovery basis plus a management recovery cost and in accordance with the quality indicators and timeframes detailed in the [Annex 3](#).

Users still maintain the option of arranging the specific services independently of the HRD Manager without utilizing HRD support; however, these services could be completed outside the HRD facilities at the user's cost. For specific details about individual agency responsibilities and requirements, please refer to the [Annex 3](#).

Section 2 – HRD Stocks

HRD Network emergency stocks can include:

- Physical stock (new and refurbished)
 - User's own stock;
 - Suppliers stocks on-site;
 - Shared stock.
- Virtual stock
 - Held by supplier.

2.1 Physical stocks are those stocks, which are stored on the UNHRD premises. The inventory of such stock, broken down by user, is available via the web at <http://www.unhrd.org> with restricted access for authorized users only.

2.2 Authorized users' stocks are specific to the organizational mandate of the user. These stocks are commonly identified by logos, corporate seals, and other marketing/advertising emblems of the user.

2.3 Some suppliers' stocks are stored pursuant to a Long Term Agreement (LTA) with WFP. This LTA establishes product specifications, price, expected delivery timeframe, etc. These stocks are not 'owned' by any one agency and are not guaranteed to be permanently in-stock at each HRD; however, WFP may extend the LTA stocks to authorized users under the same conditions and under the availability of the stocks. Note that the liability for meeting the timeframe is the suppliers' and not WFP's.

2.4 Authorized users are permitted to loan and/or borrow stocks from other authorized users, subject to a bilateral agreement between users. These are considered shared stocks. The loan/borrowing documentation is the responsibility of the users. The HRD managers will ensure that the manifest of the discharge is duly recorded and available for review by either party.

2.5 The HRDs are designed to utilize new stock and process the movement of stocks one-way from the supplier to the emergency, there are exceptions that occur for items that can be refurbished and brought back to certifiably acceptable status, e.g. armoured vehicles. Demobilizing equipment from deactivated missions will be at the cost of the authorized user and require appropriate certification that the refurbishment was successful. The determination of whether or not the item(s) can be returned to the HRDs will be decided mutually between the HRD Manager and the user. However, the HRD Managers has final authority in the decision.

2.6 Virtual stock refers to those items not physically present in the HRD but that have a 'virtual' place in the facility through a WFP Long-Term Agreement. This mechanism allows prices to be negotiated prior to the requirement of the stock and includes a 'guaranteed' delivery timeframe. WFP is not way responsible for the honouring of these timelines.

2.7 Stock valuation will be based on the actual invoiced amount or, in the case of approved, second-hand items, a mutually agreed upon assigned value between the HRD Manager and user.

2.8 Reports of stock positions are prepared by HRDs staff and each change/movement in stock will be notified to all authorized users. The updated stock reports are also posted in the in the user-only area of the UNHRD Web-site (www.unhrd.org). The same stock reports will be regularly sent via e-mail and fax on a monthly basis to all authorized users and focal points.

2.9 In addition to the above stock reports, an electronic catalogue of all items stored at HRDs is posted in the public access of the Web site.

Section 3 – Import/Export Procedures

3.1 Authorized users of the UNHRD Network are the releasing agent for their own stocks. No one can release, loan, borrow, or otherwise use the stock of another user without express written consent. The releasing authority for each stock is detailed in the [Annex 4](#). Any change on the releasing authority will be reported in these SOPs that will be published on the UNHRD web-site, restricted area. The HRD is dedicated to streamlining its procedures for the rapid deployment of emergency goods and equipment and therefore will minimize the documentation and procedures necessary to manage HRD stocks.

3.2 Import to the HRD

3.2.1 Stocks delivered into the HRDs should arrive with appropriate packaging that allows HRD staff to process the offloading, inspection, location and preparation for its rapid dispatch. All stocks should be delivered packed, wrapped, strapped and palletized on Euro pallets or other pallets not exceeding the maximum height of 1.1 m - 2.10m, according to the total weight of the pallet.

3.2.2 The documents listed below are the basic requirements for all authorized users to **import** items into an HRD:

3.2.3 Documentation

- Notification of Shipment and relevant shipping documentation
- Copy of the Purchase Order and, in particular, technical specifications
- Estimated delivery time
- Invoice (new items)
- Inventory value (for second hand items)
- Packing list/ Pro-forma Invoice
- Packaging – number, weight, address, telephone number of the concerned HRD Point Of Contact shown on each package
- Customs Documents or any other shipping document

3.2.4 These items should be provided to the HRD Manager in question.

3.2.5 Each HRD acknowledges receipt of stocks via e-mail, as per the Quality and will issue an inspection report proving that goods have been received and that they conform to the purchase order. HRD stocks should arrive pre-packaged in a manner suitable for rapid export. When the items delivered do not conform to the Purchase Order or when their packaging is not appropriate, recommendations and actions to be taken will be documented in the inspection report.

3.3 *Export from the HRD*

3.3.1 The documents listed below are the basic requirements for all authorized users to **export** items from an HRD:

3.3.2 The authorized user or their designated recipient shall provide:

- In advance
 - Point of contact at destination to be shown on packing list
 - Authorization from for the releasing authority
 - Grant Funding in advance if specific services are requested
 - Point of Entry into the beneficiary country and address of the official consignee
 - Any import authorization or agreement established with the recipient country authorities for tax exemption or any other import fee
 - Any certificate needed for import procedures in the beneficiary country or for transport purpose (e.g. Certificate of origin/IATA Certificate for dangerous goods)
 - Any other particular recommendation

3.3.3 Upon receipt of goods

- Acknowledge receipt, sending back copy of the packing list and pro-forma invoice

3.3.4 The **HRD Manager** will provide:

- Packing List and Pro-forma Invoice (both provisional and final version)

- Shipping documents (1 original and 2 copies)
- Consignor point of contact
- Export Customs Declaration and Clearance
- AWB/BoL or CMR as per means of transport requested
- Gift Certificate
- Any other certificate if available and needed (e.g. IATA Certificate for dangerous goods/Health Certificate/Certificate of origin)

3.3.5 Export orders are processed on a first-come, first-serve basis based on requests and funded transportation. The HRD Manager will prioritize the loading of stocks for export based on the following criteria:

1. Funding for the transport;
2. Requirement needs from the emergency;
3. Stocks appropriate for transport means;
4. Availability of space on the transport.

3.3.6 For the authorized user transporting stocks by their own means, they are responsible for ensuring receipt and assigning a consignee at the destination point. For WFP-chartered transport where WFP has no stock being transported, the consignee will be mutually agreed upon by the user and WFP. For transport where WFP shares the transportation means with authorized users, WFP or someone it assigns will receive the shipment at the destination.

Section 4 – Disposal of Stocks

In the event that stocks have expired, e.g. drugs, the user will be notified of the actions needed. These items will be destroyed or disabled in such a way that is consistent with the national regulations and international protocols. The cost of such disposal will be borne by the stocks' owner.

If an authorized user cannot maintain their stock in a useable, acceptable manner, the HRD Manager will propose to the owner to sell, destroy or return the goods and will facilitate the decision of the user. The cost of the action will be borne by the user.

If a user abandons their stock or is unable to meet the financial requirements of maintaining the stock, the HRD Manager, after giving proper notification, will dispose of the stock in the most efficient and cost-effective manner to WFP.

Section 5 – Contacts and Annexes

Name	Title	Office Tel	Mobile Tel.	Email Address
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Flavien Agueh	HRD Ghana manager	Tel: +233 21785363 Fax: 233 21773835	Cell. +233 - 0244069091	Flavien.Agueh@wfp.org
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III List of Annexes:

- | | |
|----------------------------|------------------------------|
| 1. Annex 1 | Standard Technical Agreement |
| 2. Annex 2 | Standard Services |
| 3. Annex 3 | Specific Services |
| 4. Annex 4 | Releasing Authority |

Annex 1 (Omissis)

ANNEX 2) STANDARD SERVICES

Standard services are offered free of charge. These are services to ensure the “routine” management of a stock from the point of receipt at the HRD and during the period of storage at the HRD.

The list of the standard services could be summarized as following:

- Offloading cargoes received packaged in a manner according to the SOPs
- Inspection and issue of an inspection report.
- Import Customs procedures (for HRD Brindisi only)
- Placing stocks in store
- Stocks management and maintenance
- Regularly issued stock report
- Stocks preparation for shipment (unitizing/palletizing) or disposal
- Export customs procedures (for HRD Brindisi only)
- Shipping document preparation
- Activity report (on receipt/dispatch)

The services will be regularly granted to all authorized users in line with the Quality Indicators and timeframe below..

Standard Services and Quality indicators

#	Service	Output expected	Timeframe
1	Receipt of stocks at HRD	Acknowledge receipt	➤ 24/48 hrs
2	Inspection of stocks at HRD	Inspection as per form attached #1	➤ One week
3	Storage	in appropriated space	➤ Same date of the inspection
4	Regular/Ordinary maintenance	Physical count, check, perishable items data Updated check list card for vehicles	➤ Regularly shown in the stock report with expire date/batch# ➤ As per check list card
5	Handling within the premises	Offloading Loading preparation	➤ As soon as delivered at HRD ➤ Upon receipt of a shipment request
6	Minor repairs	Re-palletisation Repackaging	➤ As soon as inspected ➤ Before the storage of the items
7	Customs procedure in and out	Customs Memo In Customs memo out Both processed by the local	➤ As soon as delivered into HRD ➤ Before proceeding to the shipment ➤ In accordance with the

		customs authorities	local customs procedures
8	Management of Drugs Under International control	Registered as appropriated and as requested by the MOH. Request Authorization from the MOH of the recipient country Request authorization for export to the MOH	<ul style="list-style-type: none"> ➤ As soon as delivered. ➤ As soon as indicated the recipient country ➤ Upon receipt of clearance by the MOH of the recipient country
9	Storage of drugs subject to cold chain	Appropriated storage location into the refrigerated cell. Appropriated packaging before their shipment	<ul style="list-style-type: none"> ➤ Immediately as soon as delivered ➤ Before their departure
10	Access to other common services	Contacts with the concerned focal points	<ul style="list-style-type: none"> ➤ Within 24/48 hrs from the request
11	Facilitate the provision of supplies &/or equipment as authorized by the Users	Contacts with the owners of the stock and investigation about the possibility of such a provision Advise on the convenience of the provision and (if the case) provide suggestions on alternative solutions	<ul style="list-style-type: none"> ➤ Results of the investigation within 24/48hrs ➤ 24/48 hrs
12	Identify suitable packaging	Submit technical proposal on the packaging configuration and technical specs on the packaging to be adopted	<ul style="list-style-type: none"> ➤ Upon request and within one week from the request
13	Issuing of stock reports	Updated stock report issued	<ul style="list-style-type: none"> ➤ Monthly via e-mail and fax ➤ Weekly published on the restricted area of the web-site
14	Access to the web-site	Passwords and User-names issued Regular maintenance of the web-site	<ul style="list-style-type: none"> ➤ Within one week provide the users with the user-name and password ➤ As required
15	Access to HRD to the users representatives	Access ensured	<ul style="list-style-type: none"> ➤ Within 24 hrs from the request exception made during security phase Charlie

VEHICLE STANDARD MAINTENANCE CARD

OWNER/ORGANIZA

MAKE/MOD:

CHASSIS.

PLATE

FUEL TYPE

SERVICE	TIMEFRAME
RUNNING OF 5 Km	EVERY 15 DAYS
OIL LEVEL	MONTHLY CHECK
BATTERY	MONTHLY CHECK
BRAKES	DRIVING EVERY 15 DAYS
WHEELS / TYRES	DRIVING EVERY 15 DAYS
ENGINE OIL	MONTHLY CHECK
WIPPERS	MONTHLY CHECK
ELECTRIC SYSTEM	MONTHLY CHECK

CHECK DATE	RESULTS	RECC/ACTION TO BE TAKEN	MILLAGE	STAFF MEMBER

VEHICLE INSPECTION SHEET

A	MAKE	H	YEAR
B	MODEL	I	STEERING
C	MODEL CODE	L	DRIVE TYPE
D	CHASSIS	M	LENGTH
E	ENGINE CODE	N	WIDTH
F	ENGINE No	O	HEIGHT
G	FUEL TYPE	P	WEIGHT UNLADEN

VEHICLE EXTERIOR		VEHICLE UNDER CARRIAGE	
1	RIGHT SIDE	20	GEAR BOX
2	LEFT SIDE	21	SUSPENSION
3	FRONT/REAR	22	BRAKES
4	CABIN GLASS	23	STEERING SYSTEM
5	WHEELS & TYRES	24	EXHAUST SYSTEM
6	MARKINGS	25	

ENGINE		VEHICLE INTERIOR	
7	GENERAL CONDITIONS	26	ELECTRIC SYSTEM
8	RADIATOR & CAP	27	VEHICLE TOOLS
9	COOLANT FLUID	28	SPARE WHEEL & TYRE
10	ENGINE OIL	29	FIRE EXTINGUISHER
11	ALL HOSES	30	SEAT BELTS

ELECTRICAL & ENGINE OPERATION		ROAD TEST PERFORMANCE	
12	BATTERY	31	ENGINE
13	ALL LIGHTS	32	BRAKES
14	ALARM	33	STEERING
15	WARNING LIGHTS	34	CLUTCH
16	FLUID LEAKS	35	GEAR BOX
17	COOLING SYSTEM	36	4X4 DRIVE
18	OIL PRESSURE	37	SUSPENSION
19		38	NOISES

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REMARKS	
	NOTE FOR THE RECORD

INSPECTED BY
DATE Acknowledge receipt via e-mail within 24/48 hrs
SIGNATURE



Vehicles will be inspected as per vehicle inspection sheet attached and delivered to the owner / organization within one week.

Periodical standard services will be provided as per attached card maintenance

In the event that, particular recommendation / special service e.g. (extraordinary maintenance are needed, an estimation will be submitted to the owner/ organization)

Any part of service proposed as per above will be attached only upon approved spending authorization from the owner/ organization.

Annex 3 Specific Services

A) Definition: “Specific Services” are those activities and tasks requiring a financial engagement from the authorized users as they are not part of the standard services provided by HRD and for which the donors will not provide HRD with funds. The Specific Services mainly relate to:

1. Extraordinary maintenance of assets during their storage period in HRD
2. Repackaging of stocks received at HRD’s in a packaging form not consistent with SOP requirements (Section 3 - Import into HRD) especially those stocks loaded in bulk for transport cost optimization
3. Procurement of stock and services (included sea and land transport contracts) on behalf of users.
4. Procurement of air transport through Aviation of WFP HQ Rome
5. Services provided directly by HRD (e.g. handling on loading out, technical missions in support of field operations such as equipment set up at destination).

B) Purpose: To offer an alternative solution to the users than the commercial market or leaving to the users the possibility to arrange the services themselves.

C) Optional: The specific services are offered to the users as an option and there are free to arrange the specific services themselves. If so, users are requested to liaise with HRD.

D) Cost: As per SOP, HRD offers to its authorized users “Specific Services” on a full cost recovery basis. The total cost of a specific service is the sum of the Direct Operational Cost (DOC) plus MRC (Management Recovery Costs)

D1) DOC Cost: this is the cost reported in the invoice issued by the vendor/supplier of the service or goods procured if the service is outsourced. In the event that HRD is acting as direct supplier of the service, the DOC will include direct labour, direct materials and other direct expensed incurred by HRD to provide the service. HRD DOC is quoted on ad hoc basis and the costs of the material and equipment are based on the related invoices while the manpower costs is the one established by the United Nations Salary scale.

D2) MRC Costs: this represents the management cost of the specific service, such as HRD staff costs involved, cost of utilities/telecommunication such as telephone lines/stationery etc in order to manage the service or the procurement of goods. It is a fixed percentage of 4.5% on top of the actual costs.

D3) Negotiability: the cost of services provided by HRD is not negotiable. However, given that the HRD is run on a non profit basis the provision of such services will be at cost. Any outsourcing (i.e. services contracted directly by HRD to fulfill users’ requirements) will be done in accordance with WFP’s contracting/purchase rules and regulations

E) Request of a Specific Service and Pro Forma Invoice acceptance: The users should formally request a specific service to HRD supporting office, copy to the HRD manager concerned. HRD will submit a proforma invoice and its acceptance/signature and return to HRD represent a formal financial engagement from the user up to the amount indicated and the go-ahead for HRD. Once the service is rendered a debit note will be issued by HRD reporting the **actual DOC costs** plus the **MRC**. See attached flowchart for further details.

F) Settlement of the Debit Note: Settlement of the Debit Note will be via bank transfer according to the banking instructions provided in the same document within 30 days of invoice date.

List of Specific Services and MRC

Actual cost is reported only for the services offered directly by HRD

Handling per air ops applicable for HRD Brindisi only*

Type of Service	MT	Aircraft Type	Actual Cost	MRC 4.5%	Total US\$
Handling and Ramp	Max 16 Tons	HC130-AN12	2009.57	90.43	2 100.00
	17-40 Tons Bulk Load	IL76	2392.34	107.66	2 500.00
	17-40 Tons Bulk Load Pallettized A/C	AB300-B707-DC8	2870.81	129.19	3 000.00
	41-60 Tons Bulk Load Pallettized A/C	AN22-DC10	4593.30	206.70	4 800.00
	Over 60 Tons Bulk Load Pallettized A/C	B747-AN124	6076.56	273.44	6 350.00

* Other HRDs may arrange handling through local handling companies and to the DOC will be added MRCs as for any procurement activity.

Handling per sea/land ops

Type of Service	Actual Cost	MRCs 4.5%	Total US\$
Loading of 20ft or 40 ft containers	765.55	34.45	800
Loading of a trailer/long truck	765.55	34.45	800

Cargoes manipulation

Type of Service	Actual Cost	MRCs 4.5%	Total US\$
Manual offloading of bulk cargo x Container or Truck	765.55	34.45	800

Repackaging group of 10 Euro-Pallets *	287.08	12.92	300
Kitting by using 2 Or 3 extra-size plts *	143.54	6.46	150

* The assumption is that a cargo could be delivered as bulk and need to be palletized, wrapped, and strapped or assembled in Kits. The manipulation of a quantity less than 10 pallets should be considered as a repair of damaged packaging and these tasks are already part of the standard services.

Procurement**

Type of Service	Actual Cost US\$	MRCs 4.5%	Total US\$
Procurement of NFI or Services		4.5%	

- For all procurement activities, WFP rules and regulations apply
- Over USD 5,000 “ITB” procedures (Intention to Bid)
- For all services “RFP” procedure (Request for Proposal)

Others

Type of Service	Actual Cost US\$	MRCs	Total US\$
Technical Assistance in the field		4.5%	
Training Centre		4.5%	
Insurance (WFP Corporate) **		4.5%	

** As for the Insurance of the stock, this is mandatory but is not included among the standard services offered by HRD. Insurance can be either under the responsibility of WFP HQs or of each Authorized User at their choice as per the relevant MOU or TA. When WFP will take care of the insurance, this will be then treated as a specific service provided on a full cost recovery basis and each Authorized User will be invoiced separately at the end of each year.

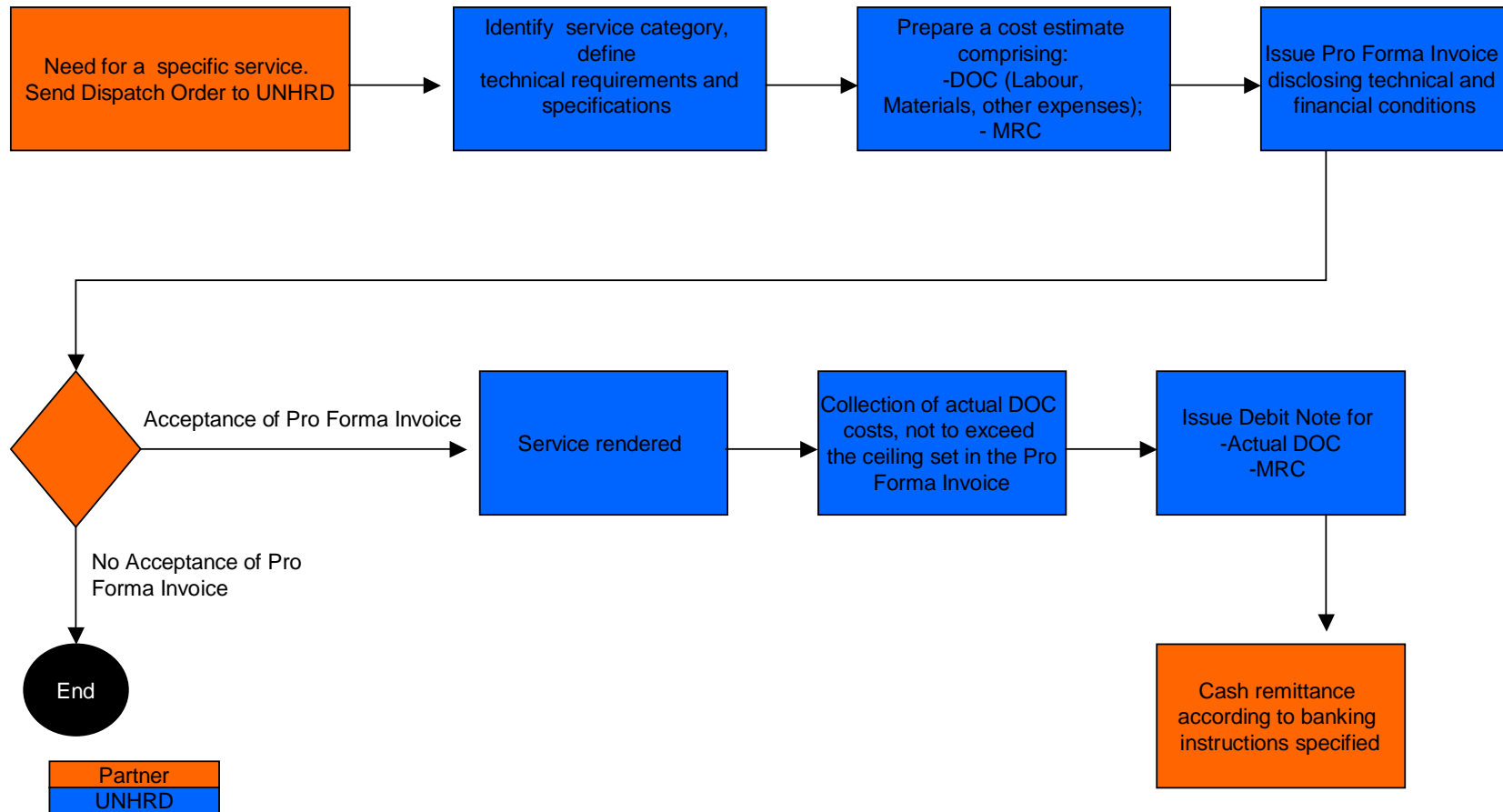
Quality Indicators: HRD, engage itself to provide the specific services as per quality indicators reported in the table below:

Specific Services and Quality indicators

#	Services	Output expected	Timeframe
1	Handling and Ramp Assistance for air operations	Financial proposal based on the Cargo Gross Weight. Loading according to the flight plan	Immediately as soon as decided the airlift
2	Handling of sea/land shipment	Financial Proposal Loading according to the departure schedule	As soon as available the means of transport
3	Kitting	Assembled items according to the kitting	Within the deadline agreed

		composition;	
4	Repackaging due to major damages	Financial proposal and Repackaging as per Inspection Report	Within the deadline estimated in the Inspection Report
5a	Procurement of NFI	Bid exercise and PO according WFP rules and regulations	Action within one week form the go-head
5.b	Procurement of Transport Service	Bid exercise and PO according to WFP Procurement rules Instructions for particular items requiring cold chain or under DGR	Action within 24/48hrs from the request
5.c	Repair/Refurbishment of 2 nd hand assets	Estimate proposal and timeframe of the works	Bid within one week from the request
5.d	Disposal of assets	Note from the Local PSB and recommendations	Action within one month from users approval
6	Technical Assistance in the field	TOR for the mission and plan of action Mission report	As soon as approved and Visas obtained/security clearances if needed Within 10 days from the conclusion of the mission
7	Training Centre Facilities	Provide the users with estimated costs and schedule	Info within 3 days
8	Insurance	Financial Proposal in liaison with OTI	Yearly
9	Any Other Service	Evaluation on a case by case basis	As appropriate

HOW TO REQUEST A SPECIFIC SERVICE



TOR HRD “RRT”
(Rapid Response Team)

A) Team composition and charging costs:

- RRT normally consists in a minimum of two persons, one of which acting as team leader.
- Cost of travel expenses, DSA, replacement in Brindisi while on mission and any other related costs, will be charged to the requesting Bureau / CO.
- HRD does not recommend the use of RRT for Long Term plans or for the full equipment installation. The concept should be to train local staff who, in the future, will take over all the tasks detailed below.

B) General tasks:

- Support the requesting Bureau/CO in receiving, storage, training on installation, maintenance and repackaging of the equipment sent out ex HRD;
- If needed, support the requesting office in the assessment of the areas where the equipment will be installed
- In case of requests for demobilisation of second hand equipment into an Emergency Response Facility, Support the Bureau or COs during the projects phasing out
- Coordination and management of staging areas/transshipment point for large humanitarian operations, including inter-agency staging areas
- Within 10 days from the end of the mission, issuing of mission reports including lessons learnt, recommendations and action to be taken.

C) Detailed tasks:

Option 1)

- Quick assessment of the areas prior identified by the requesting office, analysis of constraints as well as of any unforeseen need for additional equipment/material to reach the best installation of the equipment;
- Support the requesting office in designing a distribution, training and installation plan;
- Support in the selection and identification process of the most suitable local staff to be trained in installation, maintenance, dismantling and re-packaging of all kind of equipment provided by HRD;
- Train the identified local staff in the above mentioned activities and identify the most skilled people to be recommended to the requesting office for future installation/maintenance plans;
- Collect all the installation and maintenance manuals, passing them on to the OIC in the area;
- Provide a final inventory list of the equipment installed

Option 2)

- Quick assessment of the equipment for which the demobilisation into an Emergency response Facility has been proposed
- Cost estimate of their transport to the closest facility
- Cost estimate and timing for the refurbishment

- Reasons for suggesting/recommending the demobilisation in lieu of their write-off

Option 3)

- Opening and set-up of staging areas including management of incoming and outgoing shipments
- Record incoming, out-going and balance of the relief items
- Co-ordinate priorities with other entities operating in inter-agency staging areas
- Preparing the relief items for their shipment to the affected areas, preparation of the shipping documents
- Issuing of reports on the incoming-outgoing-balance movements, as required
- If needed, maintain administrative files; act as OIC, upon request

Annex 4

Releasing Authority for Stocks held by UNHRD

WFP maintains in all HRDs both Programme Support Stock and Operational Support Stock:

Both stocks can be released with the approval of the Associate Director of ODTP. In the event of Regional Emergency, this authority is delegated to the Bureau Logistics Officer with the exception of stocks stored at HRD Brindisi and Dubai, which will be managed by the head of ALITE. The releasing authority is also responsible for maintaining an adequate stock level. Detailed contacts of the delegated person will be reported in the restricted area of the UNHRD Web-site (www.unhrd.org)

In the event of a declared WFP corporate emergency, the releasing authority for all WFP stock handled in the HRDs will be under the solely responsibility of the Associate Director of ODTP.

The stock release is only authorised against provision of valid funding

OCHA maintains presently at HRD Brindisi a Programme Support Stock.

The responsibility for maintaining an adequate level of stock is with the Chief of ESB, (Emergency Service Branch). The items can be released only with the approval of designated senior managers in HQ OCHA Geneva.

WHO maintains at HRD Brindisi a Programme Support Stock.

The responsibility for maintaining an adequate level of stock rests with WHO/Health Action in Crises Logistics Officer in Geneva. The items can be released only with the approval of designated senior managers in HQ WHO Geneva.

UNJLC maintains at HRD Brindisi an Operational Support Stock

The responsibility for maintaining an adequate level of stock rests with the Chief of UNJLC in Rome. The items can be released only with the approval of UNJLC Chief or a person designated by him.

Italian Co-operation (DGCS) maintains at HRD Brindisi both Programme and Operational Support Stock.

The responsibility for maintaining an adequate level of stock rests with the Chief of the Emergency Office of Italian MOFA in Rome. The items can be released only with the approval of the chief of the Emergency Office or the General Director.

INTERSOS maintains at HRD Brindisi an Operational Support Stock

The responsibility for maintaining an adequate level of stock rests with the Director of the MAU (Mine Action Unit). The items can be released only with the approval of designated senior managers in HQ INTERSOS Rome.

WVI maintains at HRD Brindisi and Dubai both a Programme and an Operational Support Stock.

The responsibility for maintaining an adequate level of stock rests with WVI Distribution Center Manager. The items can be released only with the approval of designated senior managers in HQ WVI in Denver Colorado, USA.

GOAL maintains at HRD Brindisi a Programme Support Stock.

The responsibility for maintaining an adequate level of stock rests with GOAL in Galway, Ireland. The items can be released only with the approval of GOAL Logistics Manager, Logistics Officer, Operations Manager and Technical Team Logistician.

UNHRD is managing under a full cost recovery system a stock of NFI and Rapid Response Equipment stored by the suppliers. The release of this stock is approved by the UNHRD Network Coordinator.

Should new authorized users join UNHRD or the present users decide to have stocks in more HRDs, the present SOPs and any amendment on the releasing authority will be published in the website www.unhrd.org