

### Background

Since September 2014 the UN Office for the Coordination of Humanitarian Affairs (OCHA) has operated a humanitarian deconfliction mechanism to identify and protect humanitarian staff, offices, facilities, distribution sites, IDP sites, routes mobile clinics travel, etc. to the extent possible during kinetic operations by the Coalition Forces (“CF”) in Syria. The Russian Federation and the Republic of Turkey air forces were not part of this original 2014 process; however, an agreement is in place with both countries to deconflict movement and static locations provided by humanitarian organizations.

To provide increased visibility and awareness at the political level that a humanitarian static location, or humanitarian movement location has been deconflicted, the data also will be shared with the International Syria Support Group Chairs (Government of the United States and the Russian Federation), who are based in Geneva.

### Purpose

The Humanitarian Deconfliction Mechanism was established at the request of the humanitarian community. Adherence to it is purely voluntary. The Deconfliction mechanism informs the Coalition Forces, the Republic of Turkey and the Russian Federation military forces of either humanitarian static locations or humanitarian movements in Syria to mitigate, to the best extent possible, the risks of being targeted / hit by an air strike.

Using the Deconfliction Mechanism does not constitute a legally binding agreement between the concerned parties, and **does not guarantee** the safety of personnel, facilities, or sites.

### General Process

OCHA will serve as the conduit between humanitarian organisations that wish to share their data (GPS coordinates for static locations and/or movement information) and the focal point(s) assigned by the Coalition Forces, the Republic of Turkey, the Russian Federation, as well as, the International Syria Support Group Chairs (Government of the United States and the Russian Federation).

An organization submits to OCHA by email a completed template (see: [ANNEX I and/or II](#)). Upon receipt, OCHA will transmit the exact same information received, on behalf of the sending organisation, to the Coalition Forces, the Republic of Turkey, the Russian Federation, as well as, the International Syria Support Group Chairs (Government of the United States and the Russian Federation).

OCHA will not verify the data / information provided. Organisations are required to verify the accuracy of their data / information prior to submission to OCHA.

*(NOTE: Submission of any information including GPS coordinates to a Cluster or Sector 3/4W, or directly to a Cluster / Sector Coordinator does not constitute deconfliction. The organization **must** be in direct contact with OCHA [contacts at the end of this document]).*

### Process Details

OCHA transmits to the military via email in the following manner:

1. **Coalition Forces:** OCHA Turkey will send an email directly to the Coalition Forces designated email addresses - one for humanitarian static locations and one for humanitarian movements.

2. **The Republic of Turkey:** OCHA Turkey will send an email to a focal point at the Turkish Ministry of Foreign Affairs for transmission to the Turkish military.
3. **The Russian Federation:** OCHA Turkey will send the data via email to OCHA Syria (Damascus) for transmission to the Russia Centre for Reconciliation in Latakia.

OCHA transmits to the **International Syria Support Group Chairs** in the following manner:

1. Via email OCHA, will share the deconfliction data with the Chairs.

### [Guidelines to deconflict](#)

- Participation in this mechanism is voluntary.
- The mechanism is for use by all humanitarian organisations present in Syria.
- Notifications must be submitted in English and Arabic names translated into Latin letters. If translation is required, please advise when sending the email to OCHA.

#### [1. Humanitarian mission movements \(ANNEX I\):](#)

- Humanitarian missions include: convoys, individual shipments to deliver humanitarian aid, trips to assess humanitarian needs, monitor project implementation, transport civilians out of a conflict area and/or for medical care, mobile clinics, etc.
- No minimum number of vehicles is required to submit a deconfliction request.
- All 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 timing alters by +/- 2 hours or the route will change by more than 1.5 km, such changes should immediately be sent to the OCHA Turkey confidential email address: [ochaturkeyaccess@un.org](mailto:ochaturkeyaccess@un.org). OCHA will communicate the change to the appropriate military force.
- Outgoing and return travel should be submitted as two separate trips, using [ANNEX I](#) "Humanitarian Mission Movement".
- The amount of information provided is optional – the more information the better. At a minimum, notifications must include the following information:
  - ✓ Name of Organisation and name and contact information of the organization's focal point for the mission
  - ✓ Location coordinates (GPS Lat / Long in degrees/minutes/seconds)
  - ✓ Always use Zulu/GMT time to accommodate for different regional time zones (local time can be optionally included).
  - ✓ Description of vehicle(s) to include number of vehicles in convoy; type of vehicles (e.g. car, 4x4, open bed truck, semi, etc.); colour, if known.
  - ✓ If the convoy has an armed escort, including this information in the data notification, if possible.

**2. Guidelines on humanitarian static locations (ANNEX II):**

- Humanitarian static locations may include: offices, warehouses, lodgings, hospitals, clinics, distribution sites, and other sites that serve a humanitarian purpose.
- Notifications, are to be submitted using [ANNEX II](#) 'Humanitarian Static Locations' and must include the following information:
  - ✓ Name of Organisation, name and contact information of the organization's focal point;
  - ✓ Location coordinates (GPS Lat. / Long in degrees/minutes seconds);
  - ✓ Function of the site (e.g., office, lodging, warehouse, school, IDP site, etc.);
- Additional information that can be provided:
  - ✓ Is the site a former military location and/or a site new, temporary, or not currently in use? and
  - ✓ screen shots from Google Earth, digital photos, etc.

Send the completed form to OCHA Turkey's confidential email address: [ochaturkeyaccess@un.org](mailto:ochaturkeyaccess@un.org), and copy Bediako Buahene ([buahene@un.org](mailto:buahene@un.org)).

Use the [ochaturkeyaccess@un.org](mailto:ochaturkeyaccess@un.org) email address for any confidential questions you have.

## الملحق الأول ANNEX I

## المهام الإنسانية المتحركة Humanitarian Mission Movement

Name of Organization & name(s) of focal point(s) – name, telephone number, mobile phone number, and/or email: اسم المنظمة واسم/اء مسؤول/والارتباط – الاسم، رقم الهاتف، رقم الجوال، و/أو البريد الإلكتروني:					
Brief Description of the movement mission: وصف مختصر للمهمة المتحركة:					
Date Submitted to OCHA: تاريخ التقديم لمكتب تنسيق الشؤون الإنسانية:					
Date of mission تاريخ المهمة	Location الموقع	Coordinates (GPS Lat / Long in degrees/minutes/ seconds): الإحداثيات (عن طريق نظام تحديد المواقع العالمي، خطوط الطول والعرض / دقائق وثواني)	Approx. Time of Arrival (Use Zulu time) وقت الوصول التقريبي (استعمال توقيت الزولو) *	Via (Route) Use specific, common road names, road numbers and crossings خلال (الطريق) استخدم بالتحديد، أسماء الطرق الشائعة وأرقام الطريق والمعابر	Time of Departure (Use Zulu time) وقت المغادرة (استخدم وقت الزولو)
Description of Vehicles وصف المركبات					
Description of Destination (e.g. hospital, warehouse, distribution point) وصف الوجهة (على سبيل المثال المستشفى، ومستودع، ونقط التوزيع):					
<ul style="list-style-type: none"> <li>By submission of the Humanitarian Mission Movements application, the organisation is confirming that OCHA will share the data with the Coalition Forces, the Government of Turkey, the Russian Federation, as well as, the International Syria Support Group Chairs (Government of the United States and the Russian Federation)</li> <li>وبتقديم طلب المهام الإنسانية المتحركة، فإن المنظمة تؤكد أن مكتب تنسيق الشؤون الإنسانية سيشارك البيانات مع قوات التحالف، والجمهورية التركية، وروسيا الاتحادية، بالإضافة لرؤساء مجموعة دعم سوريا الدولية (حكومة الولايات المتحدة الأمريكية وروسيا الاتحادية)</li> <li>The organisation confirms that the data contained in this Humanitarian Mission Movements application is true and correct.</li> <li>تؤكد المنظمة على ان البيانات المقدمة في نموذج المهام الإنسانية المتحركة حقيقية وصحيحة.</li> </ul>					

الملحق الثاني // ANNEX

**Humanitarian Static Locations** المواقع الإنسانية الثابتة

Name of Organization & name(s) of focal point(s) – name, telephone number, mobile phone number, and/or email: اسم المنظمة واسم/مسؤول/والارتباط – الاسم، رقم الهاتف، رقم الجوال، و/أو البريد الإلكتروني:			
Stationary Locations – for each building and/or location complete one row مواقع ثابتة - لكل مبنى و / أو الموقع الكامل على صف واحد			
Date Submitted to OCHA: تاريخ التقديم لمكتب تنسيق الشؤون الإنسانية:			
Location (GPS Lat / Long in degrees/minutes/ seconds): الإحداثيات (عن طريق نظام تحديد المواقع العالمي، خطوط الطول والعرض / دقائق وثواني)	Function (Office, lodging, school, warehouse, hospital, etc.): وظيفة البناء (مكتب، والسكن، والمدرسة، ومستودع، والمستشفيات، الخ):	Exact street address of building / location: الشارع بدقة - عنوان البناء / الموقع	Additional Notes: ملاحظات إضافية:
<p><b>NOTE:</b> Additional information may be submitted in the form of: screen shots from Google Earth, digital photos, etc. ملاحظة: يمكنك تقديم معلومات إضافية ضمن النموذج، على سبيل المثال: لقطات الشاشة من برنامج Google Earth، صور الرقمية، الخ</p> <ul style="list-style-type: none"> <li>• By submission of the Humanitarian Mission Movements application, the organisation is confirming that OCHA will share the data with the Coalition Forces, the Government of Turkey, the Russian Federation, as well as, the International Syria Support Group Chairs (Government of the United States and the Russian Federation)</li> <li>• ويتقدم طلب المهمات الإنسانية المتحركة، فإن المنظمة تؤكد أن مكتب تنسيق الشؤون الإنسانية سيشارك البيانات مع قوات التحالف، والجمهورية التركية، وروسيا الاتحادية، بالإضافة لرؤساء مجموعة دعم سوريا الدولية (حكومة الولايات المتحدة الأمريكية وروسيا الاتحادية)</li> <li>• The organisation confirms that the data contained in this Humanitarian Mission Movements application is true and correct.</li> <li>• تؤكد المنظمة على ان البيانات المقدمة في نموذج المهمات الإنسانية المتحركة حقيقية وصحيحة.</li> </ul>			