



MINUSTAH Joint Operations Centre

Organization of Convoys in Post-Matthew Humanitarian Recovery

Rationale

The relief Response in the aftershock of Hurricane Matthew, implies the need to travel to the affected areas by UN and non-UN organizations, including humanitarian actors, transporting relief food and non-food items. Some of these movements may require security escorts. Requests for security escorts by MINUSTAH, are addressed to MINUSTAH-JOC. The MINUSTAH-JOC in close coordination with OCHA, in what concerns to humanitarian response, has the responsibility to put in place procedures allowing the proper coordination between requesters and escort providers and to ensure the best possible use of the limited MINUSTAH assets. These instructions apply to convoys initiating from Port-au-Prince (PaP), however the establishment of a similar mechanism, under the overall supervision of the Chief Regional Officer (CRO), is encouraged at the Regional level, in order to allow for a better use of the available resources, speedier response and enhanced flexibility.

Purpose

These instructions aim at establishing schedules and procedures for the organization of road Humanitarian Convoys, starting from PaP towards Les Cayes and Jérémie, under MINUSTAH security escort. This is expected to allow both, requesters and providers, to better plan and streamline the use of the respective resources. Requests for escorts originating locally from Les Cayes and Jérémie, should be submitted at the Regional level following instructions provided locally.

Procedures

- Requests, other than internal MINUSTAH, are to be submitted through OCHA.
- Convoys will be planned for every Tuesday and Thursday departing at 05:30 AM.
- Concentration point is at Jaborandi Camp in Tabarre, unless agreed otherwise. Convoys will be organized inside the camp in an area indicated by security at the gate.
- All participants should be at the concentration point not later than 04:30 AM in order to receive last coordination instructions and a security briefing update prior to departure.
- All requests for escorts are to be submitted at least 48hrs in advance.
- All requests for escorts from non-MINUSTAH entities are to be submitted through OCHA for vetting.
- A coordination meeting will be held the day prior to each planned convoy (Monday and Wednesday) at 10:00 AM in the JOC conference room, Delta Camp, building C5. Attendance is mandatory to all participants, including requesters. A relevant member of the organization must attend the meeting (i.e. Coordinator, Security Officer).
- Requests already approved but, due to justifiable reasons, could not be executed on the planned day, will automatically be validated for the next available opportunity.



- Although the presence of PNH is not a requirement for convoys escorted by MINUSTAH, their inclusion as part of the escort to convoys is strongly recommended. If not available to integrate the escort, PNH should at least be informed and proper coordination established.
- Following the implementation of an adapted similar mechanism in the Region, as suggested, the secured convoys or aid distribution, organized at the regional level, foreseen for the following day should be shared with the MINUSTAH-JOC on a daily basis.

Roles and Responsibilities

OCHA

- Ensure information sharing with local authorities, in particular DPC (COUN and COUD) regarding the movement of convoys towards the affected areas and establish the relevant coordination.
- Receive, centralize and scrutinize the requests from humanitarian actors.
- Ensure that all requests are first approved by the relevant sectors.
- Make sure all requests for security escort are in accordance with the humanitarian principles and are “last resort”.
- Prioritize, verify and approve the requests prior to submission to the MINUSTAH-JOC.
- Attend the coordination meeting scheduled for the day prior to the day of the convoy.

JOC

- Receive, verify, number, record and file all the security escort requests received and approved by OCHA.
- Forward the numbered request to the appropriate provider for subsequent tasking.
- Promote a coordination meeting the day prior to the planned convoys. Such meetings will take place on Monday and Wednesday at 10:00 AM in the JOC conference room.
- Ensure all participants are aware of their responsibilities.
- Share with the Regional Offices information pertaining to convoys heading towards the respective region the following day.

Requesters

- Humanitarian Organizations are to make sure that the use of MINUSTAH security escorts is a last resort (2013 IASC non-binding Guidelines on Escorts).
- Fill the appropriate request form, including approval by the relevant Sector’s lead and provision of sufficient and detailed information.
- Requests for security to convoys with different destinations should be clearly indicated in the requests submitted (i.e. PaP-Jérémie; PaP-Les Cayes; Les Cayes-Jérémie).
- Humanitarian Organizations must submit their requests for escorts to OCHA at least 48hrs prior to the intended day, if the convoy originates from PaP or, 36hrs prior for convoys between Les Cayes and Jérémie. Internal MINUSTAH requests are submitted directly to the JOC.
- Attend the coordination meeting scheduled for the day prior to the convoy (mandatory). Organizations not participating in this meeting will not be allowed in the convoy.
- Ensure their vehicles and staff are at the scheduled time in the determined point of concentration.
- Ensure vehicles have full tanks and are in good mechanical condition.
- Plan for preventive and alternative measure in case of a vehicle breakdown. This is of particular relevance if case commercial rented vehicles are used.



- Provide plate numbers of eventual non-UN vehicles, in order to allow access to the point of concentration by security.
- Ensure UN vehicles and staff comply with the Minimum Operational Security Standards (MOSS) requirements in place.
- During the movement, follow the instructions of the escort commander.

Police Operations Centre (POC)

- Attend the coordination meeting scheduled for the day prior to the convoy.
- Establish regular communications with the escort during the movement if provided by FPU/UNPOL.
- Provide information of the scheduled convoys to the PNH officer embedded in the POC and confirm availability or not of PNH presence in the convoy.

Military Operations Centre (MOC)

- Attend the coordination meeting scheduled for the day prior to the convoy, if escort provided by the Military Component (MC).
- Establish regular communications with the escort during the movement if provided by the MC.

Security Escort Provider

- Plan, prepare and execute the provision of the security escort.
- Attend the coordination meeting scheduled for the day prior to the convoy.
- Ensure proper communications are in place with the Operations Centre of the mother organization. (MC with the MOC, FPU/UNPOL with the POC).
- During the coordination meeting, brief the participants on the plan developed for the escort.
- Establish proper coordination and communications with PNH present in the convoy, if any.
- Produce a Risk Assessment prior to each convoy/static security mission (this can be an annex to the Tasking Order).
- Ensure the escort detail is fully aware of the procedures and Rules of Engagement (ROEs) in place and know how to proceed if facing a situation of looting, attack or road block.
- Ensure proper coordination is made particularly with regards to the timely handing over of convoys at established transition points.

Security Section

- Attend the coordination meeting scheduled for the day prior to the convoy.
- Provide participants with a security risk assessment and advice.
- Include security officers in the convoy if deemed necessary.
- Allow access to the Concentration Point of the participants in the convoy.
- Verify UN vehicles and personnel are MOSS compliant and test emergency communication Systems.
- Follow the movement through the Security Operations Centre (SOC).

Remarks

- ❖ These instructions are in effect from 14 October 2016; they were updated on 08 November 2016 and will be revised as deemed necessary.
- ❖ Escorts are to be provided primarily by the Police Component (PC). If not possible by the PC, then they will be passed to the Military component.



- ❖ Requests for escorts are to be submitted in accordance with the JOC SOP “MINUSTAH JOC Planning and Coordination” from 20 December 2013 (already shared with and disseminated by OCHA).

- ❖ MINUSTAH Point of Contact (POC) for all clarifications regarding these instructions:

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Drafted by MINUSTAH/JOC