

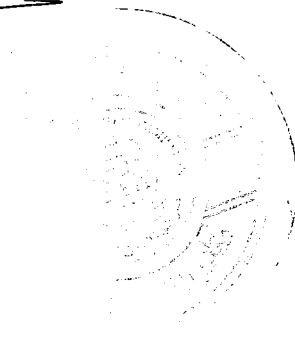
Republic of the Sudan
Ministry of Welfare and Social Security
Humanitarian Aid commission

AMENDED -- Directives and Procedures for Humanitarian Action

Approved by: Commissioner -General, Ahmed Mohammed Adam

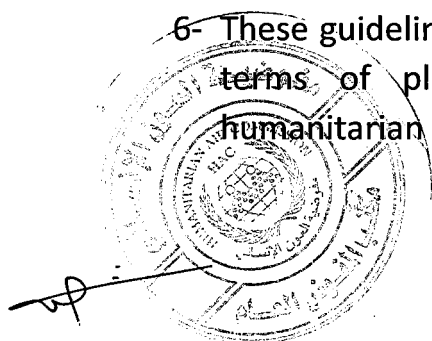
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Date: December 15, 2016



(1) Introduction:

- 1- These guidelines come in recognition of the need to put the contractual relationships between the Government and the Humanitarian Aid partners into clear and agreed frameworks that represent a reference for all parties, enhance transparency and accountability, clarify interrelationships in the area of humanitarian action, in addition to promoting cooperation and partnership, tightening coordination and striking a balance between the assistance provided by the UN organizations, INGOS, foreign and NGOS in exchange for facilities and exemptions conferred on them by the State.
- 2- In preparing these guidelines, the Humanitarian Aid Commission relied on the constitution of the Sudan, the applicable laws and regulations and Cabinet Resolution No. (321) of 2015 which established the National Mechanism to identify the humanitarian needs. Furthermore, HAC adopted the approach of dialogue and consultation with humanitarian partners with a view to reaching a consensus that would accommodate the concerns of the parties and lead to the effectiveness and efficiency of these guidelines in the provision of facilities and quick access, a matter which will have positive reflections in the interest of the beneficiaries of humanitarian aid.
- 3- These guidelines organize the relationship between the government, represented by HAC, and humanitarian partners, represented by UN agencies, INGOS, Foreign and national organizations and donors starting from the stage of preparing humanitarian projects through the stage of their approval and implementation on the ground in terms of the activity's nature, site, management methods, and financial and human resources.
- 4- The Government of Sudan has the primary role in the initiation, organization, coordination and implementation of humanitarian assistance within its territory. However, where the scale of needs exceeds the Government's response capacity, intergovernmental and non-governmental organizations with strictly humanitarian mandates have a key role to play in supplementing national efforts.
- 5- These guidelines aim to implement the State policy in localization of voluntary and humanitarian action in the execution of activities and projects and achievement of national leadership and ownership.
- 6- These guidelines observe the fundamental principles of humanitarian action in terms of planning, tightening of timings for the implementation of humanitarian activities and projects and the procedures relating thereto, taking



into account the importance of exceptional procedures in emergency situations.

- 7- These guidelines are flexible and dynamic so that they will accommodate the renewable requirements of humanitarian action in line with Sudan laws, humanitarian principles, and national and international humanitarian law.

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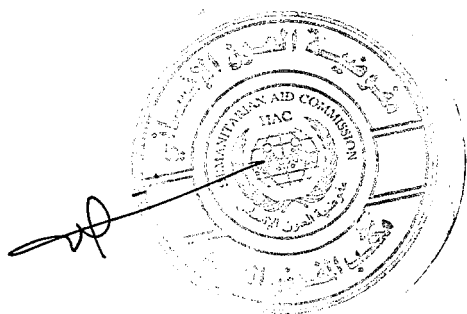
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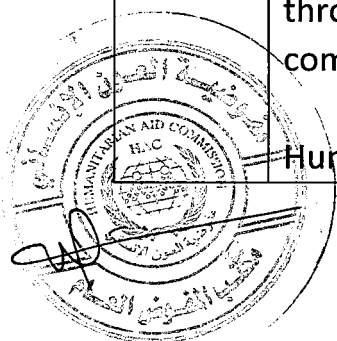
(2) References:

1. The constitution of the government of Sudan;
2. Voluntary and humanitarian work regulating Act of 2006, Sudan laws and regulations, and the guidelines relating to humanitarian affair and the General Procedures Manual for national and foreign organizations;
3. The directives of the higher committee on humanitarian aid and the technical committee on humanitarian aid; and
4. Cabinet resolution no. (321) of 2015.

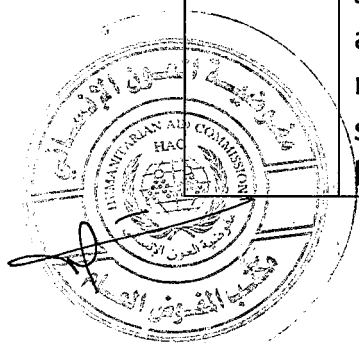


(3) General Guidelines:

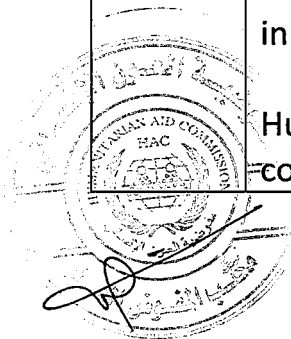
1	UN agencies and partners shall commit to working through the national mechanism established under the Council of ministers' resolution No. (321) of 2015 in all that relates to identification of humanitarian needs and interventions, in accordance with the strategy and Government policies.
2	UN agencies and international organizations shall commit to submitting their annual work plan for the projects, activities and programmes relating to humanitarian affair in compliance with the jurisdiction and mandate granted to them under the Headquarters Agreement signed with the Ministry of Foreign Affairs and in coordination with the government counterpart for approval by the General Commissioner of Humanitarian Aid.
3	Commitment to national policies by transition from emergency relief and humanitarian aid to early recovery, reconstruction and development.
4	<p>Humanitarian partners shall commit to that voluntary and humanitarian action projects affiliated with the national, foreign and international organizations be financed through the technical agreements approved by the General Commissioner of Humanitarian aid.</p> <p>Technical Agreements are reviewed and approved in 15 days, or referred to the federal HAC for final adjudication. Following approval from the relevant line ministry, state-level HAC will approve or reject Technical Agreements within fifteen days. After 15 days, TAs pending approval will be forwarded to federal HAC for prompt final adjudication. HAC will provide final review and adjudication for Technical Agreements within five working days.</p>
5	<p>In implementing their projects, foreign organizations shall commit to do so in partnership with national organizations through the technical agreements approved by the General commissioner.</p> <p>Humanitarian organizations (UN agencies, international</p>



	<p>organizations, and national and foreign organizations) determine national and other operational partners, based on technical and operational capacity across all sectors including protection, and other factors that impact quality of the humanitarian response, in coordination with the relevant humanitarian sectors and in accordance with relevant domestic law that upholds humanitarian principles of neutrality and independence.</p>
6	<p>International, foreign and national organizations shall commit to proper financial procedures in compliance with national and international laws relating to money laundry and financing of terrorism.</p>
7	<p>Humanitarian organizations (UN agencies, international organizations, and national and foreign organizations) determine the most suitable field teams and staffing, based on technical and operational concerns (including mandate, internal managerial consideration, technical expertise, gender balance considerations, and prevailing security conditions) across all sectors including protection, and other factors that impact quality of the response, in coordination with the relevant humanitarian sectors.</p>
8	<p>The default humanitarian approach in situations of new or evolving needs is to assess needs using a multi-disciplinary, inter-agency, and where possible, gender balanced team covering all sectors, including protection. A multi-sector, inter-agency approach will best ensure that the needs of affected people are met in a comprehensive and appropriate manner. The Government of Sudan's Humanitarian Aid Commission (HAC) will facilitate, coordinate, and expedite humanitarian assistance in cooperation with the UN Resident and Humanitarian Coordinator. The United Nations has a central and unique role to play in providing leadership and coordinating the efforts of the international community to support Sudan. Humanitarian partners will work to facilitate access and delivery of humanitarian assistance to those in need; enhance timely and impartial follow-up and assessment systems; ensure the participation of people affected by humanitarian systems in the design, implementation, and</p>



	<p>evaluation of humanitarian assistance activities; incorporate protection expertise into all inter- agency assessment and monitoring missions.</p> <p>All humanitarian partners shall work to:</p> <p>a- Enhance capacity building of the relevant national institutions and support the efforts to relocate voluntary and humanitarian action; and</p> <p>Pay greater attention to the early recovery and re-construction programmes.</p>
9	<p>In consonance with the guiding principles of UN General Assembly Resolution No. 46/182 of 1991, the sovereignty, territorial integrity and national unity of States must be fully respected in accordance with the Charter of the United Nations.</p> <p>In consonance with the guiding principles of UN General Assembly Resolution No. 46/182 of 1991, states whose populations are in need of humanitarian assistance are called upon to facilitate the work of humanitarian organizations in implementing humanitarian assistance and these organizations shall have full and unimpeded access to people in need of humanitarian assistance.</p> <p>In consonance with the guiding principles of UN General Assembly Resolution No. 58/114, recognizing that independence, meaning the autonomy of humanitarian objectives from the political, economic, military or other objectives that any actor may hold with regard to areas where humanitarian action is being implemented, is also an important guiding principle for the provision of humanitarian assistance.</p>
10	<p>Humanitarian organizations are permitted to publicly report on humanitarian needs, assessments, and related information in consultation with GoS.</p> <p>Humanitarian organizations commit to sharing information collected through assessments, monitoring, and program</p>



	implementation with the HAC, the UN, beneficiaries, and the public as necessary. Consultation with GoS consists of agencies sharing an informational copy of reporting with GOS prior to publication. In collaboration with the concerned sectors, humanitarian organizations will verify new or evolving humanitarian needs through direct engagement with affected populations and using commonly recognized approaches and assessment tools and will collect information throughout the humanitarian program cycle.
11.	The use of armed escorts is a last resort to facilitate humanitarian access to conflict affected areas, and not standard practice for humanitarian operations.

(4) Partners:

- 1) The state institutions related to humanitarian affair at the federal and state level, as well as the United Nations agencies, international organizations and institutions, national and foreign organizations, and national and international partners operating in humanitarian affairs.
- 2) Humanitarian organizations (UN agencies, international organization, and national and foreign organizations) determine national and other operational partners, based on technical and operational capacity across all sectors including protection, and other factors that impact quality of the humanitarian response, in coordination with the relevant humanitarian sectors and in accordance with relevant domestic law that upholds humanitarian principles of neutrality and independence.

(5) Implementation and follow-up points:

The humanitarian Aid commission shall follow-up implementation of these guidelines and procedures in cooperation with the relevant ministries and authorities according to the competence of each party.



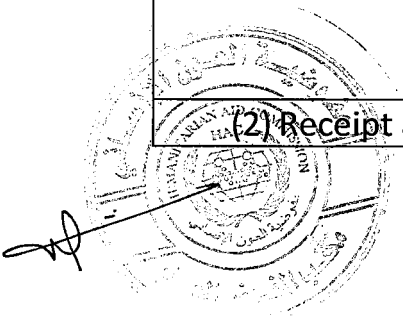
A: Procedures for the UN agencies and international organizations

1. Darfur States:

Procedures	Required steps
(1) Immigration procedures for the UN agencies and international organizations	<p>* entry visas are granted to the bodies concerned with humanitarian action via Sudan's embassies and missions abroad based on the approval of the Ministry of Foreign Affairs (Department of Peace and humanitarian Affairs);</p> <p>* Coordination with HAC with regard to humanitarian activities.</p>
(2) Travel procedures	<p>(1) Travel permits are required only for active conflict areas identified by the concerned authorities in coordination with the UN.</p> <p>Travel permits are not required for non-active conflict areas. Only in cases of active fighting and military operations will access be temporarily restricted, and access will be managed through travel permits. In all other areas, agencies will provide notification of travel to the HAC within two working days.</p> <p>Where possible, the UN will undertake its own security assessments to determine if an armed escort is necessary.</p>

2. Abyei Area:

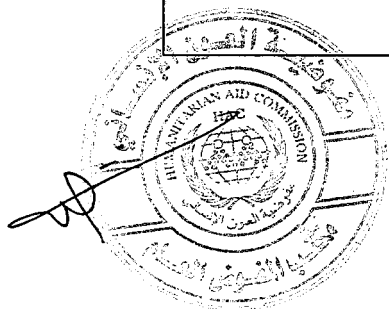
Procedures	Required steps
(1) the work of the UN agencies and international organizations	According to Directive No (2), the international agencies and organizations operating in the field of relief and humanitarian aid shall, in coordination with AJOC, provide HAC with a work plan for implementation of taking into account the development of situation in the area.
(2) Receipt and distribution	In coordination with HAC and AJOC,



of humanitarian assistance:	and in consonance with the general guidelines and procedures within these Directives for other regions of Sudan, the UN agency and international organizations identify the areas and mechanisms of distribution
(3) Travel procedures:	<p>Travel permits are required only for active conflict areas identified by the concerned authorities in coordination with the UN.</p> <p>Travel permits are not required for non-active conflict areas. Only in cases of active fighting and military operations will access be temporarily restricted, and access will be managed through travel permits. In all other areas, agencies will provide notification of travel to the HAC within two working days.</p> <p>Where possible, the UN will undertake its own security assessments to determine if an armed escort is necessary.</p>

3. Other States in Sudan:

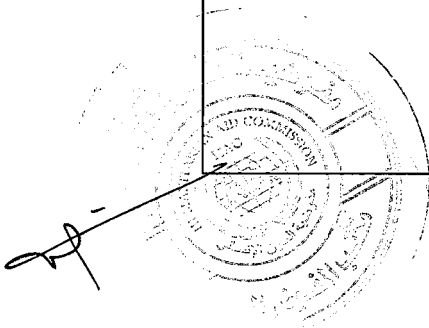
procedures	Required steps
(1) Immigration and customs procedures	UN agencies and international organizations (according to the directives and procedures of the Ministry of Foreign Affairs).
(2) Other administrative procedures	UN agencies and international organizations (according to the directives and procedures of the Ministry of Foreign Affairs).



B: Procedures for national and foreign organizations:

1. Darfur States:

procedures	Required steps
(1) immigration procedures for national and foreign organizations:	Entry visas are granted via Sudan's embassies and missions abroad to the entities related to humanitarian action based on HAC's approval within 7 working days.
(2) Stay permit for national and foreign organizations:	Stay permits are issued within 3 working days via HAC (Joint Procedures Complex)
(3) Exits and re-entry for national and foreign organizations:	Exit and re-entry visas are issued within two working days via HAC(Joint Procedures Complex)
(4) Work procedures for national and foreign organizations:	Work procedures are done within 7 working days via HAC (Joint Procedures Complex)
(5) Customs procedures:	Continuity of the customs procedure acceleration system for humanitarian need in Darfur.
(6) Travel procedures:	<p>Travel permits are required only for active conflict areas identified by the concerned authorities in coordination with the UN.</p> <p>Travel permits are not required for non-active conflict areas. Only in cases of active fighting and military operations will access be temporarily restricted, and access will be managed through travel permits. In all other areas, agencies will provide notification of travel to the HAC within two working days.</p> <p>Where possible, the UN will undertake its own security assessments to</p>



	determine if an armed escort is necessary.
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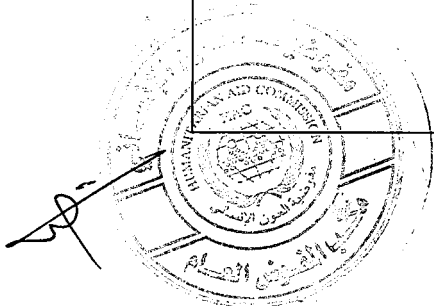
2. South Kordufan and Blue Nile States (Interim procedures):

procedures	Required steps
(1) Foreign organizations operation:	Humanitarian organizations (UN agencies, international organization, and national and foreign organizations) determine the most suitable field teams and staffing, based on technical and operational concerns (including mandate, internal managerial consideration, technical expertise, gender balance considerations, and prevailing security conditions) across all sectors including protection, and other factors that impact quality of the response, in coordination with the relevant humanitarian sectors.
(2) Travel Procedures:	<p>Travel permits are required only for active conflict areas identified by the concerned authorities in coordination with the UN.</p> <p>Travel permits are not required for non-active conflict areas. Only in cases of active fighting and military operations will access be temporarily restricted, and access will be managed through travel permits. In all other areas, agencies will provide notification of travel to the HAC within two working days.</p>

	Where possible, the UN will undertake its own security assessments to determine if an armed escort is necessary.
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3. Abyei Area:

procedures	Required steps
(1) Operation of foreign organization:	The foreign organizations currently operating in Abyei Area shall operate in coordination with AJOC and according to the general guidelines and procedures as stated in these Directives for all areas of Sudan to implement projects, taking into consideration the development of the situation in the area.
(2) Receipt and distribution of humanitarian assistance:	In coordination with HAC and AJOC, and consistent with the general guidelines and principles within these Directives, the national and foreign organizations shall identify areas and mechanisms of distribution.
(3) Travel procedures:	<p>Travel permits are required only for active conflict areas identified by the concerned authorities in coordination with the UN.</p> <p>Travel permits are not required for non-active conflict areas. Only in cases of active fighting and military operations will access be temporarily restricted, and access will be managed through travel permits. In all other areas, agencies will provide notification of travel to the HAC within two working days.</p>



	Where possible, the UN will undertake its own security assessments to determine if an armed escort is necessary.
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4. Other States of Sudan:

procedures	Required steps
(1) Immigration, labor and customs procedures:	National and foreign organizations (according to voluntary and humanitarian action laws, regulations, directives, the General Procedures Manual and HAC);
(2) Other administrative procedures:	National and foreign organizations (according to voluntary and humanitarian action laws, regulations, directives, the General Procedures Manual and HAC);
(3) Travel procedures:	<p>Travel permits are required only for active conflict areas identified by the concerned authorities in coordination with the UN.</p> <p>Travel permits are not required for non-active conflict areas. Only in cases of active fighting and military operations will access be temporarily restricted, and access will be managed through travel permits. In all other areas, agencies will provide notification of travel to the HAC within two working days.</p> <p>Where possible, the UN will undertake its own security assessments to determine if an armed escort is necessary.</p>

