UNHCR
The UN Refugee Agency

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Field Office Memorandum No. 056/2013

To/à:	All Staff Members at Headquarters and in the Field
From/de:	Janet Lim, Assistant High Commissioner for Operations
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Title/titre:	**Guidance Note on the Preparedness Package for Refugee Emergencies**

1.   In response to the high demand from field operations for support with preparedness and contingency planning for refugee emergencies, the Emergency Capacity Management Service of DESS developed the Preparedness Package for Refugee Emergencies (PPRE). The development of the Package took place in cooperation with the Regional Bureaux, support Divisions as well as a 'field reference' group, comprised of colleagues working in various regions.

2.   Systematic emergency preparedness and early planning are known to have a positive impact on the quality and timeliness of the refugee emergency response. Effective and timely contingency planning, involving partners from the outset, strengthens UNHCR's leadership and response to emergencies.

3.   The purpose of the Preparedness Package for Refugee Emergencies (PPRE) is to provide guidance to UNHCR operations and partners on standard preparedness actions, risk analysis for refugee emergencies, and contingency planning practice. The objective is that these actions are taken *before* the refugee emergency occurs. Field operations and the Regional Bureaux should use this guidance as part of their regular operational activities. The checklists and format can be adapted to situation specific needs.

The Guidance Note sets benchmarks for the following areas:

   a.   Minimum Preparedness

   b.   Refugee Emergency Risk Assessment

   c.   Advanced Preparedness

   d.   Contingency Planning Process and Format (Country and Regional Level).

4.   The PPRE forms part of the "Guidance Notes on "Strengthening UNHCR's Emergency Policy and Procedures", as Guidance Note 7[1]. It supersedes all previous guidance on contingency planning for refugee emergencies and is aligned with the new IASC Emergency Response Preparedness (ERP) approach.

5.   All PPRE documents and tools, in their latest version, are accessible on the online Refugee Emergency Preparedness Hub: https://portal.unhcr.org/emergency [2].

Annexes:

7. The Guidance Note on the Preparedness Package for Refugee Emergencies (PPRE)

      7a. Checklists for Minimum Preparedness Actions (MPAs) – country level

      7b. Checklist for MPAs – regional/HQ level

      7c. Checklist for Advanced Preparedness Actions (APAs)

      7d. Contingency Plan Template (Country Level)

      7e. Contingency Plan Template (Regional Level)

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[1] Guidance Notes on Strengthening UNHCR's Emergency Policy and Procedures can be found at https://intranet.unhcr.org/intranet/unhcr/en/home/support_services/emergency/emergency_policy/Current.html

[2] How to access the online Hub:
-    For all UNHCR users already migrated to Microsoft Outlook Email, simply log in with your Email address (emailid@unhcr.org) and password.
-    For UNHCR Users who have not yet been migrated to Microsoft Outlook, simply follow the instructions on the following site to get a password: https://acctmgmt.unhcr.org/ . You should use the username / password received in the email from 'Active Directory Operations' to logon to the online Hub. If you continue to have access issues after completing these steps, please contact the GSD at globalsd@unhcr.org or x8888.

The site is best viewed in the latest versions of the following browsers: Internet Explorer (8 or higher required), Firefox (v23.0 or later) or Chrome. When using Internet Explorer 8, the Native XMLHTTP support must be enabled manually (in IE8 navigate to: Tools / Internet Options / Advanced, and select the checkbox "Enable native XMLHTTP support").