

Advanced Preparedness Actions (APAs) for Refugee Emergencies

Country:

Updated on:

PPRE Annex 7c. These actions are taken by UNHCR and partners when a refugee mass movement risk is medium or high, requiring specific measures to prepare for an eventual emergency response.

Recommended oversight and status tracking: UNHCR Representative's Office

No.	Advanced Preparedness Actions (APAs)	Status (select from list)	Date of last update	Focal Point	Budget Requirement, if any (US\$)*	Comments
Management, Coordination and External Relations						
M1	Review the status of the Minimum Preparedness Actions (MPAs) and any existing contingency plans (CPs, including IDP CPs, if any in place).					
M2	<p>Contact the appropriate senior government refugee focal point (at ministerial level, if possible and appropriate), and/or the national emergency management authority to consult on:</p> <ul style="list-style-type: none"> • Access to territory and access to asylum / asylum procedures for newly arriving asylum seekers and refugees; • Status and corresponding rights to be granted to new arrivals in-country; establish a coherent approach in this regard, and consult UNHCR HQ as required; • Security arrangements in view of the government's responsibility to ensure the civilian character of asylum, and related procedures for the separation of combatants/former combatants, as required; • As appropriate, access to territory for: <ul style="list-style-type: none"> - refugees repatriating; - other refugees in continued need of asylum; - migrants repatriating; - third-country nationals (in the framework of UNHCR's "Ten-Point Plan on Refugee Protection and Mixed Migration" and partnership with IOM). 					

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M3	<p>Initiate and manage the development or updating of the refugee Contingency Plan (CP), including a practical and action-oriented response strategy (also see CP process guidance and templates in the PPRE), together with partner agencies. The CP must include budgets for the first three months of the response, including budgets of partners, as appropriate. An initial CP draft must be completed within 2-4 weeks.</p> <p>Note: As appropriate in the context, include the senior government refugee focal point in the development of the CP, including the protection response strategy. Clarify the national emergency response capacities and identify what support the government needs and expects from UNHCR and other humanitarian actors.</p>					
M4	<p>If the country CP forms part of regional preparedness for a refugee emergency, establish immediate contact with the regional contingency planning focal point and coordinate the scenarios at the country and regional levels.</p>					
M5	<p>Convene partners for the refugee contingency planning task force (as appropriate, with government, UN and NGO participation, chaired by UNHCR). Decide on the sector coordination structure to be activated in case of an emergency response. Designate (co-)coordinators for each sector group.</p>					
M6	<p>Review or establish staff safety procedures and mitigating measures, and explain them to all concerned staff members.</p>					
M7	<p>Together with key partners, convene an initial donor briefing with embassy representatives on the status of contingency planning and emergency readiness for refugee arrivals. Keep DER-DRRM at UNHCR HQ updated on discussions with donors.</p>					
M8	<p>Make humanitarian partners (and potential partners in the emergency response) aware of refugee protection principles, assistance standards (including SPHERE standards), the Secretary General's Bulletin on the Prevention of Sexual Exploitation and Abuse (PSEA), and the Code of Conduct.</p>					
M9	<p>Identify an information management (IM) focal point, and consider establishing an information management coordination group. Prepare for the implementation of the refugee emergency information management strategy. Share all information concerning refugee/asylum seeker arrivals, population data, operational data, coordination information (timing and venue of meetings), as appropriate, with UN and NGO partners.</p>					

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M10	Consult with UNHCR HQ (DPSM-FICCS) on the establishment of an online refugee information management portal , as appropriate for the scale of the potential influx.					
M11	Agree with UNHCR HQ on the public information and media strategy and share relevant elements with the UNHCR-led contingency planning task force.					
M12	Include a mass communication strategy in the CP for systematic communication with refugees about the assistance they will receive (for all sectors), assistance processes, and any other priority messages. Allow for a feedback mechanism (two-way communication) for arriving refugees. Identify a mass communication focal point.					
Protection						
P1	Consult with the government on refugee protection and emergency registration procedures to be put in place. This normally must also be part of the Management and Coordination function (see above).					
P2	Identify and put in place all resources (personnel, materials, structures) needed to implement Emergency Registration of refugee/asylum seeker arrivals during the first three months. Identify registration points and locations. As appropriate, order registration materials from UNHCR HQ. Equip registration locations (offices, ICT equipment etc).					
P3	Put in place a border monitoring system and start border monitoring. Strengthen contact with the national border management authority and related security officials. Identify the most likely entry points of refugees.					
P4	Build local capacity, conduct training and advocate as required with local authorities towards the application of the status granted to newly arriving asylum seekers in accordance with international standards.					
P5	Agree with authorities and partners on appropriate prevention and response mechanisms for sexual and gender based violence . Establish SOPs which include a referral pathway for survivors.					

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P6	<p>Provide protection support and inputs to contingency response planning in all sectors (shelter, WASH etc.) to ensure that protection considerations are taken into account. Mainstream protection into sector response strategies and operational plans.</p> <p>Ensure that age, gender and diversity and community-based approaches form the basis for planning and that protection of persons with specific needs is fully factored to strategies and plans (including, for example, child protection).</p>					
P7	<p>Establish a protection monitoring system for refugees that can be activated immediately when an influx takes place (camp or non-camp). Establish a system to systematically monitor findings, analyse and report them, and feed them into the programming of protection and assistance interventions.</p>					
P8	<p>Establish an information management system for protection-related data (profiling/vulnerability data, needs assessment data, protection actors etc.)</p>					
Basic Needs and Services (food security, WASH, shelter, camp management, education, nutrition, health, NFIs, livelihoods)						
B1	<p>Assemble an inter-agency rapid assessment team, and agree with partners on the multi-sector rapid needs assessment methodology. Possibly undertake a socio-economic study of the host community / refugees.</p>					
B2	<p>Together with senior management, based on consultations with government authorities, decide on the refugee shelter and settlement strategy (non-camp, camp, rural, urban, dispersed etc..?). Take into account the cultural and socio-economic profile of the refugees. Develop the contingency plan accordingly.</p>					
B3	<p>Finalise or update response strategies for all sectors to current conditions and take into account protection considerations (such as age, gender and diversity mainstreaming, community based approaches and persons with specific needs). Take into account the cultural and socio-economic profile of the refugees.</p>					

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B4	<p>If the contingency plan includes the use of cash or vouchers as a (multi-sectoral) assistance tool, then:</p> <ul style="list-style-type: none"> - Conduct a rapid market survey (to identify costs and availability of resources in the local market, including the housing market) - Decide which assistance sectors would use a cash approach (food, non-food items, shelter/housing etc.) - Identify and contract partner(s) for implementation (especially for money transfer (bank or money transfer agency etc.)) - Coordinate the cash approach across sectors and agencies. - Agree on SOPs for the implementation of emergency cash assistance, including beneficiary selection criteria, amounts, and systems. Ensure that an age, gender and diversity approach is applied that takes account of persons with specific needs. 					
B5	<p>If camps are considered as a shelter option, then:</p> <ul style="list-style-type: none"> - Identify potential camp locations together with government authorities, conduct site assessments, and agree on site(s); - Assess the maximum hosting capacity of each site and develop a master site plan for each site; - Agree on actors to implement camp assistance sectors, starting with the construction of the camp infrastructure (shelters, WASH facilities, health clinics etc...) and including camp management; - Identify and contract supplier(s) for rental of heavy earth moving equipment for ground and access preparations at the site, as required. 					
B6	<p>Update contact lists for all sectors. Put in place sector level information management systems and processes.</p>					
B7	<p>Assess the capacity of local resources and local/national authorities for all basic services in prioritised sectors. Agree with national authorities on which services they will provide for refugees. Identify what support, if any, national authorities need to enhance their capacity to an adequate level for an emergency response.</p>					

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B8	Review the list of partners with emergency response capacity in-country . If additional partners are likely to be needed, verify procedures for registration of international NGOs and other humanitarian agencies. Where necessary, advocate/negotiate for favourable registration processes taking account of access (including appropriate authorizations) to the persons of concern for NGOs and other partners.					
B9	Identify and implement priority projects/activities for the benefit of the refugee hosting community , to strengthen their coping mechanisms and enhance absorption capacity outside of camps where this is a viable strategy. Consult with local government authorities via appropriate channels on their priority needs.					
B10	In case the distribution of in-kind food items is being planned for, WFP decides (5,000+ refugees) on the standard food basket, identifies suppliers and supply routes. WFP establishes the food pipeline. UNHCR to liaise with WFP on the SOPs for distribution, paying attention to age, gender and diversity and the need to reduce/eliminate the risk of exposure to SGBV incidents.					
B11	In case the distribution of in-kind non-food items (NFIs) is being planned for, agree with all partners on the standard kit(s) (family kits – large, small families; single kits). Share the standard kit content with the logistics focal point(s). Put in place SOPs for distribution and identify distribution implementing agencies, paying attention to age, gender and diversity and the need to reduce/eliminate the risk of exposure to SGBV incidents.					
Supply						
S1	Conduct a stock-gap analysis (inter-agency) of the NFIs/food in stock in country based on the agreed standard NFI kit composition and on the contingency planning scenario (seek support from UNHCR HQ DESS-SMLS, if needed).					
S2	Establish a sourcing strategy and comprehensive procurement plan for goods, services and existing stocks, covering three months of assistance operations seek support from UNHCR HQ DESS-PCMS, if needed). Per item, decide on the sourcing: - Local procurement (which supplier?); or - Procurement from strategic stockpiles; or - Other international procurement.					

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S3	Take stock of existing local supply frame agreements (UNHCR, UN, NGO partners) and establish new ones, as feasible and necessary.					
S4	Establish an inter-agency logistics coordination group for the possible refugee emergency.					
S5	Verify that essential relief item stocks for the first response within 72 hours are in-country, based on the contingency plan.					
S6	Together WFP and other relevant partners, review existing transport and warehousing capacities and identify gaps. Undertake training and improvements to the capacity as needed, including identification of the additional capacities as per contingency plan. Take into account insurance-related issues (seek support from UNHCR HQ DESS-SMLS, if needed).					
S7	Ensure that the distribution mechanisms and capacity match the pipeline and that both are adequate to meet the planned-for needs.					
S8	Work with government authorities to establish a special import regime (e.g. waivers) for relief goods during the emergency if existing import and customs procedures are not sufficient for an emergency response. Assess storage capacity at entry points.					
S9	Map out accessibility and constraints to importing, moving, and distributing supplies. (i.e. weather, security, infrastructure, road conditions).					

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Administration						
A1	<p>Review the need and locations for emergency office(s) and/or emergency staff accommodation, possibly on an inter-agency basis. Agree on which agencies are interested in participating and identify the number of workspaces (plus meeting rooms) and accommodations needed.</p> <p>Note: Options could include local rental, or to order an emergency office deployment (possibly through emergency standby partners – contact UNHCR HQ emergency service). Consider internet connectivity, access, and security arrangements (guards etc.)</p>					
A2	<p>If necessary, establish an inter-agency ICT coordination group. Review quantities and status of (inter-agency) ICT equipment in-country, identify procurement needs. Review import regulations for ICT equipment.</p>					
A3	<p>Assess if an inter-agency radio room is needed. If yes, identify a location, procure and install all necessary equipment.</p>					