

Responsibilities of member¹ and participating² Governments

1. **To maintain a single national focal point** for OCHA to interact with on all matters dealing with the UNDAC system (called the “UNDAC National Focal Point”; see also “responsibilities of UNDAC national focal point”);
2. **To make available their UNDAC member(s) at 6-24 hours’ notice for at least one mission per year of 3-4 weeks’ duration.** (Naturally this depends on factors such as personal and work oriented availability; however availability for missions is OCHA’s single most important concern for UNDAC members);
3. **To ensure UNDAC members have internationally valid life, illness, accident and third party liability insurance.** OCHA informs member and participating Governments that it contracts a medical evacuation and assistance service for all national UNDAC members on mission. In addition, OCHA contracts a basic personal accident and illness insurance for all national UNDAC members whilst on mission³;
4. **To ensure the UNDAC member is paid normal salary and benefits** when on UNDAC mission or training;
5. **To identify and nominate suitable candidates for the UNDAC Induction Course (two weeks) and to make available UNDAC member(s) for Refresher training** (usually six days including travel) at least once every two years. Member governments cover travel and accommodation costs for training of their national UNDAC members; participating governments may apply for sponsorship through OCHA/FCSS.
6. **Once UNDAC members are trained, they are issued with a United Nations contract (no fee) and UN certificate in readiness for deployment on UNDAC missions. The deployment procedure the government is expected to follow is as under:**
 - 6.1. Upon request to deploy an UNDAC team, OCHA opens a topic on the Virtual OSOCC (<http://vosocc.unocha.org>) and alerts UNDAC members directly by SMS and e-mail. Alert messages are also sent to the nominated UNDAC National Focal Point for information.
 - 6.2. The UNDAC member informs OCHA directly through the Virtual OSOCC of his/her availability for the mission, having first obtained any authorizations necessary as agreed directly with his/her Supervisor and UNDAC National Focal Point.
 - 6.3. Should the Government not wish to participate in a specific UNDAC mission for national reasons, the UNDAC National Focal shall immediately inform OCHA/FCSS and its national UNDAC members.
 - 6.4. OCHA selects an UNDAC team based on the needs of the emergency and the skills of available members and transmits a stand-by message to selected UNDAC members through the Virtual OSOCC (SMS, e-mail).
 - 6.5. Once a final decision is made to dispatch the UNDAC team, OCHA makes travel arrangements and transmits a dispatch message to the selected UNDAC team members.
 - 6.6. At any time during the mobilizing process, OCHA may decide that a team will not be dispatched. In this case OCHA transmits a Stand-down message to selected UNDAC team members.

¹ Member governments are self-financing members of the UNDAC system who support the deployment costs of their national UNDAC members through opening an UNDAC Mission Account with OCHA. Member governments participate in the annual UNDAC Advisory Board meetings, which govern the development of the UNDAC system worldwide.

² Participating governments are sponsored members of the UNDAC system, whose participation is financially supported by OCHA/FCSS and/or by UNDAC member governments.

³ OCHA covers this personal accident and illness insurance in order to ensure a minimum basic standard applicable to all UNDAC members as it is understood that this type of insurance coverage may be very unequal from one country to another.

Responsibilities of Member (i.e. self-financing) Governments only

7. **To make available funds to cover the costs of mission deployment of its UNDAC members** by depositing US\$50,000 in a Mission Account with OCHA Geneva. On the basis of the funds provided, OCHA meets travel and related expenses, including the personal mission kit, for UNDAC members deploying on mission.
8. **To participate in the annual UNDAC Advisory Board meeting** (held in Geneva in February each year) to provide feedback and guidance to the UNDAC system.
9. To consider sponsoring participation of UNDAC members from Participating Governments who cannot afford to fund their own members.

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For further information, please contact:

Peter Muller, UNDAC thematic focal point, muller2@un.org , Tel: +41 (0) 22-917 2783

www.unocha.org

Responsibilities of National Focal Points of Member and Participating Governments

1. Take responsibility on behalf of the Government for the readiness and deployment procedure of national UNDAC members, including:
 - 1.1. Open an account on the Virtual OSOCC in order to be able to receive UNDAC alerts and follow deployments on-line in real-time during disasters <http://vosocc.unocha.org/>
 - 1.2. Inform OCHA/FCSS and UNDAC members immediately should the country not wish to participate in an UNDAC mission for national reasons
 - 1.3. Debrief their UNDAC members on return from mission
 - 1.4. Ensure that UNDAC members receive alert messages and respond immediately, for example, through a 24/7 national operations centre (OCHA/FCSS can arrange for alerts to also be sent to a national operations centre provided an e-mail address and/or mobile phone number can be provided)
 - 1.5. Ensure UNDAC member(s) regularly make themselves available for mission
 - 1.6. Ensure all UNDAC members have internationally valid life, illness, accident and third party liability insurance¹
 - 1.7. Ensure that UNDAC members employers/supervisors support and agree to their rapid release and deployment on UNDAC missions with no loss of salary or benefits
2. Maintain close contact with their OCHA/FCSS Regional UNDAC Focal Point on all UNDAC matters including updated contact details
3. Promote UNDAC membership at the national level
4. Identify and nominate suitable candidates for UNDAC Induction Courses according to UNDAC selection Criteria
5. Act as point of contact for UNDAC members in-country for all UNDAC-related matters
6. Ensure UNDAC members can further develop their relevant UNDAC skills and experience by supporting their participation in training courses and/or exercises organized by OCHA and its partners
7. Ensure UNDAC members participate in an UNDAC Refresher Course at least once every two years.

Responsibilities of UNDAC National Focal Points of Member Governments only

8. Receive annual UNDAC mission account statements and take responsibility for arranging replenishment of the account to US\$50,000 as necessary to ensure continued deployment of their UNDAC members
9. Organize and ensure payment for UNDAC members' participation in UNDAC training/exercises (travel and, where necessary, living expenses where there is no course sponsor. NB: the UNDAC national mission account is only used for UNDAC mission costs, but can be used for training purposes if the focal point so indicates)
10. Participate in the annual UNDAC Advisory Board meeting (held in Geneva in February each year) to provide feedback and guidance to the UNDAC system.

¹ OCHA informs member and participating Governments that it contracts a medical evacuation and assistance service for all UNDAC members on mission. In addition, OCHA contracts a basic personal accident and illness insurance for all national UNDAC members whilst on mission. OCHA covers this personal accident and illness insurance in order to ensure a minimum basic standard applicable to all UNDAC members as it is understood that this type of insurance coverage may be very unequal from one country to another.

What UNDAC National Focal Points are NOT expected to do!

11. Organize UNDAC members' travel and daily subsistence allowance on UNDAC missions (this is arranged by OCHA/FCSS and paid through the national UNDAC mission account)
12. Provide personal deployment kits (unless desired). Personal deployment kits are provided by OCHA/FCSS to all UNDAC members and paid through the national UNDAC mission account.
13. Respond to UNDAC alert messages – but they do need to ensure their members reply directly to OCHA/FCSS
14. Arrange emergency medical evacuation assistance for UNDAC members during UNDAC missions – this is organised and covered by OCHA/FCSS

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Peter Muller, UNDAC Thematic Focal Point, muller2@un.org, Tel: +41 (0) 22-91 72783

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