Annex 1: List of Acronyms

ASEAN  Association of Southeast Asian Nations
ASEAN AHA  Coordinating Centre for Humanitarian Assistance on Disaster Management
AusAID  Australian Aid
CAP  Consolidated Appeals Process
CERF  Central Emergency Response Fund
DDMC  District Disaster Management Committee
DG EU/ECHO  Directorate-General for Humanitarian Aid and Civil Protection
DMH  Department of Meteorology and Hydrology
ECG  Emergency Cash Grant
EHI  Essential Household Items
ETF  Emergency Task Force
GDACS  Global Disaster Alert and Coordination System
GIS  Geographic Information Mapping
HC  Humanitarian Coordinator
IACP  Inter-Agency Contingency Plan
IACP-TWG  Inter-Agency Contingency Plan Technical Working Group
IASC  Inter-Agency Standing Committee
IFRC  International Federation of the Red Cross
IM  Information Management
IMO  Information Management Officer
INGO  International Non Government Organization
Lao PDR  Lao People's Democratic Republic
LRC  Lao Red Cross
MIRA  Multi Cluster/Initial Rapid Assessment
MoFA  Ministry of Foreign Affairs
MoH  Ministry of Health
MoNRE  Ministry of Natural Resources and Environment
MoU  Memorandum of Understanding
NDMC  National Disaster Management Committee
NDMO  National Disaster Management Office
NGO  Non Government Organization
OCHA ROAP  Office for Coordination of Humanitarian Affairs Regional Office for Asia and the Pacific
OFDA  Office of United States Foreign Disaster Assistance
PDMC  Provincial Disaster Management Committee
PDNA  Post Disaster Needs Assessment
PI  Public Information
PSD  Preliminary Scenario Definition
SA  Security Advisor
SOP  Standard Operating Procedure
TOR  Terms of Reference
UN  United Nations
UNDAC  United Nations Disaster Assessment and Coordination
UNCG  United Nations Communications Group
UNDSS  United Nations Department for Safety and Security
UNICEF  United Nations International Children's Fund
UNOSAT  United Nations Operational Satellite Programme
UNRC  United Nations Resident Coordinator
UNRCO  United Nations Resident Coordinator Office
USAID  United States Aid
UNSMS  United Nations Security Management System
UXO    Unexploded Ordnance
VAM    Vulnerability Assessment and Mapping Unit
VDPU   Village Disaster Protection Unit
WFP    United Nations World Food Programme
WHO    World Health Organization
Annex 2: Contact Lists

1. Emergency Task Force Coordinators

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Organization</th>
<th>Mobile (+856)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vilayphong Sisomvang</td>
<td>General Director of Social Welfare Department, Director of NDMO, NDMO</td>
<td>020 22225185</td>
<td><a href="mailto:sisomvang1@yahoo.com">sisomvang1@yahoo.com</a></td>
</tr>
<tr>
<td>Maya Lindberg Brink</td>
<td>Head of Office, UNRCO</td>
<td>020 55514578</td>
<td><a href="mailto:maya.lindberg.brink@one.un.org">maya.lindberg.brink@one.un.org</a></td>
</tr>
<tr>
<td>Emma Aguinot</td>
<td>Program Implementation Director, Save the Children</td>
<td>020 23039901</td>
<td><a href="mailto:emma.aguinot@savethechildren.org">emma.aguinot@savethechildren.org</a></td>
</tr>
<tr>
<td>Ghulam Sherani</td>
<td>Head of the Emergency Preparedness and Response Unit, WFP</td>
<td>020 54617175</td>
<td><a href="mailto:ghulam.sherani@wfp.org">ghulam.sherani@wfp.org</a></td>
</tr>
</tbody>
</table>

2. Cluster Leads

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Name</th>
<th>Position/Organization</th>
<th>Mobile (+856)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>Dr Asmus Hammerich</td>
<td>Deputy Representative</td>
<td>020 5509882</td>
<td><a href="mailto:hammericha@wpro.who.int">hammericha@wpro.who.int</a></td>
</tr>
<tr>
<td></td>
<td>Dr Supachai Douangchai</td>
<td>Technical Officer, Health Systems, WHO</td>
<td>020 55777690</td>
<td><a href="mailto:douangchaks@wpro.who.int">douangchaks@wpro.who.int</a></td>
</tr>
<tr>
<td>WASH</td>
<td>Mahboob Ahmed Bajwa</td>
<td>Chief of WASH, UNICEF</td>
<td>020 54105566</td>
<td><a href="mailto:mabajwa@unicef.org">mabajwa@unicef.org</a></td>
</tr>
<tr>
<td>Food Security</td>
<td>Ghulam Sherani</td>
<td>Head of the Emergency Preparedness and Response Unit, WFP</td>
<td>02054617175</td>
<td><a href="mailto:Ghulam.sherani@wfp.org">Ghulam.sherani@wfp.org</a></td>
</tr>
<tr>
<td>Nutrition</td>
<td>Dr. Viorica Berdaga</td>
<td>Chief, Health &amp; Nutrition, UNICEF</td>
<td>021-314 852</td>
<td><a href="mailto:vberdaga@unicef.org">vberdaga@unicef.org</a></td>
</tr>
<tr>
<td>Education</td>
<td>Emma Aguinot</td>
<td>Program Implementation Director, Save the Children</td>
<td>020 23039901</td>
<td><a href="mailto:emma.aguinot@savethechildren.org">emma.aguinot@savethechildren.org</a></td>
</tr>
</tbody>
</table>
### Shelter

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Organization</th>
<th>Mobile (+856)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eeva Nyyssonen</td>
<td>Communications Officer, <em>UN-HABITAT</em></td>
<td>020-77176276</td>
<td><a href="mailto:eeva.nyyssonen@undp.org">eeva.nyyssonen@undp.org</a></td>
</tr>
<tr>
<td>Buahom Sengkhamyong</td>
<td>Chief technical advisor, <em>UN-HABITAT</em></td>
<td>020 22226005</td>
<td><a href="mailto:buahom.sengkhamyong@undp.org">buahom.sengkhamyong@undp.org</a></td>
</tr>
<tr>
<td>Gregg McDonald</td>
<td>Asia Pacific Shelter Delegate, <em>IFRC</em></td>
<td>+60-1-2305 8023</td>
<td><a href="mailto:gregg.mcdonald@ifrc.org">gregg.mcdonald@ifrc.org</a></td>
</tr>
</tbody>
</table>

### Protection

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Organization</th>
<th>Mobile (+856)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirsten Di Martino</td>
<td>Chief of Child Protection, <em>UNICEF</em></td>
<td>020 78830582</td>
<td><a href="mailto:kdimartino@unicef.org">kdimartino@unicef.org</a></td>
</tr>
<tr>
<td>Sarah Morgan</td>
<td>Head of Child Protection and Child Rights Governance, <em>Save the Children</em></td>
<td>020 55466180</td>
<td><a href="mailto:sarah.morgan@savethechildren.org">sarah.morgan@savethechildren.org</a></td>
</tr>
</tbody>
</table>

### Early Recovery

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Organization</th>
<th>Mobile (+856)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruno Cammaert</td>
<td>Head of the Environment Unit, <em>UNDP</em></td>
<td>020 55515876</td>
<td><a href="mailto:bruno.cammaert@undp.org">bruno.cammaert@undp.org</a></td>
</tr>
</tbody>
</table>

### Logistics

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Organization</th>
<th>Mobile (+856)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emmanuel Tusiime</td>
<td>Head of the Logistics Unit, <em>WFP</em></td>
<td>020 55583657</td>
<td><a href="mailto:emmanuel.tusiime@wfp.org">emmanuel.tusiime@wfp.org</a></td>
</tr>
</tbody>
</table>

### 4. United Nations Communications Group

<table>
<thead>
<tr>
<th>UNCG role</th>
<th>Name</th>
<th>Position/Organization</th>
<th>Mobile (+856)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Eeva Nyyssonen</td>
<td>Communications Officer, <em>UN-HABITAT</em></td>
<td>020-77176276</td>
<td><a href="mailto:eeva.nyyssonen@undp.org">eeva.nyyssonen@undp.org</a></td>
</tr>
<tr>
<td>UNDP Public Information Officer</td>
<td>Toby Fricker</td>
<td>Public Information Officer, <em>UNDP</em></td>
<td>mobile?</td>
<td><a href="mailto:Toby.fricker@undp.org">Toby.fricker@undp.org</a></td>
</tr>
</tbody>
</table>
5. United Nations Department of Safety and Security

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Mobile (+856)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dzenan Vitezkic</td>
<td>Security Advisor, UNDSS</td>
<td>020 55526701</td>
<td><a href="mailto:Dzenan.Vitezkic@undp.org">Dzenan.Vitezkic@undp.org</a></td>
</tr>
</tbody>
</table>

6. Inter-Agency Standing Committee

<table>
<thead>
<tr>
<th>IASC Role</th>
<th>Name</th>
<th>Position/Organization</th>
<th>Mobile (+856)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-chair</td>
<td>Dr. Prasith Dethphommateth</td>
<td>General Director of Social Welfare Department, Director of NDMO, NDMO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-chair</td>
<td>Minh Panh</td>
<td>UN Resident Coordinator, UN</td>
<td>020 55514650</td>
<td><a href="mailto:minh.h.pham@undp.org">minh.h.pham@undp.org</a></td>
</tr>
<tr>
<td>Deputy Co-chair</td>
<td>Paul Howe</td>
<td>Deputy Director, WFP</td>
<td>020 55520705</td>
<td><a href="mailto:Paul.howe@wfp.org">Paul.howe@wfp.org</a></td>
</tr>
</tbody>
</table>

7. Inter-Agency Contingency Plan Technical Working Group

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Organization</th>
<th>Mobile (+856)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maya Lindberg Brink</td>
<td>Head of Office, UNRCO</td>
<td>020 55514578</td>
<td><a href="mailto:maya.lindberg.brink@one.un.org">maya.lindberg.brink@one.un.org</a></td>
</tr>
<tr>
<td>Megan Gayford</td>
<td>IACP consultant, UNRCO</td>
<td>020 54579141</td>
<td><a href="mailto:megan.gayford@wfp.org">megan.gayford@wfp.org</a></td>
</tr>
<tr>
<td>Vilayphong Sisomvang Bouas Thammasack</td>
<td>Deputy Director, NDMO</td>
<td>020 22225185</td>
<td><a href="mailto:sisomvang1@yahoo.com">sisomvang1@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td>Officer in Charge, Information Unit, NDMO</td>
<td>020 28101711</td>
<td><a href="mailto:thoufriendly228@hotmail.com">thoufriendly228@hotmail.com</a></td>
</tr>
<tr>
<td>Ghulam Sherani</td>
<td>Head of the Emergency Preparedness and Response Unit, WFP</td>
<td>020 54617175</td>
<td><a href="mailto:ghulam.sherani@wfp.org">ghulam.sherani@wfp.org</a></td>
</tr>
<tr>
<td>Dr Supachai Douangchak</td>
<td>Technical Officer, Health Systems, WHO</td>
<td>020 55777690</td>
<td><a href="mailto:douangchaks@wpro.who.int">douangchaks@wpro.who.int</a></td>
</tr>
<tr>
<td>Santiphap Kithavone</td>
<td>WASH National Officer, UNICEF</td>
<td>020 22221717</td>
<td><a href="mailto:skithavone@unicef.org">skithavone@unicef.org</a></td>
</tr>
</tbody>
</table>
8. OCHA ROAP

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Organization</th>
<th>Mobile (+66)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oliver Lacey-Hall</td>
<td>Head of Office, OCHA ROAP</td>
<td>0818069846</td>
<td><a href="mailto:lacey-hall@un.org">lacey-hall@un.org</a></td>
</tr>
<tr>
<td>Yindee Lertcharoenchok</td>
<td>Humanitarian Affairs Analyst</td>
<td>0898906216</td>
<td><a href="mailto:lertcharoenchok@un.org">lertcharoenchok@un.org</a></td>
</tr>
<tr>
<td>John Marinos</td>
<td>Information Management Officer</td>
<td>0819129853</td>
<td><a href="mailto:marinosj@un.org">marinosj@un.org</a></td>
</tr>
</tbody>
</table>

The contact list for the IM Network is to be completed.
**Annex 3: NDMC Decree (unofficial English translation)**

Lao People's Democratic Republic  
Peace Independence Democracy Unity Prosperity

Government  
Vientiane Capital, 21.10.2011  
Ref. No. 373/PM

**DECREE**  
Pertaining to Appointment of National Committee for Disaster Prevention and Control

- With reference to Law pertaining to Government of Lao PDR No.02/NA, dated 06 May 2003;
- According to Agreement and Direction of Prime Minister-Deputy Prime Minister Meeting dated 08 August 2011;
- Based on the study and proposal of National Committee for Disaster Prevention and Control No.2331/MoF, dated 16/9/2011;

To ensure protection and address negative impacts to socio-economic development, to livelihoods of the population timely and effectively.

**Prime Minister issues the Decree:**

Article 1: Appointment of National Committee for Disaster Prevention and Control comprising of:
1. General Douangchay PHICHIT, Deputy Prime Minister, Minister of Defense as Chairman;
2. Mrs. Onechanh THAMMAVONG, Minister of Labor and Social Welfare; as Vice-Chairman and Standing Member of Committee;
3. Mr. Vilayvan PHOMKHE, Minister of Agriculture and Forestry as Vice Chairman;
4. Mr. Sommat PHOLSENA, Minister of Public Works and Transport as Vice Chairman;
5. Associate Professor Bounkong SIHAVONG, Deputy Minister of Health as Member;
6. Minister of Public Security as Member;
7. Deputy Secretary of Central Committee of Lao Revolutionary Youth Organization as Member;
8. Deputy Director of Staff Department, Ministry of Defense as Member;
9. Chief of Office of Ministry of Planning and Investment as Member;
10. Chief of Office of Ministry of Foreign Affairs as Member;
11. Chief of Office of Ministry of Education and Sport as Member;
12. Chief of Office of Ministry of Finance as Member;
13. Chairman of Lao Red Cross as Member;
14. Chief of Office of Ministry of Natural Resources and Environment; as Member;
15. Chief of Public Relations Department of Ministry of Information Culture and Tourism as Member;

Article 2: Roles and Responsibilities of National Committee for Disaster Prevention and Control:
1. National Committee for Disaster Prevention and Control plays the role of chief of staff in the planning, prevention, addressing disaster and focal point for addressing disaster at national level;
2. Has duty to study strategy and policies for proposal to government to address disaster;
3. Study, collect information, data, statistics of victims of natural disasters or man-made disasters and propose the needs for addressing the disasters;
4. Mobilize technical, funding and material assistance from individuals, parties, domestic and international organizations for use in the prevention and control of disasters;
5. Disseminate information and educate the population on potential disasters and integrate contents of disaster prevention and control and environment protection in school curriculum;
6. Provide guidance to disaster-related rescue and relief interventions and formulation of projects for preparation, response to impacts and post-disaster rehabilitation; study and propose to use government funding in collaboration with funding from government organizations and international organizations and NGOs, private organizations operating in Lao PDR and report regularly to government;
7. Coordinate and encourage provincial governors to establish provincial and district level committee for prevention and control of disasters as well as undertake capacity building on management of the organization:

Article 3: National Committee for Disaster Prevention and Control has a Secretariat located in Ministry of labor and Social Welfare (Department of Social Welfare). Role and responsibilities of the Secretariat is to be defined by Chairman of National Committee for Disaster Prevention and Control who will develop its regulations;

Article 4: National Committee for Disaster Prevention and Control has its own stamp.

Article 5: Committee for Disaster Prevention and Control has its line agencies from central to local level: provincial, district to villages (some). Authority and duties of the committee at provincial, district and village level are to be determined by chairman of the committee; provincial governors and major of Capital City to appoint the committee under the endorsement of Chairman of the Committee.

Article 6: Office of Government, Party’s Central Committee Staff Organization, Party-government organizations and mass organizations, relevant parties, appointed persons to acknowledge and implement this Decree strictly;

Article 7: This decree replaces Decree No.261/PM, dated 24 August 2011 and enters into effect from the day of the signature.

Prime Minister

Thongsing
THAMMAVONG
Terms of Reference of the Inter Agency Standing Committee (IASC)  
Emergency and Disaster Preparedness and Response  
for Lao PDR

VISION: Reduce the impact of natural disasters and emergencies in Lao PDR

MISSION: Raise the impact of humanitarian actions in Laos PDR through the coordination of humanitarian actors and their assistance to public institutions and civil society for the benefit of vulnerable populations in times of emergency and disaster.

1.0 Introduction

The Government of Lao PDR, the United Nations Country Team (UNC), International NGO’s and other development partners in Lao PDR:

- Inspired by Resolution 46/182, of the Permanent Inter-Agency Committee (IASC), as well as in the mandate of the United Nations Disaster Management Team (UNDMT);
- Furthering the principles of the Vientiane Declaration on Aid Effectiveness;
- Adapting to the country-specific context of Lao PDR;
- Taking into consideration the presence of several agencies in Lao PDR with emergency and disaster preparedness and response functions;
- Conscious of the need to identify roles and responsibilities of different humanitarian actors in Lao PDR in order to maximize response to and preparedness for disasters;

Propose to create the Inter-Agency Standing Committee (IASC) as an Emergency and Disaster preparedness and response as well as Disaster Risk Reduction coordination body for Lao PDR.

The IASC shall be led by the Government of Lao PDR through the National Disaster Management Office (NDMO) housed in the Ministry of Labour and Social Welfare whose mandate it is to coordinate emergency activities between various government ministries and the humanitarian agencies. The IASC shall be co-chaired by Director of the NDMO and by the United Nations Resident Coordinator, and deputy-chaired by a selected in-country United Nations agency.

The IASC shall be a mechanism for the coordination of humanitarian actions aimed at preparing, responding and mitigating emergencies and disasters in Lao PDR.

2.0 Objective and principles

The primary objectives of the IASC in complex and major emergencies are as follows:
• to develop and agree on system-wide humanitarian policies;
• to allocate responsibilities among agencies in humanitarian programmes;
• to develop and agree on a common ethical framework for all humanitarian activities;
• to advocate common humanitarian principles to parties outside the IASC;
• to identify areas where gaps in mandates or lack of operational capacity exist;
• to resolve disputes or disagreement about and between humanitarian agencies on system-wide humanitarian issues.

In so doing, six key principles will be observed:

1. Guided by the Vientiane Declaration on Aid Effectiveness;
2. Respect for Mandates: that decisions of the IASC will not compromise members with respect to their own mandates;
3. Ownership: that all members have an equal ownership of the Committee and its subsidiary bodies;
4. Subsidiarity: that decisions will be taken at the lowest appropriate level;
5. Overall Objective: that the ultimate objective of any decision should be that of improved delivery of humanitarian assistance to the affected population;
6. Impartiality of the Secretariat: that the IASC will be serviced by the administrative Secretariat that does not represent the interests of any one member.

3.0 Structure of the IASC

3.1 Composition of the IASC

The membership of IASC comprises:
National Disaster Management Office (NDMO); Relevant line Ministries; State owned enterprises; United Nations agencies, Red Cross organisations (Lao Red Cross, IFRC, French Red Cross); International Non-Governmental Organisations (INGOs); and donors. Occasionally, other stakeholders (ie, Private sector) may be invited to participate in the IASC meeting.

3.2 Decision-making process

The IASC will endeavor to take all decisions by consensus. In instances where there is no consensus but where there is a convergence of views among a majority of IASC members, the following will apply:
- On matters pertaining to the implementation of agreed coordination arrangements, the IASC Co-Chairs will decide on the basis of the convergence of the majority;
- On other important matters, the IASC Co-Chairs will refer to the higher Government authority for guidance;
- All decision will be taken in full respect of the mandates of individual IASC members and the Vientiane Declaration.
3.0 Activities of IASC

Before an emergency/disaster
- Work Agenda
- Early-Warning
- Meetings and Workshops
- Publications
- Institutional Contacts
- Monitoring and reporting the implementation of Hyogo Framework of Action (HFA)
- Inter-agency Contingency Plans
- Preparedness and Response Plans
- Favor and Promote conjoint response in the field

During an emergency/disaster
- Rapid Assessment
- Conjoint missions
- Joint proposals for fund raising and implementation to be encouraged where feasible.
- Exchange of information on responses
- Exchange of plans and activities on the field
- Immediate Response System

After an emergency/disaster
- Analysis on the quality of the response
- Monitoring and Follow-up
- Evaluation on the impact of response
- Share experiences and lessons learned
- Update and feedback preparedness mechanisms and early warning systems.

4.0 Operation of the IASC

4.1 Meetings
- The members will meet on a regular basis.
- The Director General of NDMO will chair the meeting, with the UN Resident Coordinator (UNRC) co-chairing. If the UNRC is absent, the designated deputy UN agency will carry out this function.
- In an ad-hoc way, it would be possible to invite and according to the work agendas, a representative of other specialized agencies or organizations.
- Members commit to diffuse, through their internal respective channels, the results of the group meetings.

4.2 Secretariat
The UN Office of the Resident Coordinator (UNORC) in close liaison with NDMO will be in charge of the Secretariat having the responsibility for:
- maintaining administrative communication channels between members;
- collating possible future agenda items on an on-going basis;
- preparing an annual work plan for the IASC based on decisions taken at IASC meetings;
- monitoring preparations for each meeting of the IASC;
- facilitating regular and ad hoc meetings of the IASC;
- disseminating minutes and records of meetings and decisions taken; and
- monitoring the implementation of IASC and WG decisions.
Annex 5: Emergency Task Force TOR

Draft Terms of Reference
Emergency Task Force
Inter-Agency Contingency Plan, May 2012

1. Background
To improve timeliness and coordination of emergency response in Lao PDR, the Inter-Agency Contingency Planning (IACP) process has identified a need for an Emergency Task Force – a task force that works in collaboration with the National Disaster Management Office (NDMO) with the purpose of coordinating at the technical level between the key actors.

Currently there is no government led emergency operations centre that can undertake this role.

This TOR is a draft and will be revised accordingly, following trial of the IACP in the 2012 wet season.

2. Purpose
The purpose of the Emergency Task Force (ETF) is to ensure coordination at the technical level between the Resident Coordinator Office (RCO), the NDMO, the clusters including the government ministries, and other humanitarian actors in an emergency response. It is a flexible and responsive task force that facilitates rapid and informed decision-making by the IASC, by ensuring that the IASC is informed of the emergency situation and the needs of the affected populations, and can make timely decisions to mobilize and support the Government response.

3. Structure and Membership
The ETF is co-chaired by NDMO, the Government office mandated with overall coordination of emergency response in Lao PDR. The UNRCO is the second co-chair, responsible for supporting the United Nations Resident Coordinator (UNRC) to lead and coordinate the IASC response.

The NDMO and UNRCO in collaboration with WFP (the IASC deputy co-chair) and a representative from the INGO Network form the ETF coordination group. The ETF coordinators guide the ETF, and are responsible for mobilizing ETF members as required. The ETF coordinators are on standby at all times, and must identify a seconded person for times when s/he unavailable for ETF duties.

The ETF members are the cluster leads and their ministry counterparts, the IACP technical working group, the Information Management (IM) focal points, the UN Communication Group (UNCG), the UN Department for Safety and Security (UNDSS) and other INGO, NGO and UN agency emergency response technical focal points.

The members will be mobilized to the ETF by the coordinators, as required and depending on the situation. At any time an ETF member can request mobilization and immediate participation in the ETF if they see it necessary.
4. Roles and Responsibilities

The ETF has the following roles:
   I. Provide technical advice to the IASC on all aspects of emergency response
   II. Act as a coordination platform between the NDMO, the RCO, the clusters and other IASC actors
   III. Provide technical support in all aspects of emergency response to the NDMO and local structures.

5. Key Duties

5.1 Monitoring
   - Monitor and communicate early warning information to ETF members through the RCO and NDMO
   - Monitor the emergency situation as it progresses to determine the need for changes to or elevation of the response
   - Monitor developments towards a potential health emergency following any natural disaster and communicate to relevant entities.

5.2 Coordination and Information Management
   - Agree on a meeting schedule for information exchange and coordination; if warranted establish an ETF operations room
   - Ensure full participation from each cluster that is relevant to the response
- Receive information from sources including the Provincial Disaster Management Committees (PDMCs), clusters, regional organizations and NGOs, and coordinate with the Information Management (IM) Network
- Conduct analysis of initial information sources, formulate a preliminary scenario and provide recommendations to the IASC on what resources are required for the response, including cluster arrangements, UN Disaster Assessment and Coordination (UNDAC) and other common humanitarian services, assessments and resource mobilization
- Review and update the 3W's matrix, with support from the IM Network members
- Develop and disseminate timely situation reports
- Mobilize the UNCG to support effective information dissemination to the media, donors and other external actors, where relevant.

5.3 Resource Mobilization
- Assess the need for requesting Central Emergency Response Fund (CERF), FLASH appeal, or OCHA’s Emergency Cash Grant, and advise the IASC
- Function as an entry point for donors, and for the coordination of donor funding to the response in line with needs identified through joint assessments, where relevant
- When joint resource mobilization is warranted, support the RCO in the compilation of the cluster response plans and other necessary information.

5.4 Assessment
- Provide assistance to the Government to conduct, analyze and report on joint rapid assessments, and any other assessments that may be required
- Support the coordination of assessments with national and local level partners
- Support the compilation of assessment results and disseminate to IASC and other stakeholders.

5.6 Preparedness
- Facilitate Inter-Agency Contingency planning and revisions
- Support cluster preparedness planning
- Support after action reviews and emergency response evaluations.

6. Administrative Support

To ensure that the ETF can carry out the aforementioned duties, a minimum of two administrative staff will be assigned to support the ETF in times of emergency. The administration staff will be committed from the UN and the INGO Network. ¹

¹ A letter of agreement for the secondment of the administrative staff and a TOR is yet to be developed.
Annex 6: Information Management Network Draft TOR

Draft Terms of Reference
Information Management Network
Inter-Agency Contingency Plan, June 2012

1. Background

In the context of a disaster, information forms the basis of both agency programming and inter-agency coordination. As such, the quality of information available to decision-makers is a crucial factor in achieving the objective of maximizing the impact of the humanitarian response and the collective response activities. Information Management (IM) is vitally important because it improves the speed and accuracy of information delivered, creating a shared frame of reference that enables decision-makers to co-ordinate and plan response programming based on best available knowledge of needs and a clear understanding of each organization's capacity.

It has been identified in the Inter-Agency Contingency Planning (IACP) process that improvements to IM before and during a disaster has the potential to significantly improve the emergency response coordination and appropriateness in Lao PDR. To achieve this, a network of IM focal points will be established.

This TOR is a draft and will be revised accordingly, following the trial of the IACP in the 2012 wet season.

2. Purpose

The purpose of the IM Network is to ensure that information before and during a disaster is appropriately collated from various sources and transmitted to the Emergency Task Force. The Network will promote sharing of IM skills and capacity between the members and improved IM capacity nationally.

3. Structure and Membership

The IM Network is co-chaired by the National Disaster Management Office (NDMO), the Government office mandated with overall coordination of emergency response in Lao PDR, and the World Food Programme (WFP). A IM focal point will represent each cluster, and relevant Ministries and departments.

4. Roles and Responsibilities

1. To facilitate and enhance the exchange of information produced by sectors/clusters and other inter cluster bodies that support the various aspects of disaster preparedness and response
2. To standardize and act as an authoritative source for baseline data sets relevant to disaster preparedness and response
3. To support the inter-cluster information management initiatives
4. To act as a country level IM focal point and where required, to inform the Global Inter Agency Information Management Working Group

---

2 To be identified
5. Key Duties

1. Provide IM support to Inter Cluster initiatives including; assessments, harmonized reporting and monitoring. This support includes provision of guidance on baseline data including operational and fundamental data sets and other IM tools.

2. Provide support to the Emergency Task Force to manage and update inter agency tools including contact directories, meeting schedules, Who, What, Where (3W), and other cross cluster tools.

3. Participate in Emergency Task Force meetings, as required.

4. Standardize and act as an authoritative source for baseline datasets relevant to disaster response and response preparedness, including Common and Fundamental Operational Datasets (CODs/FODs).^3

5. Review appropriate means of communication, information storage messaging systems, databases, software tools, as well as accompanying procedure.

---

^3 [http://cod.humanitarianresponse.info/about](http://cod.humanitarianresponse.info/about)
Annex 7: Cluster Lead TOR

<table>
<thead>
<tr>
<th>Generic Terms of Reference for Sector/Cluster Leads at the Country Level</th>
</tr>
</thead>
</table>

The Cluster Approach operates at two levels. At the global level, the aim is to strengthen system-wide preparedness and technical capacity to respond to humanitarian emergencies by designating global Cluster Leads and ensuring that there is predictable leadership and accountability in all the main sectors or areas of activity. At the country level, the aim is to ensure a more coherent and effective response by mobilizing groups of agencies, organizations and NGOs to respond in a strategic manner across all key sectors or areas of activity, each sector having a clearly designated lead, as agreed by the Humanitarian Coordinator and the Humanitarian Country Team. (To enhance predictability, where possible this should be in line with the lead agency arrangements at the global level.)

The Humanitarian Coordinator – with the support of OCHA – retains responsibility for ensuring the adequacy, coherence and effectiveness of the overall humanitarian response and is accountable to the Emergency Relief Coordinator.

Sector/cluster leads at the country level are accountable to the Humanitarian Coordinator for facilitating a process at the sectoral level aimed at ensuring the following:

### Inclusion of key humanitarian partners
- Ensure inclusion of key humanitarian partners for the sector, respecting their respective mandates and programme priorities

### Establishment and maintenance of appropriate humanitarian coordination mechanisms
- Ensure appropriate coordination with all humanitarian partners (including national and international NGOs, the International Red Cross/Red Crescent Movement, IOM and other international organizations), through establishment/maintenance of appropriate sectoral coordination mechanisms, including working groups at the national and, if necessary, local level;
- Secure commitments from humanitarian partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the sectoral group, with clearly defined focal points for specific issues where necessary;
- Ensure the complementarity of different humanitarian actors’ actions;
- Promote emergency response actions while at the same time considering the need for early recovery planning as well as prevention and risk reduction concerns;
- Ensure effective links with other sectoral groups;
- Ensure that sectoral coordination mechanisms are adapted over time to reflect the capacities of local actors and the engagement of development partners;
- Represent the interests of the sectoral group in discussions with the Humanitarian Coordinator and other stakeholders on prioritization, resource mobilization and advocacy;
Coordination with national/local authorities, State institutions, local civil society and other relevant actors

- Ensure that humanitarian responses build on local capacities;
- Ensure appropriate links with national and local authorities, State institutions, local civil society and other relevant actors (e.g. peacekeeping forces) and ensure appropriate coordination and information exchange with them.

Participatory and community-based approaches

- Ensure utilization of participatory and community based approaches in sectoral needs assessment, analysis, planning, monitoring and response.

Attention to priority cross-cutting issues

- Ensure integration of agreed priority cross-cutting issues in sectoral needs assessment, analysis, planning and response (e.g. age, diversity, environment, gender, HIV/AIDS and human rights); contribute to the development of appropriate strategies to address these issues; ensure gender-sensitive programming and promote gender equality; ensure that the needs, contributions and capacities of women and girls as well as men and boys are addressed;

Needs assessment and analysis

- Ensure effective and coherent sectoral needs assessment and analysis, involving all relevant partners

Emergency preparedness

- Ensure adequate contingency planning and preparedness for new emergencies;

Planning and strategy development

Ensure predictable action within the sectoral group for the following:

- Identification of gaps;
- Developing/updating agreed response strategies and action plans for the sector and ensuring that these are adequately reflected in overall country strategies, such as the Common Humanitarian Action Plan (CHAP);
- Drawing lessons learned from past activities and revising strategies accordingly;
- Developing an exit, or transition, strategy for the sectoral group.

Application of standards

- Ensure that sectoral group participants are aware of relevant policy guidelines, technical standards and relevant commitments that the Government has undertaken under international human rights law;
- Ensure that responses are in line with existing policy guidance, technical standards, and relevant Government human rights legal obligations.

Monitoring and reporting

- Ensure adequate monitoring mechanisms are in place to review impact of the sectoral working group and progress against implementation plans;
- Ensure adequate reporting and effective information sharing (with OCHA support), with due regard for age and sex disaggregation.

Advocacy and resource mobilization

- Identify core advocacy concerns, including resource requirements, and
contribute key messages to broader advocacy initiatives of the HC and other actors;
• Advocate for donors to fund humanitarian actors to carry out priority activities in the sector concerned, while at the same time encouraging sectoral group participants to mobilize resources for their activities through their usual channels.

Training and capacity building
• Promote/support training of staff and capacity building of humanitarian partners;
• Support efforts to strengthen the capacity of the national authorities and civil society.

Provision of assistance or services as a last resort
• As agreed by the IASC Principals, sector leads are responsible for acting as the provider of last resort (subject to access, security and availability of funding) to meet agreed priority needs and will be supported by the HC and the ERC in their resource mobilization efforts in this regard.
• This concept is to be applied in an appropriate and realistic manner for cross-cutting issues such as protection, early recovery and camp coordination.

Humanitarian actors who participate in the development of common humanitarian action plans are expected to be proactive partners in assessing needs, developing strategies and plans for the sector, and implementing agreed priority activities. Provisions should also be made in sectoral groups for those humanitarian actors who may wish to participate as observers, mainly for information-sharing purposes.
Annex 8: Cluster Response Plans

A. Health Cluster RESPONSE PLAN

This response plan is based on a disaster scenario of a storm/flood that has directly affected 250,000 persons in five provinces. A total of 75,000 persons require immediate humanitarian assistance.

1. **Goal**

   Effective, efficient and timely response to emergency for health coordinated by all health sector partners in Lao PDR under the leadership of the Ministry of Health (MOH).

2. **Specific Health Cluster Objectives**

   2.1 To engage national and international health partners in the effective collaboration and coordination of the health sector response

   2.2 To assess and monitor health needs and strengthen disease surveillance

   2.3 To respond to health needs and threats including outbreaks, strengthen disease control and identify and respond to gaps that are critical to the delivery of health care.

3. **Emergency Response for the aforementioned scenario**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Agency(ies) responsible</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate financial support of 5,000 USD</td>
<td>WHO</td>
<td></td>
</tr>
<tr>
<td>Rapid Assessment</td>
<td>NDMO, UN, INGO</td>
<td></td>
</tr>
<tr>
<td>Provide essential drugs</td>
<td>MOH, WHO</td>
<td></td>
</tr>
<tr>
<td>Abate to kill larvae (Malaria prevention)</td>
<td>MOH, WHO</td>
<td></td>
</tr>
<tr>
<td>Outbreak investigation, prevention and control</td>
<td>MOH, WHO</td>
<td></td>
</tr>
</tbody>
</table>

4. **Operational Constraints**

   - Limited budget of the MoH
   - Limited health staff of the MoH
   - Damage to transportation infrastructure or movement restrictions will hamper access to displaced people

5. **Responsibilities and Authorities**

   - Provide treatment to the affected people in need
   - Outbreak prevention and control
   - Surveillance

6. **Additional Personnel Requirements based on the scenario**

   - Request support of health staff from the provinces near to the affected provinces.
6. **Additional Material and Financial Requirements based on the scenario**

Additional financial support will be requested from CERF or Flash Appeal or donors.

<table>
<thead>
<tr>
<th>Cost item</th>
<th>Total cost (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Staff costs</td>
<td>24,415</td>
</tr>
<tr>
<td>B. Travel</td>
<td>2,640</td>
</tr>
<tr>
<td>C. Contractual Services</td>
<td></td>
</tr>
<tr>
<td>D. Operational costs for surveillance and response staff (travel, pre diem, fuel etc)</td>
<td>17,600</td>
</tr>
<tr>
<td>E. Acquisitions</td>
<td></td>
</tr>
<tr>
<td>Emergency medicines and supplies</td>
<td>61,305</td>
</tr>
<tr>
<td>Test kits</td>
<td>20,600</td>
</tr>
<tr>
<td>Laboratory supplies for surveillance testing</td>
<td>11,800</td>
</tr>
<tr>
<td>Abate (mosquito larvicide)</td>
<td>13,200</td>
</tr>
<tr>
<td>IEC materials for hygiene, abate and medicine use, prevention</td>
<td>16,945</td>
</tr>
<tr>
<td>F. other</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-total project requirements</strong></td>
<td>168,505</td>
</tr>
<tr>
<td><strong>G. Indirect programme support costs</strong> (not to exceed 7% of subtotal project costs)</td>
<td></td>
</tr>
<tr>
<td>PSC amount</td>
<td>11,795</td>
</tr>
<tr>
<td><strong>TOTAL COSTS</strong></td>
<td><strong>180,300</strong></td>
</tr>
</tbody>
</table>

7. **Collaborative Partners**

The cluster is lead by WHO and the Cluster's members are:
# HEALTH CLUSTER Contact List

<table>
<thead>
<tr>
<th>Agency/ Org.</th>
<th>Focal Point</th>
<th>Title</th>
<th>Office number</th>
<th>Cell phone number</th>
<th>Fax</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNICEF</td>
<td>Dr. Viorica Berdaga</td>
<td>Chief, Health and Nutrition</td>
<td>+(856-21) 315200 to 04; ext. 211</td>
<td>020 555 21 231</td>
<td>+(856-21) 314 852</td>
<td><a href="mailto:vberdaga@unicef.org">vberdaga@unicef.org</a></td>
</tr>
<tr>
<td>HABITAT</td>
<td>Mahboob Ahmed Bajwa</td>
<td>Head of Emergency Preparedness and Response Unit</td>
<td>021330300 ext 2480</td>
<td>02055503199</td>
<td>008562133 0307</td>
<td><a href="mailto:mabajwa@unicef.org">mabajwa@unicef.org</a></td>
</tr>
<tr>
<td>WFP</td>
<td>Ghulam Sherani</td>
<td>Head of Emergency Preparedness and Response Unit</td>
<td>021330300 ext 2480</td>
<td>02055503199</td>
<td>008562133 0307</td>
<td><a href="mailto:Ghulam.sherani@wfp.org">Ghulam.sherani@wfp.org</a></td>
</tr>
<tr>
<td>INGO network</td>
<td>Emma Aguinot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WASH</td>
<td>Mahboob Ahmed Bajwa</td>
<td>Title?</td>
<td>020 4105566</td>
<td><a href="mailto:mabajwa@unicef.org">mabajwa@unicef.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOH</td>
<td>Dr. Naoboutta</td>
<td>Director general of MOH cabinet</td>
<td></td>
<td><a href="mailto:Naoboutta@laotel.com">Naoboutta@laotel.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHO</td>
<td>Supachai</td>
<td>EHA Focal Point</td>
<td>353902</td>
<td>55777690</td>
<td>353905</td>
<td><a href="mailto:douangchaks@wpro.who.int">douangchaks@wpro.who.int</a></td>
</tr>
<tr>
<td>UNFPA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
B. WASH Cluster RESPONSE PLAN
Government, UN Agencies, INGOs

This response plan is based on a disaster scenario of a storm/flood that has directly affected 250,000 persons in five provinces. A total of 75,000 persons require immediate humanitarian assistance.

1. Goal

Effective, efficient and timely response to emergency for Water, Sanitation and Hygiene coordinated by all sector partners in Lao PDR

2. Specific Cluster Objectives

2.1 Objective of the WASH humanitarian response:
- Reducing morbidity and mortality cases due to WASH-related diseases
- Preserving life with dignity
- Restoring normalcy in the lives of affected populations by providing safe access to and ensuring use of water, sanitation and hygiene in emergency situations in collaboration with partners.

2.2 Objective of the WASH cluster:
- Achieving "more strategic WASH response through a better prioritization of available resources by clarifying the division of labor among partners, better defining the roles and responsibilities of humanitarian organizations.

2.3 Operational Objectives of WASH cluster:
- Establishment and maintenance of appropriate humanitarian coordination mechanisms.
- Inclusion of key humanitarian actors and coordination with national/local authorities.
- Coordination with state institutions, local civil society and other relevant actors.
- Effective needs assessment and analysis.
- Adequate monitoring and evaluation.
- Utilization of participatory and community based approaches.
- Attention to priority cross cutting issues (Gender, capacity etc.).
- Appropriate planning and strategy development for a predictable response.
- Application of relevant standards (i.e. Sphere).
- Responsive advocacy and resource mobilization.
- Promotion and support for training and capacity building.
- Adequate emergency preparedness.

3. Emergency Response for the aforementioned scenario

<table>
<thead>
<tr>
<th>No.</th>
<th>Activities (outline what needs to be done – either collectively or even by individual organization in order to achieve the stated objectives)</th>
<th>Agency(ies) responsible</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Understanding the situation and coordination</td>
<td>UNICEF/WHO</td>
<td>24 hrs.</td>
</tr>
</tbody>
</table>
1.2 First meeting of cluster partners
All partners 48 hrs.

1.3 Provide situation updates to UNRCO
Cluster lead 48 hrs

1.4 Develop sector response plan and submit to UNRCO for Flash Appeal and CERF application
Cluster lead & partners 48 hrs (if required)

1.5 Participate in a joint Rapid Assessment
Cluster partners As required

2 Humanitarian Assistance- lifesaving supplies

2.1 Water trucking or provision of bottled water to affected communities
Funding- Cluster partners Operation- Nam Saat 72 hrs.

2.2 Provision of 12,500 WASH kits (soap, water containers, buckets and chlorine tablets) to affected areas.
Provision- UNICEF, and other partners Distribution- Nam Saat 72 hrs

3 Restoration of Improved Water sources

3.1 Dewatering, cleaning and chlorination of contaminated dug wells and boreholes
Cluster lead/member, Nam Saat 7 days

3.2 Rehabilitation/restoration of damaged water supply systems e.g. gravity fed systems, boreholes, dug wells and water supply networks
Cluster lead/members, Nam Saat, Nam Papa 15-90 days

3.3 Provision of household water treatment (bio-sand filters,..)
Cluster lead/member, Nam Saat 15-90 days

4 Sanitation

4.1 Provision of latrine facilities for both temporary evacuations and affected areas
Cluster lead/member, Nam Saat 15 days

4.2 Rehabilitation of damaged sanitation services (latrines, etc)
Cluster lead/member, Nam Papa 15-90 days

5 Hygiene Promotion

5.1 Distribution of Hygiene communication materials along with WASH lifesaving supplies. Materials are already developed.
Nam Saat 72 hrs

4. Operational Constraints

- The emergency may scatter the population presenting challenges for identification and supply of inputs to recipients of affected areas;
- Damage to transportation infrastructure or movement restrictions will hamper access to displaced

5. Responsibilities and Authorities

- The cluster coordinates its assistance through the appropriate Ministry of Health and its provincial health and Nam Saat administrative units. Ministry of Public Works is also on board along with UN-Habitat for response in urban areas.
UNICEF is the WASH cluster lead with clear responsibilities mentioned in IASC guidelines.

6. **Additional Personnel Requirements based on the scenario**
The cluster will use existing government structures within the MoH, MPWT and MoES and provincial departments of these ministries.

7. **Additional Material and Financial Requirements based on the scenario**
*UNICEF* in its warehouse has following materials as prepositioned in the Central Nam saat warehouse:

- 40,000 soap bars;
- 15,000 water containers (10 litre);
- 2,500 plastic buckets;
- 750,000 chlorine tablets;
- 1,500 kg chlorine powder;
- 20 sets dewatering pumps;
- 117 TARA pumps and 30 Afridev pumps;
- 100 (4mx50m) plastic sheets; and
- 500 (4mx5m) tarpaulin plastic sheets

*IFRC* has trained Regional Disaster Response Team that could be mobilized in Laos PDR in case of emergency, if requested by the Lao Red Cross (LRC).

*IFRC* has also developed the Disaster Relief Emergency Fund (DREF) to respond to large scale hazards. This financial mechanism is launched by the IFRC in collaboration and following the LRC request.

Additional financial will be required depending on the below situations:

If all 75,000 people displaced: USD 2 million (tentative) is required.
If non displaced: USD 1.5 million (tentative) is required

8. **Collaborative Partners**

- National Centre for Environmental Health and Water Supply, MoH
- Department of Housing and Urban Planning, MPWT
- Ministry of Education and Sports, MoES
- UN-Habitat
- WASP-World Bank
- WHO
- Oxfam
- Plan International, Lao
- Health Poverty Action
- CARE International
- World Vision
- French Red Cross
- Lao Red Cross
- Save the Children
- SNV, Netherlands Development Organization
- HELVETAS
The cluster is lead by UNICEF and the Cluster’s members are (see the down below Matrix):

**WASH CLUSTER Contact List**

<table>
<thead>
<tr>
<th>Agency/Org.</th>
<th>Focal Point</th>
<th>Title</th>
<th>Office number</th>
<th>Cell phone number</th>
<th>Fax</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPWT</td>
<td>Mr. Noupheuak Virabouth</td>
<td>Deputy Director General of the Department of Housing and Urban Planning</td>
<td>021 412282</td>
<td>020 22492863</td>
<td><a href="mailto:nvirabouth@yahoo.com">nvirabouth@yahoo.com</a></td>
<td></td>
</tr>
<tr>
<td>MPWT</td>
<td>Mr. Khanthone Vorachith</td>
<td>Director of Water Supply Division, Department of Housing and Urban Planning</td>
<td>020 55503029</td>
<td><a href="mailto:khanthone_v@hotmail.com">khanthone_v@hotmail.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOH</td>
<td>Dr. Soutsakhon Chanthaphone</td>
<td>Director of Centre for Environmental Health and Water Supply</td>
<td>020 55717384</td>
<td><a href="mailto:soutch@laotel.com">soutch@laotel.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNICEF</td>
<td>Mahboob Ahmed Bajwa</td>
<td>Chief of WASH</td>
<td>021-315200-04 ext 111</td>
<td>020 54105566</td>
<td><a href="mailto:mabaja@unicef.org">mabaja@unicef.org</a></td>
<td></td>
</tr>
<tr>
<td>UNICEF</td>
<td>Santiphap Kithavone</td>
<td>WASH National Officer</td>
<td>021-315200-04 ext 181</td>
<td>020 22217171</td>
<td><a href="mailto:skithavone@unicef.org">skithavone@unicef.org</a></td>
<td></td>
</tr>
<tr>
<td>WHO</td>
<td>Dr. Supachai Douangchak</td>
<td>EHA Focal Point</td>
<td>021 353902</td>
<td>020 55776905</td>
<td><a href="mailto:douangchaks@wpro.who.int">douangchaks@wpro.who.int</a></td>
<td></td>
</tr>
<tr>
<td>UN-Habitat</td>
<td>Buahom Sengkhamyong</td>
<td>Chief Technical Advisor</td>
<td>021-267714</td>
<td>020 22226005</td>
<td><a href="mailto:buahom.sengkhamyong@undp.org">buahom.sengkhamyong@undp.org</a></td>
<td></td>
</tr>
<tr>
<td>UN-Habitat</td>
<td>Ms. Joyce Mmaitsi</td>
<td>Regional Project Officer, MEK-WATSAN</td>
<td>021-267651</td>
<td>020 22953940</td>
<td><a href="mailto:joyce.mmaitsi@undp.org">joyce.mmaitsi@undp.org</a>/joycemmaitsi@yahoo.com</td>
<td></td>
</tr>
<tr>
<td>UN-Habitat</td>
<td>Eeva Nyyssonen</td>
<td>Communications Officer</td>
<td>021-267664</td>
<td>020 77176276</td>
<td><a href="mailto:eeva.nyyssonen@undp.org">eeva.nyyssonen@undp.org</a></td>
<td></td>
</tr>
<tr>
<td>WSP-World Bank</td>
<td>Viengsamay Wongkhamsao</td>
<td>Country Team Leader</td>
<td>021 450010 ext 6106</td>
<td>020 22221341</td>
<td><a href="mailto:vwongkhamsao@worldbank.org">vwongkhamsao@worldbank.org</a></td>
<td></td>
</tr>
<tr>
<td>WSP-World Bank</td>
<td>Bounthavong Soursak</td>
<td>Social Development</td>
<td>020 2221336</td>
<td><a href="mailto:bsoursak@worldbank.org">bsoursak@worldbank.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxfam Australia</td>
<td>Sengthong</td>
<td></td>
<td>021 450870</td>
<td></td>
<td><a href="mailto:sengthong@oxfam.org.au">sengthong@oxfam.org.au</a></td>
<td></td>
</tr>
<tr>
<td>Plan International</td>
<td>Mr. Andrew Hill</td>
<td>Programs Manager</td>
<td>(021) 353409-11</td>
<td>020 58620218</td>
<td>(021) 13512</td>
<td><a href="mailto:Andrew.Hill@plan-international.org">Andrew.Hill@plan-international.org</a></td>
</tr>
<tr>
<td>Plan International</td>
<td>Mona Girgis</td>
<td>Country Director</td>
<td>020 55520345</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan International</td>
<td>John McGown</td>
<td>WASH Manager</td>
<td>(021) 353409-11</td>
<td>20 97367384</td>
<td><a href="mailto:John.McGown@plan-international.org">John.McGown@plan-international.org</a></td>
<td></td>
</tr>
<tr>
<td>Health Poverty Action</td>
<td>Bangyuan Wang</td>
<td>Country Director</td>
<td>021 264960</td>
<td>020 23666873</td>
<td><a href="mailto:b.wang@healthunlimited.org">b.wang@healthunlimited.org</a></td>
<td></td>
</tr>
<tr>
<td>Health Poverty Action</td>
<td>Melissa Whitney-Long</td>
<td>Programme Development Officer</td>
<td>021 264960</td>
<td>020 2373757</td>
<td><a href="mailto:m.whitneylong@healthunlimited.org">m.whitneylong@healthunlimited.org</a></td>
<td></td>
</tr>
<tr>
<td>CARE International</td>
<td>Meret Weyermann</td>
<td></td>
<td>021 353869</td>
<td>020 77598090</td>
<td><a href="mailto:meret.weyermann@gmail.com">meret.weyermann@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>CARE International</td>
<td>Henry Braun</td>
<td></td>
<td>020 55527980</td>
<td></td>
<td><a href="mailto:henry.braun@carelaos.org">henry.braun@carelaos.org</a></td>
<td></td>
</tr>
<tr>
<td>CARE International</td>
<td>Chanthanome Sydavanh</td>
<td>Emergency Coordinator</td>
<td>020 2220712</td>
<td></td>
<td><a href="mailto:chanthanome@careaos.org">chanthanome@careaos.org</a></td>
<td></td>
</tr>
<tr>
<td>World Vision</td>
<td>Grant Power</td>
<td></td>
<td>020 5559349</td>
<td></td>
<td><a href="mailto:grant.power@wvi.org">grant.power@wvi.org</a></td>
<td></td>
</tr>
<tr>
<td>World Vision</td>
<td>Amelia Merrick</td>
<td>National Director</td>
<td></td>
<td></td>
<td><a href="mailto:amelia_merrick@wvi.org">amelia_merrick@wvi.org</a></td>
<td></td>
</tr>
<tr>
<td>World Vision</td>
<td>Vilayvahn Halathmanivong</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:vilayvahn_halathmanivong@wvi.org">vilayvahn_halathmanivong@wvi.org</a></td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>Name</td>
<td>Position</td>
<td>Phone 1</td>
<td>Phone 2</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------</td>
<td>---------------------------</td>
<td>----------</td>
<td>----------</td>
<td>--------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Save the Children</td>
<td>Emma Aguinot</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:emma.aguinot@savethechildren.org">emma.aguinot@savethechildren.org</a></td>
<td></td>
</tr>
<tr>
<td>SNV, Netherlands</td>
<td>Thea Bongertman</td>
<td>Sector Leader WASH</td>
<td>021 414091</td>
<td></td>
<td><a href="mailto:TBongertman@snvworld.org">TBongertman@snvworld.org</a></td>
<td></td>
</tr>
<tr>
<td>SNV, Netherlands</td>
<td>Phetmany Cheuasongkham</td>
<td></td>
<td>021 414068</td>
<td></td>
<td><a href="mailto:pcheuasongkham@snvworld.org">pcheuasongkham@snvworld.org</a></td>
<td></td>
</tr>
<tr>
<td>Lao Red Cross</td>
<td>Dr. Bountheung Manvilay</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:laodphq@laotel.com">laodphq@laotel.com</a></td>
<td></td>
</tr>
<tr>
<td>French Red Cross</td>
<td>Julien Dussart</td>
<td>Head of Delegation</td>
<td>021 241042</td>
<td>021-241042</td>
<td><a href="mailto:hod-lao.frc@croix-rouge.fr">hod-lao.frc@croix-rouge.fr</a></td>
<td></td>
</tr>
<tr>
<td>French Red Cross</td>
<td>Kongmany Kommalien</td>
<td>DM Officer</td>
<td></td>
<td>020 55805199</td>
<td><a href="mailto:dprr1-lao.frc@croix-rouge.fr">dprr1-lao.frc@croix-rouge.fr</a></td>
<td></td>
</tr>
<tr>
<td>HELVETAS</td>
<td>Phansamay INPHOMMA</td>
<td>WASH Specialist</td>
<td></td>
<td></td>
<td><a href="mailto:phansamay@yahoo.com">phansamay@yahoo.com</a></td>
<td></td>
</tr>
</tbody>
</table>
C. Nutrition Cluster RESPONSE PLAN

This response plan is based on a disaster scenario of a storm/flood that has directly affected 250,000 persons in five provinces.

1. Goal

To reduce mortality and to prevent deterioration of nutritional status among the most vulnerable population groups, such as children under five years of age and pregnant and lactating mothers who constitute 17% of the total affected population.

2. Specific Nutrition Cluster Objectives

2.1. To maintain full readiness to aid at any time up to 41,750 of vulnerable population (35,000 under-five children, and 7,500 pregnant and lactating women).

2.2. To participate in joint Government-DPs on-site assessment within 48 hours of a disaster.

2.3. To be able to deliver initial nutrition-related assistance – Infant and Young Child Feeding, Management of Acute Malnutrition, Micronutrient Deficiencies - within the first week of a disaster.

2.4. To have supplies and capacities to sustain the initial nutrition assistance for a 2-week period, while additional support could be mobilised as needed.

2.5. To initiate cross sectoral initial rapid assessment within 1-2 weeks of a disaster.

2.6. To conduct nutrition specific rapid assessment within 6-8 weeks of a disaster.

2.7. To strengthen nutritional monitoring and surveillance.

2.8. To improve effectiveness of assistance provided through identification, documentation and dissemination of lessons learnt.

Overall, to consider cross-cutting issues such as gender, age, HIV/AIDS, child rights and human rights. Furthermore, to engage national and international nutrition partners for effective collaboration and coordination for timely and efficient response.

3. Emergency Preparedness and Response for the aforementioned scenario

Preparedness Activities

<table>
<thead>
<tr>
<th>Activities</th>
<th>Agency(ies) responsible</th>
<th>Time line</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Mapping of partners and potential partners including UN agencies, MOH and International and Local NGOs</td>
<td>UNICEF, MOH, partners</td>
<td>June 2012</td>
</tr>
<tr>
<td>1.2 Advocating importance of nutrition emergency within nutrition and other clusters</td>
<td>UNICEF, MOH, partners</td>
<td>June 2012</td>
</tr>
<tr>
<td>1.3 Updating terms of reference for the cluster that covers process and methodology; participation including roles and accountabilities; team composition; procedures and logistical considerations such as transportation and equipment; and budgetary and human resource requirements</td>
<td>UNICEF, MOH, partners</td>
<td>June 2012</td>
</tr>
<tr>
<td>2. Mapping Human resources and building capacity</td>
<td>UNICEF, MoH, partners</td>
<td>June 2012</td>
</tr>
<tr>
<td>2.1 Identifying nutrition related expertise available in- country and prepare a human resources roster for improved surge capacity during the emergency</td>
<td>UNICEF, MoH, partners</td>
<td>June 2012</td>
</tr>
<tr>
<td>Activities</td>
<td>Agency(ies) responsible</td>
<td>Time line</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>2.2 Training of hospital and basic health staff, State and Region Nutrition Teams and NGOs in Nutrition Emergency Response by using globally recognized IASC Global Nutrition Cluster’s Nutrition in Emergencies Harmonized Training Package (HTP)</td>
<td>UNICEF, MoH</td>
<td>August 2012</td>
</tr>
<tr>
<td>2.3 Strengthening of Hospital Nutrition Unit (HNUs)</td>
<td>UNICEF/NNC</td>
<td>August 2012</td>
</tr>
<tr>
<td>3. Pre-positioning supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Preposition therapeutic supplies for nutrition response for up to 42,500 under-fives and pregnant/Lactating women</td>
<td>UNICEF-for 30,000 beneficiaries; to be complemented by partners</td>
<td>August 2012</td>
</tr>
<tr>
<td>3.2 Verifying existing stocks of emergency supplies and find resources for gaps</td>
<td>UNICEF, partners</td>
<td>June 2012</td>
</tr>
<tr>
<td>4. Standard tools and format</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 Developing nutrition sector specific rapid assessment tool and standard tools modified for Lao PDR context</td>
<td>UNICEF, MOH, all partners</td>
<td>June 2012</td>
</tr>
<tr>
<td>4.2 Ensuring availability and use of standard protocols for conducting nutrition assessment, surveys, community and facility based management of acute malnutrition, infant feeding in emergency and micronutrient supplementation</td>
<td>UNICEF, MOH, all partners</td>
<td>July 2012</td>
</tr>
<tr>
<td>5. Maintaining coordination mechanism among nutrition partners as Nutrition Cluster/Nutrition Technical Working Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct Nutrition Cluster/Nutrition Technical Working Group meeting</td>
<td>All Nutrition Cluster members</td>
<td>Quarterly</td>
</tr>
<tr>
<td>6. Collection and sharing of baseline data information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Nutrition Survey (LSIS)</td>
<td>MoH, all partners</td>
<td>April/May 2012</td>
</tr>
<tr>
<td>(2) Other existing data like MICS, HMIS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.b. Emergency Response for the aforementioned scenario

Response Activities

<table>
<thead>
<tr>
<th>Activities</th>
<th>Agency(ies) responsible</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct Nutrition Cluster meeting with nutrition partners</td>
<td>UNICEF, MoH</td>
<td>Within 24 hrs</td>
</tr>
<tr>
<td>To coordinate with other sectors to conduct an initial on-site assessment of a disaster</td>
<td>UNICEF, MoH</td>
<td>Within 48 hrs</td>
</tr>
<tr>
<td>Conduct a cross-sectoral initial rapid assessment including rates of global acute malnutrition, assessment of existing nutrition facilities, capacities, human resources, supplies and of infant and young child feeding</td>
<td>NDMO-MoH-UN-INGO</td>
<td>Within 1-2 weeks</td>
</tr>
<tr>
<td>Support of pregnant and lactating women to ensure they receive special rations and breastfeeding and re-lactation support; promote and protect breastfeeding including monitoring of breastmilk substitutes and powdered milk supply according to regulations</td>
<td>MoH, UNICEF, all partners</td>
<td>Within 1 week</td>
</tr>
<tr>
<td>Initiate/ Support therapeutic and supplementary feeding programmes (according to standard guidelines and protocols, providing supplies and equipment)</td>
<td>MoH, UNICEF, WHO, WFP, INGOs</td>
<td>Within 1 week</td>
</tr>
<tr>
<td>Support micronutrient supplementation (vitamin A, iron folate, multiple micronutrient powder, ORS &amp; zinc) and deworming</td>
<td>MoH, UNICEF, WHO, partners</td>
<td>Within 1 week</td>
</tr>
<tr>
<td>Support integrated health and nutrition education ensuring</td>
<td>MoH, UNICEF, all</td>
<td>Within 1-2</td>
</tr>
<tr>
<td>Activities</td>
<td>Agency(ies) responsible</td>
<td>Timeline</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>children and women access relevant information about nutrition programme</td>
<td>partners</td>
<td>weeks</td>
</tr>
<tr>
<td>activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support resource mobilization for implementing partners</td>
<td>MoH, UNICEF, all partners</td>
<td>Within 2</td>
</tr>
<tr>
<td>operationalize inter-cluster coordination; health, food, WASH, Livelihood</td>
<td>Nutrition Cluster</td>
<td>2 weeks</td>
</tr>
<tr>
<td>and logistic</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **Operational Constraints**

- Limited financial and human resources and emergency response related expertise
- Damage to roads and transportation infrastructure or movement restrictions will limit access to affected areas thus preventing the ability of the Government and development partners to conduct a rapid initial assessment and deliver assistance to affected areas
- The system may not able to cope with large emergency requirements
- Procurement of emergency nutrition additional supplies will take at least a month

5. **Responsibilities and Authorities**

a. Rapid assessment – NDMO, MoH, Joint UN, INGO
b. Therapeutic supplies and nutrition equipment – MoH, P/DHO, UNICEF, WHO
c. Food assistance and supplementary food supplies – WFP
d. MoH, National Nutrition Centre leads the emergency response and other partners support it through financial, technical and operational assistance
e. Provincial and district teams of MOH would take a lead at Provincial and district levels for the nutrition emergency response in collaboration with UN agencies and local and international NGOs working in the area
f. UNICEF as cluster lead and "provider of last resort" will attempt to provide various inputs to the extent possible
g. The MoH, P/DHO with support from the nutrition cluster member will take responsibility for nutrition assessments, IYCF, CMAM and micronutrient supplementation

5. **Additional Personnel Requirements based on the scenario**

- Village Health volunteers, village kumbhan, Lao Women's Union.

6. **Additional Material and Financial Requirements based on the scenario**

Additional financial support may come from CERF or Flash Appeal or donors.

7. **Collaborative Partners**

The nutrition cluster is led by UNICEF and the partners include the following:
## Nutrition CLUSTER Contact List

<table>
<thead>
<tr>
<th>Agency/ Org.</th>
<th>Focal Point</th>
<th>Title</th>
<th>Office number</th>
<th>Cell phone number</th>
<th>Fax</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoH</td>
<td>Dr. Nao Boutta</td>
<td>Director General of MoH cabinet</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:Naobutta@laotel.com">Naobutta@laotel.com</a></td>
</tr>
<tr>
<td>MoH</td>
<td>Dr.Doungchan h Keoasa</td>
<td>Director, Department of Hygiene and Prevention</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNICEF</td>
<td>Dr.Viorica Berdaga</td>
<td>Chief, Health &amp; Nutrition</td>
<td>021-315 200-04</td>
<td></td>
<td>856-21-314 852</td>
<td><a href="mailto:vberdaga@unicef.org">vberdaga@unicef.org</a></td>
</tr>
<tr>
<td>WFP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INGO network</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Save the Children</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Poverty Action</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GIZ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WVI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
D. EDUCATION Cluster RESPONSE PLAN

This response plan is based on a disaster scenario of a storm/flood that has directly affected 250,000 persons in five provinces. A total of 75,000 persons require immediate humanitarian assistance and an estimate half of the population is children.

1. Vision of the Education Cluster:

Enable all children and young people to have immediate access or ensured continuity to a quality education and critical information for their own well-being in a safe environment, in order to protect, develop and facilitate a return to normality and stability.

2. Goal

Strengthen system-wide preparedness and technical capacity to respond to humanitarian emergencies including the early recovery phase, and for ensuring greater predictability and more effective inter-agency responses in education, in the main areas of standards and policy setting, building response capacity, and operational support. (Cluster TOR)

3. Objectives of the Education Cluster in Emergencies

3.1 Specific objectives are to:

a. Promote increased levels of understanding of the key role of education as part of a first phase humanitarian response to all major new emergencies, subsequent phases of response and early recovery.

b. Promote and improve on internationally recognised standards of good practice in education responses to emergencies and early recovery (including attention to priority cross-cutting issues for the education sector), and coordinate and disseminate lessons learned within and between emergency responses.

c. Coordinate participating humanitarian agencies in providing a rapid and effective holistic response to education-related needs of children and young people resulting from major emergencies as they arise, in collaboration with the relevant national and local authorities.

d. Strengthen response capacity through the global pool of specialists skilled and experienced in restoring education services in emergencies.

e. Strengthen intervention resources through the global availability of key supplies to support rapid education responses in emergencies.

f. Improve capacity of partner agencies to help countries build back education systems better after an emergency, in line with the progression from humanitarian response through reconstruction and on to development.

g. Strengthen education in disaster risk reduction efforts and emergency preparedness planning of host governments.

3.2 Specific objectives of Education Cluster response:

In the aftermath of an emergency, the Education Cluster can:

• Help protect children from death or bodily harm
• Provide lifesaving information on the dangers of unexploded ordnance as well as health and hygiene messages
• Make children less vulnerable to being recruited into illegal activities or being trafficked
• Reduce the effects of trauma and offer children a sense of normality, structure and hope for the future

In the longer term, the Education Cluster can

• Play a key role in helping reduce the impacts of natural disaster by including DRR strategies in the national curriculum.

Core commitments for children in humanitarian action are:

• Commitment 1: Effective leadership is established for education cluster/inter-agency coordination (with co-lead agency), with links to other cluster/sector coordination mechanisms on critical intersectoral issues.
• Commitment 2: Children, including preschool-age children, girls and other excluded children, access quality education opportunities.
• Commitment 3: Safe and secure learning environments that promote the protection and well-being of students are established
• Commitment 4: Psychosocial and health services for children and teachers are integrated in educational response.
• Commitment 5: Adolescents, young children and caregivers access appropriate life skills programmes and information about the emergency, and those who have missed out on schooling, especially adolescents, receive information on educational options.

4. Emergency Response for the aforementioned scenario

<table>
<thead>
<tr>
<th>No.</th>
<th>Activities (outline what needs to be done – either collectively or even by individual organization in order to achieve the stated objectives)</th>
<th>Agency(ies) responsible</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Emergency Relief provision</td>
<td>Cluster lead/members, with</td>
<td>72 hrs</td>
</tr>
<tr>
<td>1.1</td>
<td>Provision of food, safe bottled water</td>
<td>Cluster lead/members, with</td>
<td>72 hrs</td>
</tr>
<tr>
<td>1.2</td>
<td>Provision of hygiene kits (soap, water containers, buckets and chlorine tablets) to affected areas</td>
<td>Cluster lead/members, with</td>
<td>72 hrs</td>
</tr>
<tr>
<td>1.3</td>
<td>Provision of clothes/blankets</td>
<td>Cluster lead/members, with</td>
<td>72 hrs</td>
</tr>
<tr>
<td>2</td>
<td>Shelter/learning place</td>
<td>Cluster lead/members, with</td>
<td>72 hrs</td>
</tr>
<tr>
<td>2.1</td>
<td>Determination if temporary shelter of safe places for children is necessary</td>
<td>Cluster lead/members, with</td>
<td>72 hrs</td>
</tr>
<tr>
<td>2.2</td>
<td>Establishment of safe places</td>
<td>Cluster lead/members, with</td>
<td>72 hrs</td>
</tr>
<tr>
<td>2.2</td>
<td>Repair and rehabilitation of buildings</td>
<td>Cluster lead/members, with</td>
<td>72 hrs</td>
</tr>
<tr>
<td>3</td>
<td>Protection counseling and education</td>
<td>Cluster lead/members, with</td>
<td>72 hrs</td>
</tr>
<tr>
<td>3.1</td>
<td>Ensuring safety and continuation of education for children</td>
<td>District</td>
<td>72 hrs</td>
</tr>
<tr>
<td>3.2</td>
<td>Replacement of text books and other learning materials</td>
<td>Province</td>
<td>72 hrs</td>
</tr>
</tbody>
</table>

5. Operational Constraints

• The sudden onset emergency may break out while children are at school, causing heightened risk of casualty
• School infrastructure may be damaged or inaccessible for use as safe haven for communities
• High numbers of out of school children, especially girls in remote areas may present challenges for identification;
• Damage to transportation infrastructure or movement restrictions will hamper supply of inputs to recipients of affected areas and access to displaced
6. Responsibilities and Authorities

- The Education Cluster coordinates its assistance through the Ministry of Education and Sports, line departments and divisions, provincial, district and village authorities and communities, in coordination with the National Disaster Management Office, relevant sectors and NGOs, depending on the nature of the disaster and impact on the education sector.
- Specific protocols are to be defined in IACP Guidelines

7. Additional Personnel Requirements based on the scenario

- The cluster will use existing government structures within the MoES and provincial, district and village authorities.
- The Cluster will also use NGO education facilities and personnel, especially those located in or near affected areas

8. Additional Material and Financial Requirements based on the scenario

- This will depend on the real situation, the resources available from each cluster member, and whether or not all 75,000 people are displaced.
- An Emergency Fund that can be mobilized quickly at the onset of the emergency should be in place.
- Indicatively, supplies would be needed of the following:
  - Mats
  - Emergency lighting (candles, torches, batteries)
  - Hygiene kits
  - Clothing/school uniforms
  - Blankets
  - Replacement books
  - Teaching and learning kits

9. Collaborative Partners

- Ministry of Education and Sports; National Disaster Management Office; Ministry of Health; National Centre for Environmental Health and Water Supply, Ministry of Health, Lao Women’s Union; Youth Union
- Education Sector Working Group, Ministry of Education and Sports Focal Group on Disaster Management and the INGO Network Education Working Group are also key partners

The cluster is led by UNICEF and Save the Children International, and the Cluster’s members are (see the down below Matrix to be filled in):
<table>
<thead>
<tr>
<th>Agency/ Org.</th>
<th>Focal Point</th>
<th>Title</th>
<th>Office number</th>
<th>Cell phone number</th>
<th>Fax</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoES</td>
<td>Dr. Sisamone</td>
<td>Director of Cabinet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MoES</td>
<td>Dr Mithong</td>
<td>Director General, Department of pre-School and Primary Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mme Khamkhamh Soulignadeth</td>
<td>Deputy Director General, Department of pre-School and Primary Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNICEF</td>
<td>Ms Jane Davies</td>
<td>Acting Chief of Education</td>
<td>021-315200-04 ext 226</td>
<td>020 5559 9830</td>
<td>021 314 852</td>
<td><a href="mailto:jdavies@unicef.org">jdavies@unicef.org</a></td>
</tr>
<tr>
<td>UNICEF</td>
<td>Mr Sengarun Budcharern</td>
<td>Education National Officer</td>
<td>021-315200-04 ext 222</td>
<td>020 5545 4484</td>
<td>021 314 852</td>
<td><a href="mailto:sbudcharern@unicef.org">sbudcharern@unicef.org</a></td>
</tr>
<tr>
<td>Save the Children</td>
<td>Ms Emma Aquinot</td>
<td>Program Implementation Director</td>
<td>021-454 201</td>
<td>020 2303990</td>
<td>021 285 245</td>
<td><a href="mailto:emma.aquinot@savethechildren.org">emma.aquinot@savethechildren.org</a></td>
</tr>
<tr>
<td>Australia</td>
<td>Ms Julie Hudson</td>
<td>Second Secretary,</td>
<td>021-353-800 Ext 142</td>
<td></td>
<td></td>
<td><a href="mailto:Julie.Hudson@ausaid.gov.au">Julie.Hudson@ausaid.gov.au</a></td>
</tr>
<tr>
<td>Japan Embassy</td>
<td>Ms. Akiko TOMITA</td>
<td>Second Secretary,</td>
<td>856-21-414-400</td>
<td>020-5559-9504</td>
<td>021-414-406</td>
<td><a href="mailto:akiko.tomita@mofa.go.jp">akiko.tomita@mofa.go.jp</a></td>
</tr>
<tr>
<td>JICA</td>
<td>Mr. Koichi TOYA</td>
<td>Representative (Education and Governance Sector),</td>
<td>856-21-241100</td>
<td>020-55517671</td>
<td>021-241 101-2</td>
<td><a href="mailto:Toya.Koichi@jica.go.jp">Toya.Koichi@jica.go.jp</a></td>
</tr>
<tr>
<td>CRS</td>
<td>Ms Sara Alexander</td>
<td>Country Manager</td>
<td>021-351-066</td>
<td>020-5552-5898</td>
<td>021-351-066</td>
<td><a href="mailto:sara.alexander@crs.org">sara.alexander@crs.org</a></td>
</tr>
<tr>
<td>EDF Lao</td>
<td>Ms Vithanya Noonan</td>
<td>Basic Education Program Manager</td>
<td>+ 856 (0) 21 353 409 /10 /11</td>
<td>020-2220-0934</td>
<td>+ 856 (0) 21 20 313 512</td>
<td><a href="mailto:Vithanya.noonan@plan-international.org">Vithanya.noonan@plan-international.org</a></td>
</tr>
</tbody>
</table>


E. Shelter Cluster RESPONSE PLAN

(This response plan is based on a disaster scenario of a storm/flood that has directly affected 250,000 persons in five provinces. A total of 75,000 persons require immediate humanitarian assistance.)

1. Introduction

Emergency Shelter is defined as the provision of basic and immediate shelter needs necessary to ensure the survival of disaster affected persons, including rapid response solutions such as tents, insulation materials, other temporary emergency shelter solutions and shelter related non-food items” (Memorandum of Understanding between IFRC and UN OCHA).

It is responsibility of the Humanitarian Country Team to activate the cluster system to ensure predictable and efficient humanitarian response, as it was established by the Inter Agency Standing Committee (IASC). Under the formalized cluster system, the IFRC convenes the Emergency Shelter Cluster for natural disasters, as part of its global commitment. In complex emergencies, UNHCR will lead the Emergency Shelter Cluster.

In Lao PDR, the Humanitarian Country Team has appointed UN-HABITAT to act as the Shelter cluster lead. In case of a major disaster requiring global-level cluster activation, the IFRC will take over the role of the Shelter cluster lead for the emergency period. Other Shelter cluster members in Lao PDR include the DHUP from MPWT, IOM, Care, Oxfam, Child Line and Save the Children.

2. Goal

Reduce the vulnerabilities related to Shelter, Settlement and Essential Household Items (EHI) of the disaster-affected population in Lao PDR.

3. Specific Cluster Objectives (please specify a minimum of three)

- To provide culturally appropriate, environmentally sustainable and adequate emergency shelter to 75,000 people in approximately 12,500 households (6 person/HH used as a planning figure)
- To ensure immediate and effective emergency shelter response for the affected population
- To promote cooperation and coordination among the relevant organisations and beneficiaries representatives

4. Emergency Response for the aforementioned scenario

4.1 Preparedness

<table>
<thead>
<tr>
<th>Activities</th>
<th>Agency(ies) responsible</th>
<th>Timeline</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Identification of potential cluster partners</td>
<td>Cluster lead</td>
<td>On-going</td>
<td>Provisional contact list available</td>
</tr>
<tr>
<td>2 Identify resources available. Analyze the potential of each partner</td>
<td>Cluster lead and</td>
<td>On-going</td>
<td>Process has begun and is ongoing</td>
</tr>
<tr>
<td>(shelter experts, staff and volunteers in the field, relief material,</td>
<td>operational</td>
<td></td>
<td></td>
</tr>
<tr>
<td>contingency funds available...)</td>
<td>partners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Analyse relief material available in the country and</td>
<td>Cluster lead</td>
<td>On-going</td>
<td>Started, but</td>
</tr>
</tbody>
</table>
within region. Brief research on the material and providers available in the country as well as on relief material pre-positioned in the country by cluster partners and available within region.

<table>
<thead>
<tr>
<th></th>
<th>Analysis of the gaps in resources performed and appropriate action taken</th>
<th>Cluster lead, cluster members with support from IFRC</th>
<th>On-going</th>
<th>Started, but not complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Cluster meets on a regular basis – at least once every year before the rainy season</td>
<td>Cluster lead to call a meeting, members to participate</td>
<td>On-going</td>
<td>First meeting took place 05/2012</td>
</tr>
<tr>
<td>5</td>
<td>Cluster coordinates with other closely related clusters i.e. WASH</td>
<td>Cluster lead and members</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Resource mapping documents updated at least on an annual basis by May</td>
<td>Cluster members</td>
<td>On-going</td>
<td>First mapping completed</td>
</tr>
<tr>
<td>7</td>
<td>Identification of safe emergency shelter locations in case of emergency</td>
<td>Local authorities</td>
<td>Need more information on whether this has been considered at the local level</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Identify training and capacity building needs of the Shelter Cluster. Explore possibilities for additional training of Shelter actors</td>
<td>TBC</td>
<td>On-going</td>
<td>TBC</td>
</tr>
<tr>
<td>9</td>
<td>Set standards for emergency shelter kits and NFI packages (SPHERE guidelines should be the starting point)</td>
<td>Cluster members</td>
<td>TBC</td>
<td>TBC</td>
</tr>
<tr>
<td>10</td>
<td>Build capacity of national and local authorities as well as disaster-prone communities in more disaster resilient housing designs</td>
<td>Operational partners</td>
<td>On-going</td>
<td>Some capacity building has already taken place</td>
</tr>
</tbody>
</table>

### 4.2 Response

<table>
<thead>
<tr>
<th>Activities</th>
<th>Agency(ies) responsible</th>
<th>Timeline</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call an emergency cluster meeting</td>
<td>Cluster lead</td>
<td>Within 72h</td>
<td></td>
</tr>
<tr>
<td>Estimate number of HH’s requiring emergency shelter</td>
<td>Cluster members</td>
<td>Within 72h</td>
<td>Estimates will be based on government data. High resilience of local communities</td>
</tr>
</tbody>
</table>

---

4 Care has identified some materials available in country for their Shelter kit, will provide details in due course.

5 Limited number of partners in country with limited resources may obstruct process of addressing the gaps.

6 This is a current gap. Ideally would have a map of safe location for every district.

7 Possible training providers include IFRC and IOM.

8 Identified as a training need.

9 UN-HABITAT has got existing for designs guidelines which can be shared.
<table>
<thead>
<tr>
<th>Task</th>
<th>Responsibility</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform IFRC in Kuala Lumpur; discuss support requirements</td>
<td>Cluster lead</td>
<td>Within 72h</td>
<td>to be taken into account.</td>
</tr>
<tr>
<td>Mobilisation of regional Shelter/NFI stocks if required</td>
<td>Cluster members</td>
<td>Within 72h</td>
<td>Very limited stocks currently available</td>
</tr>
<tr>
<td>Provide coordination to mobilize resources</td>
<td>Cluster lead</td>
<td>On-going during emergency period</td>
<td></td>
</tr>
<tr>
<td>Coordinate with other clusters including the WASH cluster in prioritization and potentially overlapping activities and resources (such as NFIs)</td>
<td>Cluster lead</td>
<td>On-going during emergency period</td>
<td></td>
</tr>
<tr>
<td>Provide emergency shelter and basic NFIs, including technical support on the efficient use of emergency shelter items.</td>
<td>Operational partners</td>
<td>Within 1 week</td>
<td></td>
</tr>
<tr>
<td>Participate in rapid needs assessments with the Government and in coordination with other groups</td>
<td>Cluster members</td>
<td>Within 2 weeks</td>
<td></td>
</tr>
<tr>
<td>Maintain up to date database on Shelter/NFI distributions</td>
<td>Cluster Information manager</td>
<td>On-going during emergency period</td>
<td>IOM has agreed to act as the information manager</td>
</tr>
<tr>
<td>Create and share situation report inputs with the UNRCO as required</td>
<td>Cluster lead with inputs from partners</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Participate/provide support for mid-term recovery needs assessment with the Government and in coordination with other groups</td>
<td>Cluster lead/Cluster members</td>
<td>Within 2 months</td>
<td></td>
</tr>
<tr>
<td>Participate in early to mid-term recovery works; provision of housing materials and building-related NFIs; technical guidance for community carpenters including disaster resilient housing designs</td>
<td>Operational partners</td>
<td>Within 3-6 months</td>
<td></td>
</tr>
<tr>
<td>Monitor emergency shelter response</td>
<td>Cluster lead</td>
<td>On-going during emergency period</td>
<td></td>
</tr>
<tr>
<td>Evaluation and Set up Exit strategy</td>
<td>Cluster lead</td>
<td>Lessons learnt and good practice identified</td>
<td></td>
</tr>
</tbody>
</table>

5. **Operational Constraints and Strengths**

- Lack of Shelter cluster members in country
- Lack of prepositioned Shelter kits and materials in country
- Lack of experienced Shelter experts in country
- Slow or incomplete information flow from affected areas
• Damage to road infrastructure or movement restrictions will hamper access to displaced populations (particularly in the UXO contaminated areas).
• The emergency may scatter the population presenting challenges for identification and supply of inputs to recipients of affected areas
• Availability of ethnic translators
• Delays and difficulties in accessing funds to enable resourcing materials
• Government bureaucracy impairing timely import of necessary materials
• Few disaster prone urban centres, good availability of land for temporary relocation
• Good community resilience and ability to quickly recover
• Strong sense of community and ease of mobilization of volunteers in case of disaster
• Good availability of inexpensive local housing materials

6. Responsibilities and Authorities

• **Global Shelter Cluster lead: IFRC.** IFRC will provide remote support on a case by case basis to UN-HABITAT, in the event of formal activation of the shelter cluster in a response which the Laos government requests international assistance the IFRC would deploy a skilled cluster coordination team to assist in coordination of the shelter response.

• **Local Shelter Cluster Lead: UN-HABITAT.** UN-HABITAT will adhere to the ToR of the Cluster Leads as defined in the IACP and will be responsible for providing a forum for strategic response that meets the needs of affected populations.

• **Co-Chair of the local Shelter Cluster: Ministry of Public Works and Transport (MPWT).** MPWT will provide the necessary information and data for the Shelter cluster to effectively support Government’s response.

• **Shelter Cluster in Lao PDR Information Manager: IOM (on a large scale emergency IFRC might be able to provide an IM)**

• **Other Shelter Cluster Members: Care, Oxfam, Child Line, Save the Children.** All cluster partners, including the CLA in its potential role as implementer alongside other agencies, have common mutual responsibilities to reach the objective of effective and timely humanitarian response for affected populations.

7. Additional Personnel Requirements based on the scenario

12,500 households would be considered a minor emergency and with minimal cluster members the team provided by IFRC would likely to be limited to Coordinator and Information Manager, others would be deployed on a needs basis dependent on scale.

8. Additional Material and Financial Requirements based on the scenario

At the moment there are insufficient stocks of Shelter kits in country, and at its current capacity the Shelter cluster would be unable to provide emergency shelter to the number of households mentioned in the scenario (approximately 12,500). Some cluster members have samples of Shelter kits that could be put together from materials readily available within provincial capitals within a week\(^{10}\) of the disaster and could potentially be distributed to the affected households quickly through members of the Shelter cluster. However this would require access to immediate funds and effective collaboration among the cluster members. The estimated cost of providing Shelter kits to 12,500 households is USD xxx\(^{11}\).

The early to mid-term recovery financing estimates will be based on an assumption that approximately

---

\(^{10}\) To be confirmed

\(^{11}\) Estimate will be based on CARE Shelter package unit costs, plus additional costs from distribution. To be confirmed.
40% of the affected households (in this scenario this is 16,000 HHs) will have damages to their housing, of which 90% will be minor damages and 10% will be serious damages.\textsuperscript{12}

9. Collaborative Partners

- **Ministry of Public Works and Transport / Department of Housing and Urban Planning**, Vientiane. Mr Xeng Xiong Nengxay, Head of Housing Division. Tel. 021412152
- **Lao Red Cross Society**, Impasse XiengNhune, Avenue Sethathirad, Vientiane. Tel : +856 21 216 610
- **IFRC**, Asia Pacific Shelter Delegate, Kuala Lumpur, Malaysia. Tel: +60-3-9207 5700, +60-3-9207 5771 (Direct), Mobile: +60-1-2305 8023, Email: gregg.mcdonald@ifrc.org
- **United Nations Development Programme (UNDP)** (Early Recovery cluster lead): Bruno Cammaert, tel. +856 (21) 267 710
- **UNICEF** (WASH cluster lead): Mahboob Ahmed Bajwa, Chief WES Tel. +856- 21-315200-5 Ext. 111, Cell +856-20-54105566; Santiphap Kithavone, WASH officer, Tel. 020 22221717
- **World Food Programme (WFP)** (Logistics cluster lead): Emmanuel Tusiime, Head of Logistics, tel.

\textit{NB: For other operational partners see Annex 1 Cluster member contact list}

Annexes:
1. Shelter Cluster contact details
2. Shelter cluster resource mapping
3. Sample Shelter kit\textsuperscript{13}

\textsuperscript{12} UN-HABITAT can provide a cost estimate
\textsuperscript{13} To be supplied at a later stage
<table>
<thead>
<tr>
<th>Agency/Org.</th>
<th>Focal Point</th>
<th>Title</th>
<th>Office number</th>
<th>Cell phone number</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>UN-HABITAT</td>
<td>Eeva Nyyssonen</td>
<td>Programme &amp; Communications Officer</td>
<td>021 267664</td>
<td>020 77176276 / 020 22226014</td>
<td><a href="mailto:Eeva.nyyssonen@undp.org">Eeva.nyyssonen@undp.org</a></td>
</tr>
<tr>
<td></td>
<td>Buahom Sengkhamyong</td>
<td>CTA Laos</td>
<td>021 267714</td>
<td>020 22226005</td>
<td><a href="mailto:Buahom.sengkhamyong@undp.org">Buahom.sengkhamyong@undp.org</a></td>
</tr>
<tr>
<td></td>
<td>Avi Sarkar</td>
<td>Regional CTA</td>
<td>021 267707</td>
<td>020 55555654</td>
<td><a href="mailto:avii.sarkar@undp.org">avii.sarkar@undp.org</a></td>
</tr>
<tr>
<td>MPWT / DHUP</td>
<td>Xeng Xiong Nengxay</td>
<td>Head of Housing Division</td>
<td>021 412 152</td>
<td>020 97114255</td>
<td><a href="mailto:Xeng12@yahoo.com">Xeng12@yahoo.com</a></td>
</tr>
<tr>
<td>CARE</td>
<td>Mr. Chanthanome Sydavanh</td>
<td>Emergency Coordinator</td>
<td></td>
<td>020 2222 07 12</td>
<td><a href="mailto:Chanthanome@carelaos.org">Chanthanome@carelaos.org</a></td>
</tr>
<tr>
<td>IOM</td>
<td>Chiara Frattini</td>
<td>Project Officer</td>
<td>021267733</td>
<td>02058996579</td>
<td><a href="mailto:cfrattini@iom.int">cfrattini@iom.int</a></td>
</tr>
<tr>
<td></td>
<td>Thongleck Xiong</td>
<td>Senior Project Assistant</td>
<td>021267731</td>
<td>02099894631</td>
<td><a href="mailto:thxiong@iom.int">thxiong@iom.int</a></td>
</tr>
<tr>
<td>ChildFund Laos</td>
<td>Chris Mastaglio</td>
<td>Representative</td>
<td>856 (0) 21 412 966</td>
<td>+856 (0) 2095 143 740</td>
<td><a href="mailto:chrism@childfund.org.la">chrism@childfund.org.la</a></td>
</tr>
<tr>
<td>Save the Children</td>
<td>Emma Aguinot</td>
<td>Program Implementation Director</td>
<td>+856 (21) 454201</td>
<td>+856 (20) 2303990</td>
<td><a href="mailto:emma.aguinot@savethechildren.org">emma.aguinot@savethechildren.org</a></td>
</tr>
<tr>
<td>Oxfam in Laos</td>
<td>Sengthong Vongsakid</td>
<td>Humanitarian Coordinator</td>
<td>+856 21 450870</td>
<td>+856 20 54345710</td>
<td><a href="mailto:sengthongv@oxfam.org.au">sengthongv@oxfam.org.au</a></td>
</tr>
<tr>
<td>Plan International</td>
<td>John McGown</td>
<td>WASH Program Manager</td>
<td>021-353 410</td>
<td>856 20 973 673 84</td>
<td><a href="mailto:John.mcgown@plan-international.org">John.mcgown@plan-international.org</a></td>
</tr>
</tbody>
</table>
F. Protection Cluster RESPONSE PLAN

This response plan is based on a disaster scenario of a storm/flood that has directly affected 250,000 persons in five provinces. A total of 75,000 persons require immediate humanitarian assistance.

1. Goal

Ensure that the most vulnerable families and children affected by the disaster are protected from violence, abuse, and exploitation (and extended trauma) and the risks of UXO\(^{14}\).

2. Specific Health Cluster Objectives

2.1. To engage national and international protection partners in the effective collaboration and coordination of the protection sector response, including the UXO sector, where necessary.

2.2. To assess and monitor child protection needs and carry out awareness raising and prevention activities to protect affected families and children from violence, abuse, and exploitation and UXO risk and injury.

2.3. To initiate family tracing mechanisms and provide (as needed) psycho-social support and protection services through the establishment of Child Friendly Spaces

3. Emergency Response for the aforementioned scenario

<table>
<thead>
<tr>
<th>Activities</th>
<th>Agency(ies) responsible</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mobilise the cluster with the MLSW (priority phone calls to all agencies with links to the affected areas)</strong></td>
<td>UNICEF and Save the Children</td>
<td>Within 24hrs</td>
</tr>
<tr>
<td><strong>Undertake a rapid assessment of child protection needs as part of the multi-sector rapid assessment response team.</strong></td>
<td>Save the Children, UNICEF, Plan International, Handicap Intl. AFESIP, Friends Intl.</td>
<td>Within 1 week</td>
</tr>
<tr>
<td><strong>Undertake an initial assessment of UXO hazards and draft mitigation plans.</strong></td>
<td>UNDP, National Regulatory Authority for UXO and UXO Lao with involvement from MAG, Oxfam and Handicap Intl.</td>
<td>Within 1 week</td>
</tr>
<tr>
<td>Conduct appropriate prevention activities with affected families and children on issues such as safe migration, human trafficking, violence, abuse and exploitation and UXO mine risk education, where necessary.</td>
<td>Save the Children, UNICEF, Plan International, Handicap Intl. AFESIP, Friends Intl. For UXO; National Regulatory Authority for UXO and UXO Lao with involvement from MAG, Oxfam and Handicap Intl.</td>
<td>Within 1-2 weeks</td>
</tr>
</tbody>
</table>

\(^{14}\) When the disaster occurs in provinces affected by UXO
3. **Operational Constraints**

- Lack of skilled/qualified professionals and referral mechanisms at national/provincial/local levels able to provide psycho-social support services; heavy reliance on own organizational capacity and external resources which will require time to mobilize.

4. **Responsibilities and Authorities**

- The cluster coordinates its assistance through the MLSW

5. **Additional Personnel Requirements based on the scenario**

- Highly reliant on technical skills of staff from the Child Protection Working Group members

6. **Additional Material and Financial Requirements based on the scenario**

Additional financial support may come from CERF or Flash Appeal or donors.

7. **Collaborative Partners**

The cluster is lead by UNICEF/Save the Children/MLSW with a Sub-Group for the UXO Sector which will be led by UNDP, in partnership with the National Regulatory Authority (NRA) and UXO Lao. The Cluster’s members are:
## PROTECTION CLUSTER Contact List

<table>
<thead>
<tr>
<th>Agency/ Org.</th>
<th>Focal Point</th>
<th>Title</th>
<th>Office number</th>
<th>Cell phone number</th>
<th>Fax</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNICEF</td>
<td>Kirsten Di Martino</td>
<td>Chief, Child Protection</td>
<td>021315200-04</td>
<td>02078830582</td>
<td>021314852</td>
<td><a href="mailto:kdimartino@unicef.org">kdimartino@unicef.org</a></td>
</tr>
<tr>
<td>Save the Children</td>
<td>Sarah Morgan</td>
<td>Head of Child Protection &amp; Child Rights Governance</td>
<td>021 454201-3</td>
<td>020 55466180</td>
<td>021 285245</td>
<td><a href="mailto:Sarah.morgan@savethechildren.org">Sarah.morgan@savethechildren.org</a></td>
</tr>
<tr>
<td>Plan International</td>
<td>Andrew Hill</td>
<td>Program Director</td>
<td>021-353409</td>
<td>020 58620218</td>
<td>021 313 512</td>
<td><a href="mailto:Andrew.hill@plan-international.org">Andrew.hill@plan-international.org</a></td>
</tr>
<tr>
<td>AFESIP</td>
<td>Mrs. Virith Khattignavong</td>
<td>Social Economic Reintegration Coordinator</td>
<td>021 562936/562 978</td>
<td>020 99708820</td>
<td>021 562 937</td>
<td><a href="mailto:dis.advisor@laos.handicap.be">dis.advisor@laos.handicap.be</a></td>
</tr>
<tr>
<td>Handicap International</td>
<td>Caroline Guerin</td>
<td>Disability Rights &amp; Inclusion Advisor</td>
<td>021 412 110</td>
<td>020 5460 5545</td>
<td>021 416 242</td>
<td><a href="mailto:dis.advisor@laos.handicap.be">dis.advisor@laos.handicap.be</a></td>
</tr>
<tr>
<td>Friends Intl. (Peuan Mit)</td>
<td>Ketsone Philaphandet</td>
<td>Country Program Director</td>
<td>021 261 389</td>
<td>020 777 012 09</td>
<td></td>
<td><a href="mailto:ketsone@friends-international.org">ketsone@friends-international.org</a></td>
</tr>
<tr>
<td>UNDP/UXO Lao</td>
<td>Tim Lardner</td>
<td>Chief Technical Advisor</td>
<td>020 555 16067</td>
<td></td>
<td></td>
<td><a href="mailto:Tim.Lardner@undp.org">Tim.Lardner@undp.org</a></td>
</tr>
<tr>
<td>Oxfam</td>
<td>Souphonesa Xaypannya Sengthong Vongsalid (second contact person)</td>
<td>Human Resource Advisor Humanitarian Coordinator</td>
<td>021 450870</td>
<td>020 22220961</td>
<td>021 414660</td>
<td><a href="mailto:souphonesax@oxfam.org.au">souphonesax@oxfam.org.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>020 54345710</td>
<td></td>
<td><a href="mailto:sengthongv@oxfam.org.au">sengthongv@oxfam.org.au</a></td>
</tr>
<tr>
<td>MAG</td>
<td>David Horrocks</td>
<td>Country Director</td>
<td>021 217 505</td>
<td>020 5570 5991</td>
<td></td>
<td><a href="mailto:david.horrocks@maglaos.org">david.horrocks@maglaos.org</a></td>
</tr>
</tbody>
</table>
G. EARLY RECOVERY Cluster RESPONSE PLAN

(This response plan is based on a disaster scenario of a storm/flood that has directly affected 250,000 persons in five provinces. A total of 75,000 persons require immediate humanitarian assistance.)

1. Introduction

Early recovery is ultimately about helping people to rebuild their lives. To do this, a coordinated approach is critical to identify people’s diverse needs beyond emergency assistance, at the earliest possible moment, and plan for what it will take to meet these needs. Given the multi-sectoral nature of early recovery it is important to work with other clusters to ensure systematic planning and implementation of early recovery within the context of their own specific areas of work. This makes early recovery a common concern and avoids limiting early recovery to the work of one cluster.

However, there are often areas of early recovery which are not covered by the other clusters and that are essential in order to kick-start the recovery efforts. These specific early recovery areas will vary from context to context and may include for example livelihoods, agriculture, infrastructure, land and property or governance.

In Lao PDR, the Humanitarian Country Team has appointed UNDP to act as the Early Recovery Cluster Lead. At the country level, UNDP supports the UN RC/HC to harmonize the work of all IASC members. UNDP may also take the lead in coordinating those areas of early recovery not covered by other clusters.

2. Goal

Coordinated assessment of needs and response to ensure effective and rapid long-term recovery

3. Specific Cluster Objectives

- Ensuring coordinated Early Recovery planning across different IASC Clusters
- Facilitate joint In Depth Sectoral Assessments including existing capacities including existing capacities and opportunities for early recovery
- Coordinating Post Disaster Needs Assessment identifying key areas (including areas not covered by the different IASC clusters), interventions and required budgets
- Lead the implementation of the Early Recovery efforts

4. Emergency Response for the aforementioned scenario

4.1 Preparedness

<table>
<thead>
<tr>
<th>Activities</th>
<th>Agency(ies) responsible</th>
<th>Timeline</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Establishment of an Early Recovery Network across all IASC clusters (Early Recovery focal point for each cluster) and review each cluster response plan to ensure “early recovery planning is included.</td>
<td>Cluster lead and RCO</td>
<td>To be started</td>
<td>NA</td>
</tr>
<tr>
<td>2 Identify partners and resources available for early recovery areas covered or not covered by IASC clusters. Analyze the potential of each partner (including DPs and government agencies) in terms</td>
<td>Cluster lead and RCO-NDMO</td>
<td>To be started</td>
<td>NA</td>
</tr>
</tbody>
</table>
of staff capacity/expertise, geographical coverage and/or funding and identify potential gaps. This information is to be updated prior to routine or regular IASC related meeting.

<table>
<thead>
<tr>
<th></th>
<th>Activities</th>
<th>Agency(ies) responsible</th>
<th>Timeline</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Review National Disaster Management and Response strategies, plans and procedures (including cluster plans) and ensure Early Recovery is addressed where needed or applicable</td>
<td>Cluster lead and IASC members partners</td>
<td>To be started</td>
<td>NA</td>
</tr>
<tr>
<td>4</td>
<td>Discuss, review and adopt the Post-Disaster Needs Assessment template with government and development partners</td>
<td>Cluster lead and RCO</td>
<td>To be started, once Global PDNA template is made available</td>
<td>NA</td>
</tr>
<tr>
<td>5</td>
<td>Gather relevant data and data sources (in collaboration with IASC members) to facilitate future assessments and to strengthen early recovery response</td>
<td>Cluster lead and IASC members</td>
<td>To be started</td>
<td>NA</td>
</tr>
<tr>
<td>6</td>
<td>Identify training and capacity building needs for Early Recovery network members and other relevant stakeholders identified (point 2)</td>
<td>Cluster lead and IASC members</td>
<td>To be started</td>
<td>NA</td>
</tr>
</tbody>
</table>

### 4.2 Response

<table>
<thead>
<tr>
<th></th>
<th>Activities</th>
<th>Agency(ies) responsible</th>
<th>Timeline</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participate in IASC meetings and Cluster (as activated by IASC) meetings and support Early Recovery planning by each Cluster</td>
<td>Cluster lead</td>
<td>Cluster lead</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Provide support to IASC and NDMO in gathering secondary data relevant to early recovery efforts</td>
<td>Cluster lead</td>
<td>Cluster lead</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Provide support to IASC and NDMO in organizing joint In Dept Sectoral Assessments and Post Disaster Needs Assessments</td>
<td>Cluster lead</td>
<td>Cluster lead</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Assist with mobilization of partners and resources to implement Early Recovery efforts covered or not covered by IASC clusters</td>
<td>Cluster lead</td>
<td>Cluster lead</td>
<td>Once assessments have been completed</td>
</tr>
<tr>
<td>5</td>
<td>Conduct an evaluation of the Early Recovery efforts to verify effectiveness and ensure long term recovery</td>
<td>Cluster lead</td>
<td>Cluster lead</td>
<td>6 months after disaster</td>
</tr>
</tbody>
</table>

### 5. Operational Constraints and Strengths

- **UNDP will soon have a dedicated staff working on DRM and will have a project with NDMO which will contribute to the strengthening of the IASC mechanism, including early recovery**
- **Early Recovery preparedness needs to be initiated as part of the IACP.**
- **Effectiveness of Early Recovery will very much depend on other clusters and the effectiveness of the Early Recovery the “Network”**
- **Post Disaster Needs Assessment Format is not yet available.**
- **A number of infrastructure delivery mechanisms (PRF, DDF, ect.) are already in place but the delivery is likely to be slow. The existing mechanisms are also limited to relatively small scale infrastructure which might not match all the needs.**
6. Responsibilities and Authorities

- **Global Early Recovery Cluster Lead: UNDP.** UNDP will assist with implementation of the Early Recovery Preparedness plan. If the Cluster is officially activated UNDP will send a SURGE planning team will help reorient the UNDP country programme and boost operational resources in response to the crisis. BCPR can help with coordination, assessment and early recovery strategy development by deploying an Early Recovery Advisor, an Early Recovery Cluster Coordinator, a Needs Assessment Specialist and an Information Management Specialist, as required.

- **Local Early Recovery Cluster Lead: UNDP.** UNDP will facilitate the establishment of and support the Early Recovery Network among IASC clusters and will assist in mainstreaming early recovery planning in cluster response plans and national DRM strategies, plans, and procedures. UNDP will lead the Early Recovery Cluster if activated by IASC to address sectors not covered by existing clusters. UNDP will support MPI and NDMO in its role as IASC co-chair, by strengthening information collection, management, and dissemination, organizing joint needs assessments, facilitating resource mobilization and aid coordination, providing essential hardware for national and sub-national authorities to plan and manage early recovery. UNDP will lead, together with MPI, the implementation of the Early Recovery effort and will assess its impact.

- **Co-Chair of the Early Recovery Cluster: Ministry of Planning and Investment (MPI) Public Works and Transport (MPWT).** MPI will coordinate joint assessments with government agencies and IASC members, help facilitate resource mobilization and donor coordination. MPI will lead, together with UNDP, the implementation of the Early Recovery effort and its implementation.

- **Early Recovery Network Focal Points for different IASC clusters:** Will ensure Early Recovery planning is included in immediate response by concerned clusters and will contribute to the Early Recovery planning as part of the Post Disaster Needs Assessment.

- **Other DPs:** Contribute to the Early Recovery efforts based on identified resources, capacity/expertise.

7. Additional Personnel Requirements based on the scenario

The proposed disaster scenario would be considered a minor emergency where global activation of the Early Recovery Cluster would not be required. UNDP might nevertheless request BCPR to provide specialized advisors or specialist, as required.

8. Additional Material and Financial Requirements based on the scenario

The identified disaster scenario would require the mobilization of UNDP funds (TRAC 3) to provide extra hardware and mobilize additional human resources for information management, aid coordination and planning/management of early recovery (including joint needs assessments). The implementation of Early Recovery efforts would require additional resource mobilization depending on sectors affected and support provided through other clusters.

9. Collaborative Partners (contacts to be added)

- Ministry of Planning and Investment
- Ministry of Agriculture and Forestry
- Ministry of Public Works
- Ministry of Defence
- World Bank, ADB
<table>
<thead>
<tr>
<th>Agency/Org.</th>
<th>Focal Point</th>
<th>Title</th>
<th>Office number</th>
<th>Cell phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDP</td>
<td>Bruno Cammaert Singha Ounniyom</td>
<td>Head of Environment Unit Climate Change Policy Specialist</td>
<td>021 267710</td>
<td>02055515876</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>021 267711</td>
<td>02054040749</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
H. FOOD SECURITY Cluster RESPONSE PLAN

1. **Introduction**

To be completed

2. **Goal**

The objective of the Food Security Cluster (FSC) in an emergency is to support the Government of Lao to meet the humanitarian food security needs of affected populations in a timely, effective, and accountable manner.

3. **Specific Cluster Objectives**

The emergency response plan details response actions to enable the FSC to adequately and effectively meet the food security needs of a population affected by disasters. Floods and droughts are the most recurrent disasters affecting the food security and livelihood of the population particularly rural subsistence farmers and communities vulnerable to food insecurity and malnutrition.

The specific objectives of the FSC are;

1. To put in place readiness measures to enable the FSC to carry out its responsibilities in the event of an emergency, in a rapid, appropriate and effective manners;
2. To detail procedures and steps which can be followed by the cluster in the event of an emergency, which highlight key stages and accountability and effectiveness measures in the process and
3. To strengthen coordinate within cluster members, other relevant clusters, key stakeholders, and donors as well as strengthen the capacity of the government for effective coordination and response to the food security crises.

3. **Emergency Response for the aforementioned scenario**

<table>
<thead>
<tr>
<th>Activities (outline what needs to be done – either collectively or even by individual organization in order to achieve the stated objectives)</th>
<th>Agency(ies) responsible</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop TORs for the Cluster, cluster coordinator, and other members of the Cluster.</td>
<td>Cluster coordinator and members</td>
<td>Dec 2012</td>
</tr>
<tr>
<td>Compile list of cluster members and their contact details</td>
<td>Cluster coordinator</td>
<td>August 2012</td>
</tr>
<tr>
<td>Define key roles and responsibilities of the cluster before during and after the emergencies</td>
<td>Cluster coordinator and cluster members</td>
<td>Oct 2012</td>
</tr>
<tr>
<td>Compile secondary data sources for the needs verification purposes in the early stages</td>
<td>Lead agencies, WFP (VAM), OCHA, UNRCO, Logistics (WFP)</td>
<td>Oct 2012</td>
</tr>
<tr>
<td>Review the Assessment tool from food security prospective and develop detailed FSC assessment</td>
<td>Cluster members</td>
<td>Dec 2012</td>
</tr>
<tr>
<td>Establish a list of culturally acceptable and nutritionally appropriate foods which can be stockpiled for emergency response</td>
<td>Cluster member</td>
<td>Sept 2012</td>
</tr>
<tr>
<td>Compile and monitor a list of potential suppliers</td>
<td>Cluster members, Logistics and Procurement units (WFP)</td>
<td>Sept 2012</td>
</tr>
<tr>
<td>Task</td>
<td>Responsible Party</td>
<td>Date</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>---------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Map agriculture calendar, production, and capacity in the most</td>
<td>Cluster and VAM WFP</td>
<td>Oct 2012</td>
</tr>
<tr>
<td>vulnerable provinces and neighboring provinces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop a casted food assistance operational plan for the initial</td>
<td>Cluster members</td>
<td>Dec 2012</td>
</tr>
<tr>
<td>phase as per the agreed scenario</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assess and map the storage capacity in country</td>
<td>Cluster member</td>
<td>Oct 2012</td>
</tr>
<tr>
<td>Guidelines on the effective inclusion of Agricultural and</td>
<td>Cluster members</td>
<td>Jan 2013</td>
</tr>
<tr>
<td>livelihood early recovery into response plan.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guidelines on use of cash and vouchers for emergency response</td>
<td>Cluster members</td>
<td>Jan 2013</td>
</tr>
</tbody>
</table>

4. **Operational Constraints**

- The emergency may scatter the population presenting challenges for identification and supply of inputs to recipients of affected areas;
- Damage to transportation infrastructure or movement restrictions will hamper access to displaced;
- Un-availability of the required food for the local market for the response to the immediate needs of the affected population.

5. **Responsibilities and Authorities**

- The cluster coordinates its food assistance through the MLSW and MAF of government of Lao
- The cluster will also coordinate its operation closely coordinated with NDMO, other clusters and UNRCO
- The cluster will seek joint operation and coordination with Nutrition Cluster.

6. **Additional Personnel Requirements based on the scenario**

To be completed

7. **Additional Material and Financial Requirements based on the scenario**

To be completed

8. **Collaborative Partners**

(Include appropriate government ministries, technical services and divisions, depending on the nature of the disaster and its impact on different agricultural sectors.)

The cluster is lead by WFP and FAO and the Cluster’s members are as listed below:

To be completed

**CLUSTER (Name) Contact List**

<table>
<thead>
<tr>
<th>Agency/Org.</th>
<th>Focal Point</th>
<th>Title</th>
<th>Office number</th>
<th>Cell phone number</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFP</td>
<td>Ghulam Sherani</td>
<td>Head of Emergency Preparedness and Response Unit</td>
<td>021300330</td>
<td>02054617175</td>
<td><a href="mailto:Ghulam.sherani@wfp.org">Ghulam.sherani@wfp.org</a></td>
</tr>
<tr>
<td>FAO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLSW</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WVI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex 9: Situation Report Input Template

Cluster Name
Situation Report Input • Laos / Emergency

A. Cluster Details
1. Lead Organization:
2. Focal Point Contact Details: (Name, Title, Phone, Email)

B. Reporting Period
1. Report Number:
2. Report Date:
3. Time Period Covered:

Please note: sections C-E together should be no more than 200 words total.

C. Humanitarian Needs
Description of total beneficiary needs, including needs the cluster is currently addressing

D. Humanitarian Response
Description of humanitarian activities by cluster partners serving the needs listed above

E. Gaps & Constraints
Description of the unmet needs of both beneficiaries and cluster partners
Annex 10: Overall Situation Report Template

Country • Emergency  
Situation Report No. X  
Date

This report is produced by OCHA in collaboration with humanitarian partners. It was issued by field office or HQ. It covers the period from to . The next report will be issued on or around .

I. HIGHLIGHTS/KEY PRIORITIES
[Insert three to four bullet points highlighting the main headlines. Keep them brief and to the point. The Situation Overview is reserved for detailed information.]

• xxx  
• xxx

II. Situation Overview
[Recap of the general situation, key facts and figures. Include important events since the last report. Include new information on access and security and operational constraints. Describe the affected populations (refugees, IDPs, host families, etc), highlighting vulnerable groups such as women and girls, the elderly and people with HIV/AIDS. Report on inter-agency assessments.]

[Country location maps to be inserted here. They can be downloaded at www.reliefweb.int/location_maps. Larger A4 maps should be included as a separate attachment.]

III. Humanitarian Needs and Response
[Omit sections not relevant to this emergency or this reporting cycle. List the sections in order of priority to the emergency, or explain that the section is ordered alphabetically. Where relevant, change to in-country cluster/sector name.]

AGRICULTURE

Needs: [Total beneficiary needs, including needs the cluster is currently addressing]  
Response: [Humanitarian activities by cluster members including national response]  
Gaps & Constraints: [Unmet needs of both beneficiaries and cluster members]

CAMP COORDINATION/MANAGEMENT

Needs: [Total beneficiary needs, including needs the cluster is currently addressing]  
Response: [Humanitarian activities by cluster members including national response]  
Gaps & Constraints: [Unmet needs of both beneficiaries and cluster members]
EARLY RECOVERY

Needs: [Total beneficiary needs, including needs the cluster is currently addressing]
Response: [Humanitarian activities by cluster members including national response]
Gaps & Constraints: [Unmet needs of both beneficiaries and cluster members]

EDUCATION

Needs: [Total beneficiary needs, including needs the cluster is currently addressing]
Response: [Humanitarian activities by cluster members including national response]
Gaps & Constraints: [Unmet needs of both beneficiaries and cluster members]

EMERGENCY SHELTER

Needs: [Total beneficiary needs, including needs the cluster is currently addressing]
Response: [Humanitarian activities by cluster members including national response]
Gaps & Constraints: [Unmet needs of both beneficiaries and cluster members]

EMERGENCY TELECOMMUNICATIONS

Needs: [Total beneficiary needs, including needs the cluster is currently addressing]
Response: [Humanitarian activities by cluster members including national response]
Gaps & Constraints: [Unmet needs of both beneficiaries and cluster members]

FOOD

Needs: [Total beneficiary needs, including needs the cluster is currently addressing]
Response: [Humanitarian activities by cluster members including national response]
Gaps & Constraints: [Unmet needs of both beneficiaries and cluster members]

FOOD SECURITY

Needs: [Total beneficiary needs, including needs the cluster is currently addressing]
Response: [Humanitarian activities by cluster members including national response]
Gaps & Constraints: [Unmet needs of both beneficiaries and cluster members]

NUTRITION

Needs: [Total beneficiary needs, including needs the cluster is currently addressing]
Response: [Humanitarian activities by cluster members including national response]
Gaps & Constraints: [Unmet needs of both beneficiaries and cluster members]

HEALTH

Needs: [Total beneficiary needs, including needs the cluster is currently addressing]
Response: [Humanitarian activities by cluster members including national response]
Gaps & Constraints: [Unmet needs of both beneficiaries and cluster members]

LOGISTICS
Needs: [Total beneficiary needs, including needs the cluster is currently addressing]
Response: [Humanitarian activities by cluster members including national response]
Gaps & Constraints: [Unmet needs of both beneficiaries and cluster members]

PROTECTION

Needs: [Total beneficiary needs, including needs the cluster is currently addressing]
Response: [Humanitarian activities by cluster members including national response]
Gaps & Constraints: [Unmet needs of both beneficiaries and cluster members]

WATER, SANITATION AND HYGIENE

Needs: [Total beneficiary needs, including needs the cluster is currently addressing]
Response: [Humanitarian activities by cluster members including national response]
Gaps & Constraints: [Unmet needs of both beneficiaries and cluster members]

IV. Coordination


V. Funding

[In many cases this could simply be two to three bullet points with a link to FTS.]

All humanitarian partners including donors and recipient agencies are encouraged to inform FTS of cash and in-kind contributions by sending an e-mail to: fts@un.org.

XX million requested (US$)  XX % funded

VI. Contact

[For major emergencies, the contact details of the cluster coordinators should also be included.]

Please contact:
Location: Name, Title
e-mail address, phone number

Location: Name, Title
e-mail address, phone number

Location: Name, Title
e-mail address, phone number

For more information, please visit link to relevant websites.
Annex 11: Initial Information Guidance Note

Guidance for the Collection of Initial Disaster Information

The following questions are a guide for what information is most important in the first 72 hours of a rapid onset disaster, to inform the immediate response. Any actor who has information about the affected area may collect the information. In most cases, not all information will be available, and actors should ensure that the initial information is sent to the Emergency Task Force each day, as appropriate, even if it is incomplete.

ETF email address and phone number:

1. Brief description of the event/disaster

2. Affected area and population

<table>
<thead>
<tr>
<th>District</th>
<th>Villages</th>
<th>Total Estimated Population that is affected</th>
<th>Men/Women/Children</th>
<th>Number of displaced persons (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. What are the sectors that appear to have been affected (please provide as much details on impact as is currently available)?
<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. What has been the response so far (of the community, the government and other actors) and what are the gaps?</td>
<td></td>
</tr>
<tr>
<td>5. What are the major challenges to respond to this situation?</td>
<td></td>
</tr>
<tr>
<td>6. What are the gaps in terms of available information at this stage (any geographical areas from which you have no information, any sectors for which no information on impact exist, etc.)?</td>
<td></td>
</tr>
<tr>
<td>7. What is the current situation? Is it likely to improve or become worse?</td>
<td></td>
</tr>
<tr>
<td>8. Other information</td>
<td></td>
</tr>
</tbody>
</table>

Completed by (name/organization/contact information)
Annex 12: Common Rapid Assessment Tool

COMMON RAPID ASSESSMENT FORM

Instructions
• This form is used for conducting field-based rapid assessment within 14 days after disaster
• Not all questions or sections may be relevant to a particular emergency, if not please mark Non-Applicable (N/A);
• One form should be used for each affected village;

1. Location

<table>
<thead>
<tr>
<th>Geographic data</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Province:</td>
<td></td>
</tr>
<tr>
<td>District:</td>
<td></td>
</tr>
<tr>
<td>Village cluster:</td>
<td></td>
</tr>
<tr>
<td>Village Name:</td>
<td></td>
</tr>
<tr>
<td>GPS Latitude:</td>
<td></td>
</tr>
</tbody>
</table>

Data collector Name: Position:
Organization: Phone no:
Email:
Informant name: Position in village:
Date of data collection:

2. Disaster Information

Type of disaster

Date of disaster

3. Information on affected village

<table>
<thead>
<tr>
<th>Location</th>
<th>☐ lowland ☐ hilly ☐ mountainous ☐ along a river</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village is accessible by</td>
<td>☐ 2x4 truck ☐ 4x4 truck ☐ motorbike ☐ boat</td>
</tr>
</tbody>
</table>

If by foot only: Walking distance to next point accessible by boat or truck

--------------- hours

<table>
<thead>
<tr>
<th>Means of transport available in the village</th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, please specify:</td>
<td></td>
</tr>
</tbody>
</table>
Means of communication (e.g. mobile network) □ Yes □ No
If yes, please specify: 

Is this an UXO contaminated area? □ Yes □ No

<table>
<thead>
<tr>
<th>4. Demographic information</th>
</tr>
</thead>
</table>

**Before the disaster**

<table>
<thead>
<tr>
<th>Number of households</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total population</td>
<td>_______ habitants including _______ women</td>
</tr>
<tr>
<td>Children less than 5 years old</td>
<td>_______ boys, _______ girls</td>
</tr>
<tr>
<td>Elders 60 years or older</td>
<td>_______ men, _______ women</td>
</tr>
<tr>
<td>Number of persons with disabilities</td>
<td>_______ male _______ female</td>
</tr>
</tbody>
</table>

**After the disaster**

- Total population: _______ habitants including _______ women
- Number of affected households:

<table>
<thead>
<tr>
<th>Number of affected people</th>
<th>Care-taker not available</th>
<th>Displaced</th>
<th>Injured</th>
<th>Missing</th>
<th>Dead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children &lt; 5 years old</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children ≥5 and &lt; 18 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pregnant or lactating women</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persons with disabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elderly ≥60 years old</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| | In a safe place (school, temple, host family etc) | In a insecure/unsafe place |
|-----------------------------|-----------------------------|
| Number of displaced people  |  | |
| _____ male                  |  |  |
| _____ female                |  |  |

Does your community host displaced people from other areas? □ No □ Yes. If yes, approximately how many?
If yes, where do displaced people come from? ____________
5. Shelters and Access to Non-Food Items (NFI)

5.1 Shelter

Total number of houses in the area: _______________

How many houses suffered damage:

1. Undamaged _______________
2. Damaged, but inhabitable _______________
3. Uninhabitable _______________

5.2 Access to essential Non-Food Items (NFI)

Do households have at least two containers (10-20 litres each) to carry water?

☐ Yes ☐ No

If No, recommendation of distributing water container is

☐ low ☐ medium ☐ high

Do households have appropriate equipments and materials to cook and eat their food? (stove, pot, plates, and mug/drinking vessel, etc.)

☐ Yes ☐ No

If No, recommendation of distributing kitchen utensil is

☐ low ☐ medium ☐ high

Do people have or have access to sufficient sanitation/hygiene items (including the package: bathing soap, laundry soap, shampoo, toothpaste and toothbrush, sanitary protection)?

☐ Yes ☐ No

If No, recommendation of distributing hygiene kits is

☐ low ☐ medium ☐ high

Do households have bedding materials available (tarps, mats, blanket)?

☐ Yes ☐ No

If No, recommendation of distributing bedding materials is

☐ low ☐ medium ☐ high

Do people have at least 2 full sets of clothing (shirt, pants/sarong, underwear)?

☐ Yes ☐ No

If No, recommendation of distributing of clothes

☐ low ☐ medium ☐ high

Have they received or expecting to receive any shelter/NFI assistance in the coming days?

☐ Yes ☐ No

If so, list what and by whom?

- Hygiene kits Source: _______________
- Household kits Source: _______________
- Kitchen Utensils Source: _______________
- Family tarpaulin Source: _______________
- Other Source: _______________

6. Food Security

6.1 Damage to food production

How many household rice has been damaged or lost? _______________
How big is the damage to the agricultural production?

<table>
<thead>
<tr>
<th></th>
<th>Total hectare grown</th>
<th>Affected/estimated recovery rate</th>
<th>Totally Destroyed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowland rice</td>
<td>______ha</td>
<td>______ha</td>
<td></td>
</tr>
<tr>
<td>Upland rice</td>
<td>______ha</td>
<td>______ha</td>
<td></td>
</tr>
<tr>
<td>Corn / Maize</td>
<td>______ha</td>
<td>______ha</td>
<td></td>
</tr>
<tr>
<td>Home garden (vegetables)</td>
<td>______ha</td>
<td>______ha</td>
<td></td>
</tr>
<tr>
<td>Fruit trees</td>
<td>______ha</td>
<td>______ha</td>
<td></td>
</tr>
<tr>
<td>Other crops, please specify</td>
<td>______ha</td>
<td>______ha</td>
<td></td>
</tr>
<tr>
<td>Seeds damaged (kg)</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.2. Food availability

What percentage of households lost their rice stock due to the disaster?
______ percent completely ______ percent partially

How long will the rice stock last? For how many people? _______ months

How do people usually obtain food? (tick relevant box/s)
☐ Livestock  ☐ Cultivation  ☐ Food stall  ☐ Local market

What kind of food is acceptable?

Is food available in the market?

Are households able to cook/prepare food? ☐ Yes ☐ No

If No, what is the reason? _______________________

6.3. Coping Mechanisms

What are observed coping mechanisms employed by most people?
☐ Eating less quantity of food ☐ Reduce number of meals ☐ Selling small animals
☐ Selling valuables ☐ Selling animals for farming

Have they received or expecting to receive any food assistance in the coming days?
☐ Yes ☐ No
If so, list what and by whom?

- Rice/noodles  Source: ___________________
- Canned food  Source: ___________________
- Cooking oil  Source: ___________________

7. Water and Sanitation

Does the population have access to safe drinking water?
☐ Yes ☐ No

What are regular sources of water supply before emergency?
☐ Piped water ☐ Dug well ☐ Spring water ☐ Surface water ☐ Tube-well/borehole ☐ Others

How long does it take you to reach the available water resources? (Specify the time required to go there and back including queuing time by foot)
☐ 0-15 minutes ☐ 15-30 minutes ☐ 30-60 minutes ☐ more than 60 minutes

Were water systems damaged or contaminated?
☐ Yes ☐ No

<table>
<thead>
<tr>
<th>Pump system</th>
<th>Dug Wells</th>
<th>Tube Wells</th>
<th>Gravity Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damaged</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destroyed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contaminated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Still functioning</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do households have water storage containers?
☐ Yes ☐ No

If yes, what type of household water storage container is available? (Please tick relevant box/es)
☐ Jerry can ☐ Bucket ☐ Water gallon ☐ Other, please specify

Are latrines available for affected families?
☐ Yes ☐ No

If yes, how many latrines are available? And what type of latrines available?
☐ Pit latrine ☐ Flush latrine with septic tank ☐ Other

If no, where do affected people defecate?
☐ River ☐ Open defecation ☐ Other

Have they received or expecting to receive any WATSAN assistance in the coming days?
☐ Yes ☐ No

If yes, list what and by whom?
- Water purification ☐ Yes ☐ No If yes, Source: ________________
- Safe drinking water ☐ Yes ☐ No If yes, Source: ________________
- Other ☐ Yes ☐ No If yes, Source: ________________
8. Health

What type of health problems do people have?

☐ Skin infections (incl. of feet)  ☐ Eye infections  ☐ Ear infection
☐ Respiratory infections  ☐ Diarrhea  ☐ Dehydration (dry mouth/thirsty/dizzy)
☐ Febrile illness (incl. suspect malaria, dengue, fever & rash)  ☐ Jaundice
☐ Wounds  ☐ Other (specify)  ☐ None

Are there increased numbers of illnesses among children?

☐ Yes  ☐ No

If yes, which illnesses?

☐ Skin infections (incl. of feet)  ☐ Eye infections  ☐ Ear infection
☐ Respiratory infections  ☐ Diarrhea  ☐ Dehydration (dry mouth/thirsty/dizzy)
☐ Febrile illness (incl. suspect malaria, dengue, fever & rash)  ☐ Jaundice
☐ Wounds  ☐ Other (specify)

What types of health facilities are still functioning in the affected areas?

<table>
<thead>
<tr>
<th>Type of facility</th>
<th>Functioning (Y/N/DK)</th>
<th>Name</th>
<th>Accessible? (Y/N/DK)</th>
<th>Time takes to travel there from village</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provincial Hospital</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District hospital</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health center</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile clinic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DK = don't know

How many doctors/nurses/midwives are still actively working in the health center?

--------Doctors  ..........Nurses  ..........Midwives

Are basic medical supplies available?

☐ Yes  ☐ No

How many days will the supplies last? ___________

Have they received or expecting to receive any medical assistance in the coming days?

☐ Yes  ☐ No

If yes, list which and by whom?

Mobile clinic    ☐ Yes  ☐ No  If yes, source: ___________
Basic medicines  ☐ Yes  ☐ No  If yes, source: ___________
Other            ☐ Yes  ☐ No  If yes, source  Source: ___________

9. Education

How many schools existed in the affected areas?

Kindergartens ___________  Primary schools ___________  Secondary schools ___________

How many of these are currently operating?

Kindergartens ___________  Primary schools ___________  Secondary schools ___________
Number of classrooms partially damaged
Kindergartens __________ Primary schools __________ Secondary schools __________

Types of school structure:
☐ Permanent ☐ Temporary ☐ semi-permanent/permanent

Number of students affected: male/female:

Number of classrooms damaged or destroyed
Kindergartens __________ Primary schools __________ Secondary schools __________

Are the teaching or learning materials damaged and/or destroyed?
☐ Textbooks ☐ Bench ☐ Desk ☐ Table ☐ Chair

10. Protection

Has the safety and security of women and/or children in your community changed since the emergency?
☐ Yes ☐ No

Without mentioning any names or indicating anyone, do you know of incidents of abuse/violence/trafficking against any person occurring since the disaster?
☐ Yes ☐ No

Do you know of:
• Children separated from their parents/caregivers? ☐ No ☐ Few ☐ Many
• Children orphaned by the events? ☐ No ☐ Few ☐ Many
• Children living on their own? ☐ No ☐ Few ☐ Many
• Children, adults with disabilities separated or living on their own: Yes/No

Were the people informed of the coming hazard? ☐ yes ☐ No

Through which means? ☐ village announcement ☐ radio or phone announcement ☐ Calls from relatives, ☐ other please identify _______________

Villagers description of most prioritized assistance
Number 1 (first priority), 2 (second priority) and so on.

☐ Rice, ☐ Clothes & blanket ☐ Medicine
☐ Cash ☐ Seeds ☐ Agricultural tools ☐ Potable water
☐ Housing equipment, ☐ Education equipment,
☐ Other (specify)
Conclusions and Recommendations

- Analysis of the information gathered
- Intervention: yes or no
- What sectors
- How much
- Safety and security issues
- Gather information if crime increase during disaster.
### Annex 13: Donor Information

<table>
<thead>
<tr>
<th>Donor</th>
<th>Humanitarian Funding Information</th>
<th>Key Contact Information</th>
</tr>
</thead>
</table>
| Australian Agency for International Development (AusAID) Aid | Australia responds to humanitarian crises by: (i) contributing funds to trusted implementing partners who have local knowledge and specialist capacity; (ii) deploying experts and specialist teams with required skills and (iii) providing appropriate and cost-effective relief supplies. Australia funds sudden onset, slow onset and protracted disasters, and commits to responding to humanitarian funding requests within 48 hours of a sudden onset major disaster.  

In Lao PDR, AusAID has provided humanitarian funding support for the 2008 floods and rodent infestation, 2009 Typhoon Ketsana floods, 2010 drought and malnutrition crisis, and 2011 typhoons/floods. Funds recipients included UN agencies (UNICEF and WFP) and Australian NGOs with humanitarian partnership agreements with AusAID. Australia also regularly contributes to WFP emergency operations.  

To access immediate humanitarian funds at the onset of a disaster, AusAID requires a brief initial funding proposal (including its sector and geographic focus, rationale, and costs) within the first 72 hours of a sudden onset major disaster. | Katheryn Bennett  
A/g Counsellor  
katheryn.bennett@ausaid.gov.au  
Ph +856 21 353800 Ext 121  
Mob +856 20 2223 8264                                                                                                                     | Dulce Carandang Simmanivong  
Senior Program Manager  
Ph +856 21 353800 Ext 227  
Mob +856 20 7798 7658                                                                                                                   |
| Directorate-General for Humanitarian Aid and Civil Protection (DG EU/ECHO) | Globally, DG ECHO funds sudden onset, slow onset and protracted crisis, which include as well response to epidemics. Sectors, which can be covered with DG ECHO funding are health, nutrition, food assistance, livelihood, WASH, shelter, mine clearing and disaster preparedness. Implementing agencies are those having signed a framework partnership agreement with DG ECHO (FPA/FAFA) such as the UN agencies the international aid organizations and the Red Cross.  

In the event of a large sudden onset disaster, DG ECHO can make an emergency funding decision to mobilize funds within 72 hours after the onset of the disaster **primary emergency funds**. However, the action must start within 5 days after the onset of the crisis | Marie T Benner  
Health & Nutrition Advisor / Focal Point Laos  
Marie.BENNER@echofield.eu  
Office: +66-22551035 ext. 105  
M: +66-89816 3784                                                                                                                   | Piriyada Vessuwon  
Program Assistant  
Piriyada.Vessuwon@echofield.eu                                                                                                              |
and can last for 3 months or less (no extension possible). This requires the submission of a less detailed single form.

The emergency fund can be mobilized soon after the crisis. While all actions start within 6 months of a disaster. In case there is no prior Primary Emergency financing decision, the first action must start within 3 months of the crisis. Duration is 6 months to be calculated from the start of the action (no extension possible). This requires the submission of the single form.

The Small Scale Response is a funding instrument for small-scale disasters. The objective of the Small Scale Response (SSR) tool is to provide rapid humanitarian assistance to victims of natural or man-made disasters where a small-scale response is adequate to cover unmet needs and enhance preparedness. The main criterion is that less than 50,000 people are affected while the funding ceiling is limited to 200,000 EURO per disaster. This requires the submission of the single form.

The Epidemic funding decision responses to public health related issues caused by outbreaks, which is the main trigger to access funds. There is no ceiling in terms of funding. This requires the submission of the single form.

ECHO's humanitarian funding in Lao PDR began in 1998, with recent funding allocated to the 2008 Mekong Floods, the 2009 Ketsana response, the cholera outbreak and flooding in 2010, the series of flooding in 2011 and the malaria outbreak 2011/2012. The ECHO regional office is located in Bangkok.

Embassy of the United States of America

The Office of U.S. Foreign Disaster Assistance (OFDA) is the office within USAID responsible for facilitating and coordinating U.S. Government emergency assistance overseas. As part of USAID’s Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA), OFDA provides humanitarian assistance to save lives, alleviate human suffering, and reduce the social and economic impact of humanitarian emergencies worldwide. OFDA responds to all types of natural disasters and provides assistance when lives or livelihoods are threatened by catastrophes such as civil conflict, acts of terrorism, or industrial accidents. In addition

+66-22551035 ext. 119

Thomas D’Agnes
Health Program Manager
USAID/RDMA/Lao PDR
US Embassy
Vientiane, Lao PDR
Tel: Office 856-21-267135
to emergency assistance, OFDA funds mitigation activities to reduce the impact of recurrent natural hazards and provides training to build local capacity for disaster management and response.

USAID/OFDA provided assistance to LAO PDR following Typhoon Ketsana in 2009. USAID/OFDA provided assistance through the Lao Red Cross, the International Federation of the Red Cross, UNICEF and World Vision.

For funding consideration, USAID/OFDA requires a concept paper or proposal from a potential partner after a disaster strikes.

<table>
<thead>
<tr>
<th>Japan</th>
<th>The Government of Japan has three tools for emergency assistance in countries affected by disasters: dispatch of the Japan Disaster Relief Team, provision of emergency relief goods and emergency grant aid. The Japan International Cooperation Agency (JICA) is responsible for dispatching of Japan Disaster Relief Team and provision of emergency relief goods, and the Embassy is responsible for the emergency grant aid. The Government or an international organization can request assistance via the Japan Embassy in Lao PDR, who will communicate the request to MoFA Japan.</th>
</tr>
</thead>
</table>
|  | Mobile: 856-020-5550-9186
dagnestr@state.gov |
|  | Embassy of Japan
Masoto Tso
Minister and Deputy Chief of Mission
MaSoto.iso@mofa.go.jp/021414406 |
|  | JICA
Mr. Masahiko Takizawa
(Takizawa.masahiko@jica.go.jp/020 5551 6931
Ms. Izumi Iwaoka
Iwaoka.izumi@jica.go.jp/020 5551 6932 |

<table>
<thead>
<tr>
<th>Luxemburg</th>
<th>The Luxembourg Embassy has provided emergency assistance funding to respond to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gabriel Baptista</td>
</tr>
</tbody>
</table>

---

[15](http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/resources/pdf/updated_guidelines_unsolicited_proposals_reporting.pdf)
| **German Embassy** | The Government of Germany provided humanitarian funding to Lao PDR in 2009. The Government of Germany is currently reviewing mechanisms for humanitarian fund distribution. Updated information will be included in the next draft of the contingency plan. |  
| Attaché, Embassy of Luxembourg in Vietnam  
Tel: 00844 3946 1416  
Mobile 0084 0 914342877  
Gabriel.baptista@mae.etat.lu |
| **Singapore Embassy** | During the Typhoon Ketsana disaster in 2009, the Singapore Government contributed US$75,000 as seed funding for the Singapore Red Cross (SRC) joint appeal drive for donations for those countries in the region affected by Typhoon Ketsana, including Vietnam, Cambodia and Lao PDR. In January 2012, in response to the floods caused by Typhoons Haima and Nockten, the Singapore Red Cross donated US$100,000 to the Lao Red Cross, to provide food and other essential supplies to affected populations. To request assistance from Singapore, via the Embassy, a request from the Government of Lao PDR seeking humanitarian relief assistance, including information on the nature of assistance and projected project costs is required. An independent assessment by a humanitarian agency should be submitted to Singapore as soon as possible following the disaster. |  
|  
| Ivan Chia | Deputy Chief of Mission and First Secretary (Political) | Singapore Embassy in Laos | Tel: (+856) 21 353 939 | Fax: (+856) 21 353 938 | Mobile: (+856) 20 5551 5625 |