Improved IADB Plan for Advisory Services in Disaster Response within the Inter-American System

Considering existing mechanisms and entities at the multilateral, regional and sub-regional levels, this Plan provides advisory assistance offered to the Inter-American System.

March 13, 2012
Original: Spanish

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PURPOSE

The purpose of this Plan is to respond to provisions in Paragraph 11 of Resolution AG/RES 2631 (XLI-O/11)

"11. To request the IADB, pursuant to its Statutes, to elaborate and submit to the CHS, before the next ordinary session period of the General Assembly, a plan to improve, taking into consideration the existing mechanisms and entities in the multilateral, regional and sub-regional levels, the guidance and assistance offered to the Inter-American System, geared towards enhancing the capacity to respond in case of natural disasters in the Hemisphere, as it corresponds."

FOUNDATIONS

A. Statute of the IADB from March 5, 2006 [AG/RES 1 (XXXII-E/06)];

B. Statute of the Inter-American Disaster Reduction Committee (IADRC), from June 6, 2006 [AG/RES 2182 (XXXVI-O/06)];

C. Resolution AG/RES 2631 (XLI-O/11) "SUPPORT TO THE ACTIVITIES OF THE INTER-AMERICAN DEFENSE BOARD", approved in the Fourth Plenary Session of June 7, 2011 in San Salvador, El Salvador;

D. Strategic Inter-American Plan for Policies on Vulnerability Reduction, Risk Management and Disaster Response (IASP) from IADRC/OAS, from May 30, 2003.

PROLOGUE

The impact caused by any disturbing phenomenon significantly affects the population, its goods, the productive capacity in affected areas, public goods and the environment; the magnitude of damage increases as population density increases especially with large concentrations in urban centers and high-risk zones. For this reason, it is a priority to determine and implement appropriate action for the prevention, relief and recovery of the population in case of an emergency or disaster.

The recurring participation of armed forces in these activities has provided them with a wealth of experience; therefore, their actions, either on their own or together with the authority at the corresponding level, are consistent with the magnitude of the disaster.

Because of this, nowadays, the armed forces are in general among the first organizations to respond; applying the experience acquired through many years of participation in disaster relief operations, and considering the positioning, infrastructure, organization, communication capabilities and the logistical, and operational experience of military forces.

In case, the effects of the phenomenon exceed the national capacity of the affected country, the government requests the assistance from the international community in order to receive goods and services to assist the affected population.

Normally, that assistance is provided and delivered through the armed forces of collaborating countries. Military institutions have the capacity to plan and mobilize, organizational flexibility, self-sustainability, adaptability to the environment, integrated logistics and communications systems, medical and engineering support units within their structures, search and rescue capabilities, rapid mobilization by virtue of troop readiness, and availability of organic transportation assets. These characteristics present the armed forces as potential short term instruments to, mitigate the effects of disasters.

Similarly, the military has demonstrated itself as a relevant element in implementing first-response actions after the occurrence of disasters, and are employed in allied countries affected by catastrophes as soon as a formal request is received, or by virtue of pre-negotiated bilateral or multilateral agreements.

GENERAL OBJECTIVE

To contribute to the actions of humanitarian assistance provided to the community impacted by a disaster in order to reduce the effects of it and saveguard the lives of those affected.

SPECIFIC OBJECTIVES

A. To develop a strategic concept for effective response in support of civil authorities, in case of disaster.

B. To propose actions to be implemented by the IADB, the collaborating countries, and the country affected by a disaster.

C. To contribute to the interaction between regional and sub-regional organizations, Non-governmental Organizations (NGOs), and others involved in the hemisphere's humanitarian assistance system.

D. To establish an efficient communication network involving different organizations related to humanitarian assistance activities, in order to facilitate the exchange of information.

E. To establish and maintain an updated and accurate database to assist in the adoption of preventive measures by the countries and other organizations of the system.

BASIC PREMISES

For the purposes of this Plan, the following basic premises were considered:

A. Respect state sovereignty and legal norms in all situations

B. Fully leverage lessons learned from past disasters

C. Consider regional and sub-regional organizations existing experiences

D. Consider, as a fundamental element, the active participation of IADB Delegates and the cooperation of other involved organizations

E. In accordance with the IADB's attributes provided in its statutes, this Plan should facilitate, support and optimize disaster response, and under no circumstances will the Board assume an operational role.

INTER-AMERICAN SYSTEM EXISTING ENTITIES

Below is a list of the entities with which we maintain contact, or deem conveniently to establish effective interaction, in order to optimize the existing mechanisms geared towards providing necessary humanitarian assistance in case of disasters.

A. <u>**Political Organizations**</u>

    1. Inter-American Committee for Disaster Reduction (CIRDN/OEA).

    2. Conference of Defense Ministers of the Americas (CDMA).

B. <u>**Technical Support and Assistance Organizations**</u>

    1. Inter-American Defense Board (IADB)

      a. Council of Delegates –Optimization and Effective Response Cell (CORE).
      b. Secretariat –Information Sharing and Analysis Center (CAMI).

    2. Pan-American Health Organization (PAHO).

C. <u>**Regional Organizations**</u>

    1. Conference of American Armies (CAA).

    2. Inter-American Naval Conference (CNI).

    3. Cooperation System of the American Air Forces (SICOFAA).

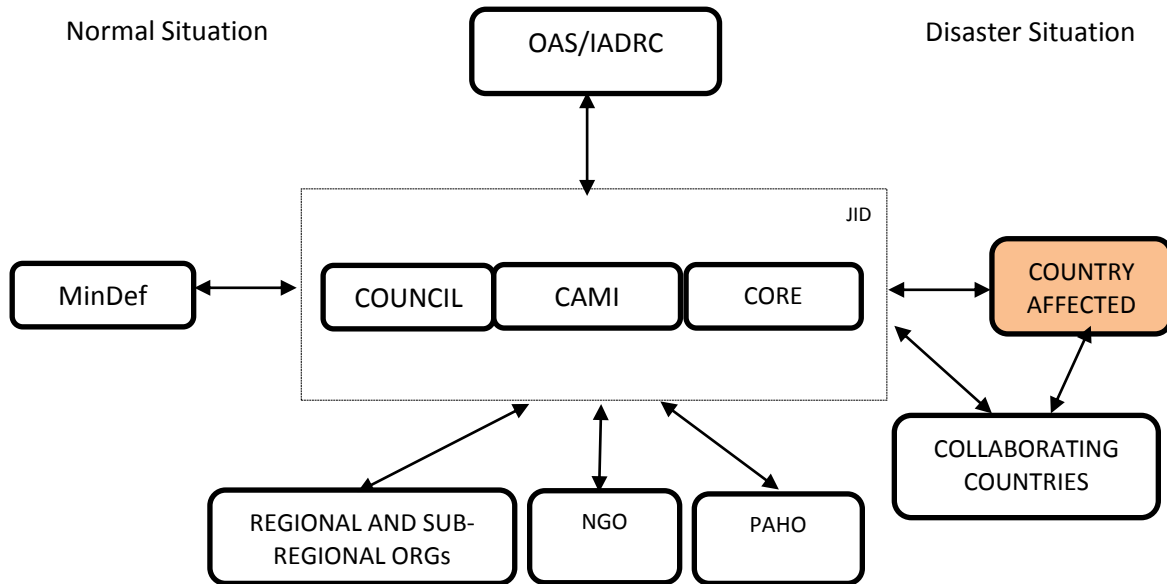**D.** <u>**Sub-regional Organizations**</u>

    1. Conference of Central American Armed Forces (CFAC).

    2. South American Defense Council (SADC).

    3. Central American Center for Disaster Prevention (CEPREDENAC).

    4. Andean Disaster Prevention and Attention Committee (CAPRADE).

    5. Caribbean Disaster Emergency Management Agency (CDEMA).

E. **Non-governmental Organizations (NGO's)**

1. International Federation of the Red Cross and the Red Crescent (FISCR and MLR).

STRATEGIC CONCEPT

The strategic concept of the current Plan is based on a sequence of actions, established according to experiences acquired in past catastrophes and disasters.

A. **Normal Situation**

Under normal circumstances, the IADB will permanently maintain the CAMI in activity. The CAMI is an entity of the IADB's Secretariat and is responsible for conducting the necessary activities to operate the IADB Network (Red JID) and maintenance of the IADB Database. Through the Delegates, the CAMI updates the Database with information about the Hemisphere's countries. Other information of interest will be obtained from the regional and sub-regional organizations, NGO's, PAHO and open sources, in order to organize a very complete common technological platform.

The Database will be organized pursuant to Annex A.

The CAMI will be organized by the Sub-Secretariat of Advisory Services (SAS) of the IADB.

B. **Disaster Situation**

In a disaster situation, the country affected, after assessing the damage, would normally ask for international assistance directly from the government of one or more countries.

The CORE, made up by representatives of the member states and observers of the IADB, as well as neighboring countries willing to collaborate with the affected country, is activated. The fundamental role of the CORE is to seek effective response to help the affected country.

C. IADB Network

The CAMI will constantly inform the OAS/IADRC and other organizations of the situation, and the humanitarian assistance activities implemented through the Inter-American Defense Board (IADB Network – Red JID).

Annex B outlines the conditions for information flow between the participating organizations in the IADB Network.

IADB TASKS AND RESPONSIBILITIES

A. Before the Disaster Occurs

1. COUNCIL OF DELEGATES

a. Maintain fluid communication with corresponding Defense Ministries informing CAMI regarding any modification and/or expansion of the information contained in the Database.

b. Inform CAMI regarding the possibility of an eminent disaster, the evolution of the situation, and the precautions undertaken by the corresponding Defense Ministry.

c. Remain informed about the situation through the IADB Network.

d. Disseminate this Plan to the corresponding Defense / Security Ministries.

2. SECRETARIAT - CAMI

a. Constantly monitor diverse potential phenomena that could cause a disaster in the region, using available media, television, internet, press, etc.

b. Prepare newsletters, reports and releases about the monitored phenomena, and send to appropriate authorities.

c. Continuously organize, manage, and update the Database.

d. Constantly operate the IADB Network and additional communication channels to keep information flowing at all times.

e. Organize and develop strategic exercises to mitigate situations provoked by different phenomena.

f. Participate in regional or sub-regional seminars, conferences and exercises on actions focused on the mitigation of disasters.

g. Maintain contact with pertinent NGOs for increased information flow and constant updates to applicable protocols and procedures, and supplement a given situation with the flow of information.

3. SUB-SECRETARIAT OF ADMINISTRATIVE SERVICES AND CONFERENCES (SSAC)

a. Support the CAMI to maintain infrastructure and equipment in optimal functional conditions.

b. Perform required maintenance of the IADB Network and logistical support for normal operation of the CAMI.

c. Update the IADB distribution list, to send the reports produced by the CAMI, to corresponding recipients and organizations.

B. **During the Disaster**

  1. COUNCIL OF DELEGATES AND OBSERVER COUNTRIES

    a. Chairman's Office

(A) Call an emergency meeting of the Council of Delegates to advise them of the situation and solicit required support from the Delegations.

(B) Contact the Chairman of the IADRC to define support, actions and assistance that the IADB could provide.

(C) Participate in the emergency meetings of the IADRC called by the SG of the OAS, at the designated place and time, with the latest information available

(D) In coordination with the Director General, decide on the activation of the CORE and its duration for continuous operation, taking into consideration the particular situation.

    b. Delegates

(A) Exchange information with the CAMI and the CORE

(B) Report required data on available media to their countries in support of humanitarian assistance actions.

(C) Integrate in the IADB Network

(D) Participate in the CORE, in the event your Country is interested in contributing to support the affected country with any assistance activities.

(E) Communicate with your Defense and/or Security Ministry in order to provide timely information to the CAMI and the CORE.

(F) Submit updates to the CAMI's Database.

(G) Provide data to the CAMI for elaboration of corresponding reports.

    c. CORE

(A) Provide information through available media regarding collaborating countries assistance to the affected country.

(B) Communicate with your Defense and/or Security Ministries through appropriate corresponding representatives.

(C) Inform the CAMI and/or the Delegate of the affected country about the intentions, the media, to be used, the type of assistance offered by the collaborating countries and other requirements for effective coordination by the OAS (Ambassadors and Chancellors)

(D) Organize and update procedures for operation of the CORE highlighting past experiences and lessons learned.

    d. Delegate of the country affected

(A) Inform the IADB, through the CORE, about the current situation, the magnitude of the disaster and the request for international assistance posed by your Government.

(B) Inform the CAMI about the existing facilities in the affected area for arrival of international humanitarian assistance.

(C) Maintain updated information regarding support from collaborating countries, as well as requirements for additional resources.

(D) Maintain contact with national entities and institutions responsible for coordinating international assistance in the affected country in order to keep the matrix used in the CAMI updated.

(E) Inform the CORE of all the requirements needed for the effective coordination by the OAS (Ambassadors and Chancellors).

(F) Designate a staff member or official of your Delegation as the CORE liaison throughout the emergency period

(G) Coordinate and facilitate the support offered to the affected Country for the entrance of resources, arriving by ground, air or sea.

2. SECRETARIAT- CAMI

a. Inform the Council of Delegates and IADB Observer Countries about the situation in case of a disaster.

b. Alert, through the IADB Network, all members of the network about the prevailing situation and the initial actions that the Board is undertaking

c. Request members of the IADB Network to notify the CAMI with the information they have or to send the information as soon as possible, regarding the affected area in order to notify the OAS accordingly.

d. Obtain information provided by OAS diplomatic representatives, IADB Delegations and international or sub-regional organizations, through either specialized or qualified open sources, analyzing, consolidating and disseminating this information through a newsletter and through the support matrix.

e. Prepare reports corresponding to and in accordance with the current situation to keep the OAS, IADRC, IADB Delegations and Military Conferences informed about the situation, support requested, or support received from donor countries by the affected country.

f. Follow-up on actions developed by all stakeholders involved in this Plan, pursuant to the Strategic Concept, implementing all the necessary information exchange between those stakeholders.

g. Coordinate information requirements with authorities of IADRC and PAHO that might be needed among the stakeholders of the affected area or the donor countries.

h. Maintain and update the Database as information is obtained from corresponding entities.

i. Create and update the Support Status Matrix; incorporate new information, especially updates regarding support progress.

j. Request the IADRC's support to resolve problems beyond the IADB's capacity; such, as issues pertaining to authorization for resources to enter ports and cross borders, and to authorize overflight of the affected country and the countries in route from donor nation.

C. <u>After the Disaster</u>

    1. COUNCIL OF DELEGATES

        a. <u>CORE</u>

           (A) Submit information for the elaboration of the final report

           (B) Maintain situational awareness in order to provide information on resources for assistance in recovery efforts, whenever necessary.

           (C) Constantly monitor the IADB Network.

        b.<u>Delegate of the Country Affected</u>

           (A) Prepare a corresponding report on the support and activities implemented by the armed forces of your Country and collaborating countries.

           (B) Support the CAMI in updating the Database, by contributing any lessons learned.

    2. SECRETARIAT - CAMI

        a. Maintain the IADB Network, communications channels, and lines of coordination to be used in case of a disaster in constant operation. .

        b.Update and continuously enhance the Database.

        c. Prepare a final report to be sent to the OAS (CHS, SG and IADRC), IADB delegations and military conferences; highlighting the activities conducted, lessons learned and suggestions for implementation of the procedures provided in this Plan.

        d. Submit the final report to the OAS, including all activities of the CAMI during the period of activation.

PROPOSALS TO REGIONAL, SUB-REGIONAL AND OTHER ORGANIZATIONS

A. <u>Before and After the Disaster</u>

    1. Provide CAMI, as much as possible and in agreement with each organization's statutes, information deemed relevant for the IADB CAMI Database.

    2. Exchange information on the occurrence of disasters throughout the hemisphere.

    3. Share with the IADB, as much as possible and in agreement with statutes, the organization's lessons learned after participating in an area affected by a disaster.

    4. Be part of the IADB Network.

B. <u>During the Disaster</u>

    1. Provide the IADB with information on available data regarding the number of countries developing activities to support the affected country.

    2. In addition to the information from IADB Delegates or Observer Countries, compile information on resources still available in donor countries to support the affected country.

    3. In addition to information from the Delegates or Observing Countries, keep the IADB updated regarding support being provided by the countries.

4. Maintain a constant flow of information to update the Database of the IADB

5. Be part of the IADB Network.

FINAL CONSIDERATIONS

1. The IADB will host an annual meeting with all the stakeholders in this Plan to update common knowledge and enhance the support system to mitigate effects caused by disasters.

2. This Plan is subject to enhancements and suggestions from all stakeholders in order to improve processes and increase capacity to support the affected country.

3. All proposals and suggestions for changes to this Plan should be sent to the IADB for the processing.

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Division General JUAREZ APARECIDO DE PAULA CUNHA
Director General of the IADB's Secretariat

ANNEXES
    A. DATABASE
    B. IADB NETWORK
    C. EXAMPLE DAILY REPORT
    D. EXAMPLE FINAL REPORT
    E. GLOSSARY OF TERMS

**INTER-AMERICAN DEFENSE BOARD
DIRECTOR GENERAL
SECRETARIAT OF ADVISORY SERVICES
INFORMATION SHARING AND ANALYSIS CENTER**

ANNEX A - DATABASE

A. MEANING

The database of the Information Sharing and Analysis Center (CAMI) represents an essential tool for the development of the Plan to enhance the IADB's advisory services and assistance to the inter-American system in case of disasters. The database will include official information provided by the IADB Member States' Delegations as well as information provided by officials assigned to military and naval conferences and by organizations that participate in humanitarian assistance actions throughout the hemisphere.

B. CONCEPTION

The CAMI Database will have essential information to facilitate the delivery of humanitarian assistance to a country that has suffered a disaster and is requesting international assistance. The Database will be continuously updated, with direct contribution of the delegations from various IADB member and observer countries, and with continuous work of the advisors in the Sub-secretariat of Advisory Services (SAS), designated as liaisons with different regional and sub-regional conferences directly related to the IADB.

C. PURPOSE

The Database will primarily contain military information and data that contribute in the performance of civil organizations humanitarian assistance operations of a donor nation, detailing the points of contact of the different military organizations in each country and any essential dissemination to facilitate the operations in the country affected.

D. STRUCTURE

The information in the Database is divided into three groups:

1. List of Members

The LoM provides a common technological platform with quality information that is flexible, accessible, updated, pertinent and relevant. This could be used by humanitarian assistance organizations, and contributes to facilitate these types of operations in the hemisphere. It includes regional and sub-regional organizations, NGOs, PAHO and other hemispheric organizations.

2. Documents and Plans

The D&P database provides information to the OAS, the Member States, decision-makers, official entities, liaisons and other relevant and important entities in the regional planning, cooperation and coordination processes; in addition to providing hypotheses of potential disasters through Member State's contributions.

The Database includes:

a. Disaster mitigation policies from the countries

b. Mitigation plans for natural disasters

c. Plans or procedures for humanitarian assistance abroad

d. Supportive infrastructure for activities focused on humanitarian assistance.

3. Liaison (links) with International Organizations and Entities.

The purpose is to promote the creation of an information and knowledge network within the framework of hemispheric cooperation strategy; potentially allowing the effective use of available military resources and services in support of civil authorities, in humanitarian assistance operations of the Member States, and in regional or sub-regional organizations.

E. GENERAL CONSIDERATIONS

The CAMI is responsible for keeping the Database operating adequately, in coordination with the SSAC technical department, and to maintain its capacity to respond to requirements from different institutions that request information for their operations.

The CAMI provides value added information services to official OAS and the Member States organizations including analysis, assistance, profile construction, analytical bibliography and prospective information-on-demand services, among many others.

The CAMI will create virtual spaces with customized and timely assistance to serve information requirements of the official instances of the Member States. All the information can be obtained at:

https://sites.google.com/a/jid.org/natural-disasters/

F.   FORM FOR RESPONSE DATA IN CASE OF DISASTERS

	INTER-AMERICAN DEFENSE BOARD SECRETARIAT MULTI-DIMENSIONAL AFFAIRS DIVISION INFORMATION SHARING AND ANALYSIS CENTER	
	F-JID-011-01-DN	**5 PAGES**

RESPONSE FORM: DATA IN CASE OF DISASTERS

GENERAL INFORMATION

COUNTRY		CAPITAL		POPULATION	
LANGUAGES		LOCATION			

TOPOGRAPHY AND CLIMATE CHARACTERISTICS

INFRASTRUCTURE TO RECEIVE HUMANITARIAN ASSISTANCE

Sea Ports	Number	River Ports	Number	International Airports	Number
Local Airports	Number	Heliports	Number	Train Stations	Number

RECURRING NATURAL PHENOMENA

Earthquakes	☐	Hurricanes	☐	Tornados	☐	Typhoons	☐
Storms/Rain/Snow	☐	Tsunamis	☐	Land-slides	☐	Volcanoes	☐
Floods	☐	Forest Fires			☐		
River Floods	☐						

Check each annual event

POTENTIAL NATURAL PHENOMENA

Earthquakes	☐	Hurricanes	☐	Tornados	☐	Typhoons	☐
Storms/Rain/Snow	☐	Tsunamis	☐	Land-slides	☐	Volcanoes	☐
Floods	☐	Forest Fires			☐		
River Outflows	☐						

Check each type of possible event

Plan to Improve the IADB's Advice and Assistance
to the Inter-American System in case of Disasters

NON-NATURAL PHENOMENA WITH MASSIVE EFFECTS						
Radiological Contamination Threat	☐	Biological Contamination Threat	☐	Chemical Contamination Threat	☐	Epidemics ☐
Industrial Accidents	☐					

Check potential threats

FORECAST AND RESPONSE CAPACITY			
EVENT	FORECAST	CAPACITY	RESPONSE ORGANIZATION
Earthquakes	Yes ☐ No ☐	Yes ☐ No ☐	Governmental Organizations ☐ NGO's ☐ Private Organizations ☐ Military Institutions ☐ International Assistance (Agreements) ☐
Hurricanes	Yes ☐ No ☐	Yes ☐ No ☐	Governmental Organizations ☐ NGO's ☐ Private Organizations ☐ Military Institutions ☐ International Assistance (Agreements) ☐
Tornados	Yes ☐ No ☐	Yes ☐ No ☐	Governmental Organizations ☐ NGO's ☐ Private Organizations ☐ Military Institutions ☐ International Assistance (Agreements) ☐
Typhoons	Yes ☐ No ☐	Yes ☐ No ☐	Governmental Organizations ☐ NGO's ☐ Private Organizations ☐ Military Institutions ☐

EVENT	FORECAST		CAPACITY		RESPONSE ORGANIZATION	
					International Assistance (Agreements)	
Storms / Rain/ Snow	Yes	□	Yes	□	Governmental Organizations	□
					NGO's	□
					Private Organizations	□
					Military Institutions	□
	No	□	No	□		
					International Assistance (Agreements)	□

FORECAST AND RESPONSE CAPACITY

EVENT	FORECAST		CAPACITY		RESPONSE ORGANIZATION	
Tsunamis	Yes	□	Yes	□	Governmental Organizations	□
					NGO's	□
					Private Organizations	□
					Military Institutions	□
	No	□	No	□		
					International Assistance (Agreements)	□
Land-slides	Yes	□	Yes	□	Governmental Organizations	□
					NGO's	□
					Private Organizations	□
					Military Institutions	□
	No	□	No	□		
					International Assistance (Agreements)	□
Volcanoes	Yes	□	Yes	□	Governmental Organizations	□
					NGO's	□
					Private Organizations	□
					Military Institutions	□
	No	□	No	□		
					International Assistance (Agreements)	□
Floods	Yes	□	Yes	□	Governmental Organizations	□
						□

	No □	**No** □	NGO's	□
			Private Organizations	□
			Military Institutions	
			International Assistance (Agreements)	□
Forest Fires	**Yes** □	**Yes** □	Governmental Organizations	□
			NGO's	□
			Private Organizations	□
	No □	**No** □	Military Institutions	□
			International Assistance (Agreements)	□
River floods	**Yes** □	**Yes** □	Governmental Organizations	□
			NGO's	□
			Private Organizations	□
	No □	**No** □	Military Institutions	□
			International Assistance (Agreements)	□

RESPONSIBLE ORGANIZATIONS AND CONTACT INFO IN CASE OF A NATURAL DISASTER

Armed Forces

Responsible	**(Name and Title)**		
Address	**Number**	**Street**	**City**
State or Province			
Telephone	**Telephone**	**Fax**	
Webpage		**E-mail**	

Governmental Organization

Responsible	**(Name and Title**		
Address	**Number**	**Street**	**City**
State or Province			
Telephone	**Telephone**	**Fax**	
Webpage		**E-mail**	

Governmental Organization

Responsible	**(Name and Title)**		
Address	**Number**	**Street**	**City**
State or Province			
Telephone	**Telephone**	**Fax**	
Webpage		**E-mail**	

Governmental Organization

Responsible	**(Name and Title)**		
Address	**Number**	**Street**	**City**
State or Province			
Telephone	**Telephone**	**Fax**	
Webpage		**E-mail**	

Non-governmental Organization			
Responsible	**(Name and Title)**		
Address	**Number**	**Street**	**City**
State or Province			
Telephone	**Telephone**	**Fax**	
Webpage		**E-mail**	

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Division General JUAREZ APARECIDO DE PAULA CUNHA

Director General of the IADB

**INTER-AMERICAN DEFENSE BOARD
DIRECTOR GENERAL
SECRETARIAT OF ADVISORY SERVICES
INFORMATION SHARING AND ANALYSIS CENTER**

ANNEX B – IADB NETWORK

Norms for a better performance of the members of the IADB Network

1. Guidelines on the use of the current Guide

1.1. **Objectives:** Establish and define the Roles, Responsibilities and procedures guidelines to share information through the APAN system.

1.2. **Purpose**: Provide a guideline, identify the processes for sharing information and assign roles and responsibilities to members of the Network-group.

1.3. **Application:** The IADB Network for Disaster Response and Humanitarian Assistance will be used by all its members within the detailed scope in the current document, being limited to only the activities related to Disaster Response and Humanitarian Assistance.

2. General Information on the Network:

2.1. **What is the IADB Network?**
It is an Internet-based application, on a platform called APAN (All Partners Access Network)

2.2. **What is the purpose of the IADB Network?**
Facilitate multinational communication among multiple organizations or entities, in an environment that fosters collaboration and information sharing among its members.

2.3. **What is the Objective of the IADB Network?**
Support organizations and entities in Disaster Response and Humanitarian Assistance activities, in the hemisphere.

2.4. Who promotes the IADB Network?

The Network is managed by the Secretariat of the Inter-American Defense Board, which is the main moderator, through the Natural Disaster Section and the Information Sharing and Analysis Center (CAMI).

2.5. General Profile of the IADB Network's Members

2.5.1. Members of the IADB's Council of Delegates and Delegations representing their corresponding countries.

2.5.2. Officials of the different countries that integrate the Secretariat of the IADB.

2.5.3. The members of Regional and Sub-regional organizations.

2.5.4. Authorities representing the NGO's.

2.5.5. Authorities representing organizations that are part or affiliated to the OAS and participate in Humanitarian Assistance and Natural Disaster activities.

2.5.6. Special authorities with the capacity to assist or make decisions on activities related to Humanitarian Assistance and Natural Disasters that have been invited or requested to participate in the Network.

3. General Considerations to use the Network:

3.1. Only the information obtained officially through the formal channels coming from the competent authority of each country or organization will be considered Official information.

> **Paragraph:** *The information provided directly by the contacts or members of the Network does not define the position of the country or organization represented; it is not mandatory and does not imply obligations or commitments from the representatives, and it does not commit the source of the information provided.*

3.2. The platform of the Network allows uploading documents in the different formats available, such as documents, presentations, spreadsheets, PDF documents, and others. (It is recommended that the documents are uploaded in the format and version that offer the best compatibility).

3.3. Another capacity available in the platform of the Network is the possibility of accessing it through any mobile telephone with Internet capacity, using the capabilities to post information in the different blogs or forums, upload documents or reports, share images taken from the area affected in real time, and other possibilities.

3.4. The members of the Network will have access to interactive maps with relevant information about the countries that are represented thereby, as well as with important graphical information about the area affected.

3.5. In line with the mission and objectives of the Network and in order to improve the performance of each of the members, there are sub-groups in the forum area for them to share topics according to their corresponding realities.

3.6. All the members of the Network should care for all the information protected by copyrights. We recommend that all the documents published have the most possible information about the author and all the pertinent information regarding its origin.

4. Tasks and Responsibilities:

4.1. Group Manager:

4.1.1. Verify that the organization of publications in the Network is in compliance with the policies of use imposed by the administration of APAN.

4.1.2. Maintain and operate the tools and find new tools to facilitate the activities of the Network.

4.1.3. Manage the members of the Network, classify the new requests and keep a record of the members of the network, classifying them by organization, country and function.

4.1.4. Promote that the members fill their profile information as detailed as possible in order to create a very complete list of participants to facilitate their identification and interaction.

4.1.5. Elaborate electronic aids to train the members of the network in the use of the platform to guarantee an effective use of its capabilities.

4.2. Council of Delegates and Observers

4.2.1. Before the Disaster

a) Keep fluent communication with their corresponding Defense Ministries.
b) Inform CAMI of all the modifications and/or expansions of the information reflected in the Database
c) Be informed of the situation through the IADB Network.

4.2.2. During the Disaster

a) Exchange information with CAMI and CORE
b) Provide the required data about the available resources in their countries to support the humanitarian assistance actions
c) Integrate the IADB Network
d) Participate in the CORE, in case the country is interested in contributing with any type of resources in support to the assistance actions to the country affected
e) Communicate with the Defense / Security Ministry in order to provide timely information to CAMI and CORE
f) Contribute to update the Database of CAMI
g) Provide CAMI with data in order to elaborate the corresponding reports.

4.3. CORE

4.3.1. During the Disaster

a) Provide information about the availability of resources in the collaborating countries to assist the country affected.
b) Communicate with the Defense / Security Ministries through the corresponding representatives
c) Inform CAMI and/or the Delegate of the Country affected about the intentions, means to be used, type of assistance offered by the collaborating countries and all the requirements that need the effective coordination of the OAS (Ambassadors and Chancellors)
d) Organize and update the directions for the operation of CORE, highlighting past experiences and lessons learned.

4.3.2. After the Disaster

a) Contribute with data to in order to elaborate the final report
b) Keep following up on the prevailing situation in order to provide information on means to assist after the disaster, whenever necessary
c) Keep a constant monitoring of the IADB Network

4.4. Delegate of the country affected

4.4.1. During the Disaster

a) Inform the IADB, through CORE, about the current situation, the magnitude of the disaster and the request for international assistance posed by its Government.
b) Inform CAMI about the existing facilities in the area affected for the arrival of international humanitarian assistance.
c) Keep updated information about the support from collaborating countries as well as the needs for additional resources.
d) Establish permanent contact with organizations and institutions of their Country responsible for coordinating the international assistance, in order to keep updated the matrix used in CAMI
e) Submit to CORE all the requirements that need the effective coordination of the OAS (Ambassadors and Chancellors).
f) Designate an official or authority as a liaison of his Delegation to work in CORE during the period of the emergency.

4.4.2. After the Disaster

a) Support CAMI in updating the Database, contributing with the lessons learned.

4.5. Secretariat; Information Sharing and Analysis Center (CAMI)

4.5.1. Before the Disaster

a) Keep a constant monitoring of the different potential phenomena in the region

b)   Elaborate newsletters and reports on the phenomena monitored to send them to the corresponding authority
c)   Organize, manage and continuously update the Database
d)   Keep the IADB Network in constant operation, as well as all means of communication
e)   Organize and develop strategic exercises.

4.5.2. During the Disaster

a. Inform the Council of Delegates and Observing Countries in the IADB about the situation.

b. Alert, through the IADB Network, all the members of the network about the prevailing situation and the initial actions that the Board is undertaking

c. Require the members of the IADB Network to notify about the information they have regarding the area affected or to send the information to the CAMI, as soon as they receive it, to notify the OAS accordingly.

d. Obtain information provided by the diplomat representations of the OAS or IADB Delegations, international or sub-regional organizations, either specialized or qualified open sources, analyzing, consolidating and disseminating this information through a newsletter and through the support matrix.

e. Elaborate the corresponding reports according to the prevailing situations to keep the OAS informed, through the IADRC, IADB Delegations and Military Conferences, about the situation of the affected country and the support requested or received from donor countries.

f. Follow up the actions developed by all the stakeholders involved in this Plan, pursuant to their Strategic Conception, implementing all the necessary information exchange between them..

g. Coordinate with the authorities of the IADRC and the PAHO the required information of what is needed in order to look for it among the stakeholders of the area affected or the donor countries.

h. Prepare a final report to be sent to the OAS (CHS, SG and IADRC), the IADB Delegations and Military Conferences, particularly narrating the activities developed, the lessons learned and suggestions for the implementation of the procedures provided in this Plan.

4.5.3. After the Disaster

a)   Keep the IADB Network in constant operation and all communications and coordination channels open to be used in case of a disaster.
b)   Continuously update and enhance the Database.

4.6. Sub-secretariat of Administrative Services and Conferences (SSAC)

4.6.1. Before the Disaster

a)   Support CAMI to maintain the physical building and equipment in optimal operational conditions.
b)   Attend the maintenance requirements of the IADB Network and the physical support for the normal operation of the CAMI.

c)   Keep the distributor of the IADB updated to send the reports that CAMI produced to whom it might concern.

5. Proposal to the Regional and Sub-regional Organizations and other Organizations Involved:

5.1. Before and After the Disaster

a)   Integrate the IADB Network
b)   Provide CAMI, within its possibilities and consistent to its statutes, information deemed relevant for the Database
c)   Exchange information on the occurrence of disasters throughout the hemisphere
d)   Share with the IADB, within its possibilities and consistent to its statutes, the lessons learned after participating in a zone affected by a disaster.

5.2. During the Disaster

a)   Integrate the IADB Network.
b)   Provide the IADB with information on the data available regarding the number of countries developing activities to support the country affected.
c)   In addition to the information from the Delegates or the Observing Countries, compile information on resources still available in the donor countries to support the country affected.
d)   In addition to the information from the Delegates or the Observing Countries, keep the IADB updated regarding the support that is being provided by the countries.
e)   Keep a constant flow of information to update the Database of the IADB.

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Division General JUAREZ APARECIDO DE PAULA CUNHA

Director General of the IADB

INTER-AMERICAN DEFENSE BOARD

DIRECTOR GENERAL

SECRETARIAT OF ADVISORY SERVICES

INFORMATION SHARING AND ANALYSIS CENTER

ANNEX C – EXAMPLE DAILY REPORT

1. REPORT NR 000/IADB

DATE	TIME	LOCAL	OBS
DD/MM/YYYY	00:00 PM/AM	IADB	

2. CURRENT SITUATION

   - Summary Description

3. RESOURCES REQUESTED

   A. NAVY

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

B. ARMY

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

C. AIR FORCE

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

D. ENGINEERING

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

E. MEDICAL SUPPORT

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

F. OTHER

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

4. RESOURCES RECEIVED

A. NAVY

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

B. ARMY

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

C. AIR FORCE

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

D. ENGINEERING

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

E. MEDICAL SUPPORT

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

F. OTHER

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

4. RESOURCES NEEDED

A. NAVY

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

B. ARMY

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

C. AIR FORCE

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

D. ENGINEERING

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

E. MEDICAL SUPPORT

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

F. OTHER

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

5. CONCLUSION

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Division General JUAREZ APARECIDO DE PAULA CUNHA

Director General of the Secretariat of the IADB

INTER-AMERICAN DEFENSE BOARD

DIRECTOR GENERAL

SECRETARIAT OF ADVISORY SERVICES

INFORMATION SHARING AND ANALYSIS CENTER

ANNEX C – EXAMPLE FINAL REPORT

A.REPORT NR 000/IADB

DATE	TIME	LOCAL	OBS
DD/MM/YYYY	00:00 PM/AM	IADB	

B.EVENT DESCRIPTION
General description of the disaster from its beginning to the end of the support.

C.COUNTRY AFFECTED
    1.Name of the Country:
    2.Nature of the disaster:
    3.Damage:
    4.Date:

D.COLLABORATING / DONOR COUNTRIES
    1.Relate the names.

E.RESOURCES USED
    1.NAVY

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

    2.ARMY

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

3.AIR FORCE

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

4.ENGINEERING

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

5.MEDICAL SUPPORT

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

6.OTHER

DATE	COLLABORATING COUNTRY	TYPE OF SUPPORT	OBS

F.LESSONS LEARNED

Submit the lessons learned from the beginning of the support, highlighting the aspects of coordination of the support, access conditions of resources into the country affected, communications needs, use of the Database, etc.

G.OPPORTUNITIES FOR IMPROVEMENT

Describe the actions suggested improving IADB's support to a natural disaster.

H.ACTIONS FOR THE STATES TO REACH ADEQUATE READINESS STATUS

Submit the recommendations that help the States achieve an adequate readiness status.

Division General JUAREZ APARECIDO DE PAULA CUNHA

Director General of the IADB

INTER-AMERICAN DEFENSE BOARD

DIRECTOR GENERAL

SECRETARIAT OF ADVISORY SERVICES

INFORMATION SHARING AND ANALYSIS CENTER

ANNEX E – GLOSSARY OF TERMS

THREAT:

Dormant danger that represents the potential manifestation of a natural, socio-natural or anthropogenic physical phenomenon that can produce adverse effects, damage and loses to people, production, infrastructure, property, goods and services and the environment. It constitutes an external physical risk factor, to an element or group of social elements exposed, expressed as the possibility for a phenomenon to occur with a certain intensity, in a specific site and within a defined period of time.

THREAT ANALYSIS:

The process by which we determine the possibility of a dangerous physical phenomenon occurs, with a certain degree of severity, during a defined period of time and in a given area. It represents the estimated recurrence and the geographical location of potential events.

DISASTER:

Event concentrated in time and space, in which the society or part of it undergoes severe damage and incurs, loses for its members, in such a way that the social structure is disturbed and this hinders the fulfillment of essential activities of society, thus affecting its vital operations.

These disturbances are represented in diverse and differentiated way, due to loss of life and health of the population; the destruction, loss, total or partial inability of collective or individual goods, and severe changes in the environment, requiring an immediate response by the authorities and the population to assist those affected and re-establish acceptable thresholds of wellness and life opportunities.

PHASES OF THE DISASTER:

BEFORE the disaster: REDUCTION

Phase prior to the disaster, which involves activities related to the stages of Prevention, mitigation, preparedness and alert. With this, we seek to: **Prevent** to avoid the occurrence of greater damage in the impact of the disaster; **Mitigate** to lessen the impact of the disaster, since it is not always possible to avoid its occurrence; **Prepare** to organize and plan the response actions; **Alert** to formally notify about the imminent presence of a danger.

This includes the activities to reduce the effects of the disaster and is sub-divided in the following stages:

PREVENTION:

Take all the necessary and possible measures to avoid the occurrence of the event.

MITIGATION:

Take all necessary and possible measures to reduce the effects of the disaster.

PREPARATION:

Have the resources and procedures available to implement an adequate response.

ALERT:

The formal declaration of the near or imminent occurrence of the disaster, given in function of the estimated time since the notification of it until the catastrophic event occurs.

DURING the disaster: ATTENTION

In this phase is where response activities are implemented during the emergency period and are given by the estimated time since the disaster was acknowledged until right after the occurrence of the event. These activities include the evacuation of the affected community, assistance, search and rescue. Also, in this phase, actions to restore the basic services and repair certain vital infrastructure in the affected community are started.

In most of the disasters, this period goes along very quickly, except in some cases like drought, hunger, and military and civil conflicts. In these cases, this period may take some more time.

The stages in this Phase are:

RESPONSE:

This is the set of actions which are developed, until the critical condition of the event is surpassed, to attend the injured and the affected groups.

AFTER the disaster: RECOVERY

This phase entails all those activities implemented after the disaster. In general, they are oriented to the mid and long term recovery process.

This phase is divided into rehabilitation and reconstruction. With this, we seek to:

➢Re-establish the vital, essential services and the supply system of the community affected.

➢Repair the affected infrastructure and restore the production system in order to revitalize the economy.

The activities performed in each of the stages are characterized by maintaining the interaction; therefore, the results obtained in one stage are determined by the work implemented in previous stages.

Its stages are:

REHABILITATION:

Transition period during which services, and essential, vital lines are re-established for the community

RECONSTRUCTION:

This is characterized by the actions implemented in order to repair the affected infrastructure and restore the production system aiming to revitalize the economy and reach or exceed the level of development they had before the disaster.

NATURAL PHENOMENON:

This is any manifestation of nature that can be perceived by the senses or by scientific detection devices. This refers to any expression adopted by nature as a result of its internal functioning.

RISK:

Probability of hazardous consequences or expected loses (fatalities, injuries, property, livelihoods, interruption of economic activity or environmental deterioration) as a result of interactions between natural or anthropogenic threats and vulnerability conditions. Conventionally, the risk is expressed as a function of threat, vulnerability and capacity. Some disciplines also include the concept of exposure or assessment of the objects exposed in order to refer mainly to the physical aspects of vulnerability. It is vital to recognize that the risks can be inherent beyond expressing the possibility of physical damage; they appear or exist within social systems.

It is likewise important to consider the social contexts in which the risks occur; therefore, the population does not necessary share the same perceptions regarding risk and its underlying causes.

The probability of negative consequences, damage and expected loses (fatalities, injuries, property, livelihood, economic and social activity, culture and history, psyche, etc.) as a result, of the interaction between threats and social and economic elements exposed in a particular site and during a particular period of time.

Risk is a dormant condition that warns about future damage and loss. The assessment of risk in social and economic terms can be objective (mathematically calculates) or subjective (product of perception and imagination of people and groups).

DISASTER RISK:

This is the probability to have a certain level of adverse economic and social consequences in a particular site and during a defined period of time, exceeding the socially accepted levels or specific values, and at such degree that the society or a component of the society affected finds its daily operations interrupted, and cannot recover autonomously, requiring then external help and assistance.

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Division General JUAREZ APARECIDO DE PAULA CUNHA

Director General of the IADB