UNASUR/ CMRE/ RESOLUTION Nº 023/2015
BY WHICH THE COUNCIL OF MINISTERS OF FOREIGN AFFAIRS AND THE UNION OF SOUTH AMERICAN NATIONS RESOLVES TO APPROVE THE MUTUAL COOPERATION HANDBOOK IN CASES OF DISASTERS FACED BY THE UNASUR MEMBER COUNTRIES

BASED ON:

Paragraph g) of Article 3 of the Constitutive Treaty which establishes that one of the specific objectives of the Union is “cooperation in prevention of catastrophes and the fight against the causes and the effects of climate change”;

Article 5 of the Constitutive Treaty, which establishes that the agreements adopted, by the Sectoral Ministerial Meeting, Councils at Ministerial level, the Working Groups and other Institutional Instances will be submitted to the consideration of the competent body that has created or convened them;

Paragraph j) of Article 8 of the Constitutive Treaty establishes that between the powers of the Council of Ministers of Foreign Affairs it is to create Working Groups within the framework of the priorities set by the Council of Heads of State and Government;

Resolution UNASUR/CMRE/RESOLUTION/N°4/2013, that creates the High Level Working Group for the Integrated Management of Risks from Disasters in UNASUR whose specific objective in paragraph C of Article 3: “Promote the adoption of mechanism and common protocols that allow an efficient management of humanitarian assistance of the Member States in case of disasters”.

WHEREAS

That the integration and the South American union are necessary to attain sustainable development and the well being of our peoples, as well as to contribute to solve the problems that affect the region.

That the region, given its geographical characteristics and its development is vulnerable to threats of natural and anthropogenic origin.

That is necessary that the region can rely on cooperation and assistance instruments among the member countries of UNASUR that help to speed humanitarian cooperation and the response capacity in the region in front of emergencies.
That according to Resolution 46/182 of the General Assembly of the United Nations, the affected State has the primary role in the initiation, organization, coordination and execution of humanitarian assistance within its territory and thus humanitarian assistance shall be granted with the consent of the affected country, in principle on the basis of an international appeal.

That UNASUR can contribute in an effective and timely manner, to facilitate the humanitarian cooperation between its member countries, noting the conditions characteristic of each one of them.

That the High Level Working Group for the Integrated Management of Risks from Disasters in its first meeting in Santiago, Chile (on April 8 to 10, 2014) and the three Extraordinary Meetings, held under the Pro Tempore Presidency of Uruguay in coordination with the GS-UNASUR, held on August 17, 2015, on September 7, 2 in Quito, Ecuador and October 16, 2015, considered to raise for the approval of this Council the Mutual Cooperation Handbook for Assistance in Cases of Disasters faced by the UNASUR member countries.

THE COUNCIL OF MINISTERS OF FOREIGN AFFAIRS OF THE UNION OF SOUTH AMERICAN NATIONS
OF UNASUR
RESOLVES:

Article 1.- Approve the Mutual Cooperation Handbook for Assistance in Cases of Disasters faced by the UNASUR member countries that appears as Annex and is an integral part of the present Resolution and send the document to the South American Defense Council, to the South American Council for Social Development and the South American Council for Infrastructure and Planning for their knowledge.

Article 2.- Instruct the High Level Working Group for the Integrated Management of Risks from Disasters of UNASUR so that together with the General Secretariat undertake, to the possible extent, all the necessary arrangements, even along the South American Defense Council , the South American Council for Social Development and the South American Council for Infrastructure and Planning to implement the Mutual Cooperation Handbook for Assistance in Cases of Disasters faced by the UNASUR member countries.
INTRODUCTION

The Union of South American Nations, UNASUR, is an international organization created in 2008 to promote regional integration in energy, education, health, environment, infrastructure, security and democracy. Their efforts are aimed at deepening the bond between the South American nations, on the recognition of their regional objectives, social strengths and energy resources. The twelve Member States are the Republic of Argentina, the Plurinational State of Bolivia, the Federal Republic of Brazil, the Republic of Colombia, the Republic of Chile, the Republic of Ecuador, the Cooperative Republic of Guyana, the Republic of Paraguay, the Republic of Peru, the Republic of Suriname, the Oriental Republic of Uruguay and the Bolivarian Republic of Venezuela. Given the diversity of member countries, the official languages are Spanish, English, Portuguese, and Dutch.

All actions of UNASUR are directed to the construction of a regional identity, based on a shared history and the principles of multilateralism, the rule of law in international relations and absolute respect for human rights and democratic process. The Union of South American Nations aims to build, in a participatory and consensual manner, a space for integration and union in the cultural, social, economic and political spheres between their peoples, prioritizing political dialogue, social policies, education, energy, infrastructure, financing and the environment, among others, with a view to eliminating socioeconomic inequality, achieve social inclusion and citizen participation, strengthen democracy and reduce asymmetries within the framework of strengthening the sovereignty and independence of the States." Constitutive Treaty Brasilia, May 23, 2008.

In August 2013, the Council of Ministers of Foreign Affairs of the Union of South American Nations decided to create the high-level working group for comprehensive disaster risk management, through Resolution No. 4, in order to contribute to disaster risk management that may occur in the region, through the coordination and promotion of policies, strategies and plans, and the promotion of estimation, prevention and risk reduction activities, preparedness, response and disaster rehabilitation, and reconstruction, as well as cooperation and mutual assistance and exchange of experiences in the field.

After its inception, the High Level Working Group took on the challenge of developing a long-term strategy to promote the integrated management of disaster risk, in accordance with that established, within which is the development of a Handbook for International Humanitarian Aid for member countries of the UNASUR.

For the preparation of this handbook, reference was made to the provisions of documents of official institutions such as the International Red Cross and Red Crescent, the SPHERE Project, the Center for Prevention and Attention to Disasters in Central America (CEPREDENAC), the Caribbean Agency for disaster emergency management (CDEMA), the Organization of American States (OAS), among others.

However, the guiding document used for this handbook is the "Operation Guide for Mutual Assistance in case of Disasters of the Member Countries of the Andean Community."
OBJECTIVE OF THE HANDBOOK

This Handbook for Mutual Assistance Cooperation in case of disasters faced by the UNASUR Member Countries is not intended to replace any agreements, standards, guidelines or mechanisms established at national and international levels. It attempts to provide the UNASUR member countries with procedures to facilitate and support existing mechanisms, from an operational point of view in situations of disasters that call for international help.

Ministries of Foreign Affairs of each country are called to implement this guide as regards the international appeal and the national bodies for disaster risk management in its technical and operational support and rapid response.

It is recognized that each country and its government is responsible for managing a disaster on its territory; the help that other countries or international organizations can provide is only complementary and responds to the needs expressed by the affected country.

FUNDAMENTAL PRINCIPLES

The principles and criteria set out below are intended to contribute to the effective, efficient, and timely humanitarian assistance amongst member countries, given the characteristics of each one of them. They were taken from the resolutions adopted by the General Assembly No. 64/251 on "International cooperation on humanitarian assistance in cases of natural disasters, from relief to development" and Nº46 / 182 "Strengthening the Coordination of Emergency Humanitarian Assistance of the United Nations System."

a. Humanitarian assistance must be provided in accordance with the principles of humanity, neutrality, and impartiality.

b. The magnitude and duration of many emergencies may be beyond the response capacity of many affected countries. Therefore, it is extremely important for international cooperation to address emergency situations and to strengthen the resilience of the countries affected. Such cooperation should be provided in accordance with international and national laws.

c. Full respect for the sovereignty of the states to which they provide humanitarian aid must be maintained so as not to hinder the affected county’s own efforts.

d. Humanitarian assistance must be requested by the affected Member State. Support shall not be offered unless upon request.

e. Member States whose populations require humanitarian assistance are called upon to facilitate the work of the organizations implementing humanitarian assistance.
f. The assistance to the victims will be the responsibility of the affected Member State, who may request assistance from other State Members. Taking into account the restitution of rights, with emphasis on vulnerable populations.

g. It is the responsibility of all States to undertake actions for disaster preparedness, response and initial recovery in order to reduce as much as possible the effects of natural disaster, while recognizing the importance of international cooperation in support of the efforts of the affected countries that may have a limited capacity in this regard.

h. Whenever humanitarian aid amongst Member States takes place, it should contribute to the harness synergies between the different countries, so as to contribute effectively and efficiently to the request for assistance, in order to avoid duplication of efforts and execution of isolated actions.

i. The affected State plays the primary role in the initiation, organization, coordination, and delivery of humanitarian assistance

j. International humanitarian assistance must meet quality standards that meet the needs expressed by the affected state.

k. Humanitarian cooperation should be guided by the principles of transparency, accountability and citizen participation.

CRITERIA

a. The declaration of state of emergency or national disaster and request for international humanitarian assistance is the determinant factor to initiate aid and cooperation.

b. Damage assessment and needs analysis will determine the needs of the affected population and shall be the basis for the demand for humanitarian assistance.

c. The Foreign Ministry, on the basis of information provided by the national body of disaster risk management, shall inform the international community that which is required as that which is not required or not needed.

d. Adherence to the procedures for communication, coordination, and supervision established by the authorities of the country affected by the disaster.
DEFINITION OF TERMS AND CONCEPTS

The terms listed below, are listed in the International Strategy for Disaster Risk Reduction (in Spanish, UNISRD) \(^1\) which are not opposed to the definitions that the Member States of UNASUR may have:

**Threat:** Physical event, potentially harmful phenomenon and / or human activity that may cause death or injury, property damage, disruption of social and economic activity or environmental degradation.

These include latent conditions that may lead to future threats / hazards, which may have different origins: natural (geological, hydro-meteorological, and biological) or induced by human processes (environmental degradation and technological hazards). Hazards can be single, sequential or combined in their origin and effects. Each is characterized by its location, intensity, frequency and probability.

**Analysis and risk assessment:** Methodology which seeks to determine the nature and extent of the risk by analyzing potential hazards and evaluating existing vulnerability conditions that could pose a potential threat or harm to the population, properties, means of livelihood and the environment on which they depend.

**Cooperation or humanitarian assistance:** The provision of assistance or intervention during or immediately after a disaster, tending to preserve life and meeting the basic subsistence needs of the affected population. This covers immediate, short-term, or long-term (emergency assistance) or long-term (structural in order to develop resilience in the communities to mitigate the risk that the disaster may happen again).

**Capacity:** Combination of all the strengths and resources available within a community, society or organization that can reduce the level of risk, or the effects of an event or disaster.

The concept of capacity may include physical, institutional, social or economic means as well as personal or collective attributes such as leadership and management. Capacity may also be described as aptitude.

**Emergency:** Adverse event of natural or anthropogenic origin that does not exceed the response capacity of the country.

**Disaster:** Serious disruption of the functioning of a community or society causing widespread human and / or material, economic or environmental losses; which exceed the ability of the affected community or society to cope with the situation using their own resources.

A disaster is a function of the risk process. It results from the combination of hazards, conditions of vulnerability and insufficient capacity or measures to reduce risk and potential negative consequences.

**Catastrophe:** Catastrophes are quantitatively and qualitatively different from disasters. In a catastrophe a geographical area of great extension is affected, where the facilities and operational bases of civil society organizations and response agencies of the .

---

\(^1\)The terms and concepts used are based in a publishing “Terminology and Risk Reduction in Disasters” (UNISDR, 2,009) and they can be reviewed.
government can be affected and beaten. Staff and human resources are unable to respond and to assume their usual roles as they may be dead, injured, or caring for their families. Also, workplaces, recreation, worship and education are completely closed down.

**Damage Assessment and Needs Analysis (EDAN in Spanish):** Field methodology and tool designed to establish the type, magnitude and impact of an adverse event and to determine the needs generated by it.

**Disaster risk management:** Consistent set of management decisions, organizational and operational expertise developed by companies and communities to implement policies, strategies and strengthen their capacities to reduce the impact of natural hazards and resulting environmental and technological disasters.

It involves all kinds of activities, including structural and non-structural measures to avoid (prevention) or to limit (mitigation and preparedness) the adverse effects of disasters. These activities fall within the formulation, implementation, monitoring and evaluation of policies, strategies, plans, programs, regulations, instruments, actions and permanent actions for knowledge, risk reduction and disaster management, with the explicit purpose of contributing to the safety of goods, the quality of life of people and sustainable development.

**International Appeal:** It is a mechanism adopted by the states affected by disasters, in order to receive support from the international community, in order that efforts may be complemented to respond to a situation whose magnitude transcends the national response capacity. The call is made through an international official statement issued by the Foreign Ministry.

**Mitigation:** Structural and non-structural measures undertaken to reduce the adverse impact of natural and technological hazards and environmental degradation.

**Preparation:** Activities and measures taken in advance to ensure an effective response to the impact of hazards, including the issuance of timely and effective early warning systems and the temporary evacuation of people and property on threatened locations.

Recovery: Decisions and actions taken after a disaster with a view to restoring the living conditions of the stricken community, while encouraging and facilitating changes necessary for disaster reduction.

Recovery (rehabilitation and reconstruction) is an opportunity to develop and apply measures to reduce disaster risk.

**Response:** The supply of emergency services and public assistance during or immediately after the occurrence of a disaster, for the purpose of saving lives, reducing health impacts, ensure public safety and meet the basic subsistence needs of the affected population.

**Disaster Risk:** Possible losses caused by a disaster in terms of lives, health conditions, livelihoods, assets and services, which could occur in a particular community or society at a specific time in the future.
**Vulnerability:** Conditions determined by physical social, economic, and environmental factors which increase the susceptibility of a community to the impact of hazards.

For positive factors that increase the ability of people or community to deal effectively with hazards, see definition of capacity.

**IDENTIFICATION OF RESPONSIBLE PARTIES**

As mentioned in the objective, the Ministries of Foreign Affairs of each country are to implement this guide as regards the international appeal bodies and the national disaster risk management in terms of its technical and operational support aspects.

Within the UNASUR Member States the responsibility for the coordination of humanitarian assistance rests with the National System for Disaster Risk Management, Civil Defense or its substitute.

The assistance will be requested through the chancelleries and Foreign Affairs Ministers on the basis of the information sent by the competent entities mentioned herein above.

According to the principle of Coordination, the Member States that delivered humanitarian aid to the affected country will join efforts to achieve an efficient, effective and timely delivery. Nevertheless, donors may establish contacts directly or through its diplomatic missions, the Foreign Ministry of the country concerned, in order to take cognisance of the situation and the needs that have been identified before sending any aid.

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>FOCAL POINTS</th>
<th>ADMINISTRATIVE UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolivia</td>
<td>Vice Ministry of Foreign Affairs</td>
<td>Ministry of Foreign Affairs</td>
</tr>
<tr>
<td></td>
<td>General Directorate for Emergencies and Aid</td>
<td>General Directorate of Relations Multilateral Relation</td>
</tr>
<tr>
<td></td>
<td>Vice Ministry of Civil Defense</td>
<td>Ministry of Foreign Affairs</td>
</tr>
<tr>
<td>Colombia</td>
<td>Directorate for International Cooperation of the Vice Ministry of Multilateral Affairs</td>
<td>National Unit for Disaster Risk Management</td>
</tr>
<tr>
<td></td>
<td>International Cooperation Group</td>
<td>Ministry of Foreign Affairs</td>
</tr>
<tr>
<td>Ecuador</td>
<td>National Directorate for Cooperation Coordination</td>
<td>National Secretariat for Risk Management</td>
</tr>
<tr>
<td></td>
<td>Response Under Secretariat</td>
<td>Ministry of Foreign Affairs</td>
</tr>
</tbody>
</table>
The actors identified above will have the task of coordinating the activities of the different players in the Member State concerned, in matters affecting foreign policy and everything related to border areas and air and sea space in order to facilitate entry of humanitarian aid to the affected Member State.

In cases where the emergency, disaster, or catastrophe affecting a Member State requires a coordinated reaction, the Pro Tempore Presidency will make an initial consolidated appeal, in consultation with the affected State, calling for all Member States of UNASUR, to come to aid in a coordinated fashion, as a single entity.
REQUEST FOR ASSISTANCE AND HUMANITARIAN AID

The Member State affected by an emergency, disaster or catastrophe that requires international aid must provide the necessary information on the assistance requested according to its own damage and needs analysis in order to identify what is required, that to identify their needs, among which the following should be considered:

a. Report on damages to people, properties, infrastructure and other damages that need to be reported.
b. Assistance and humanitarian aid, indicating amounts and specifications, specially in medicines and food.
c. Contact information for the person who will be coordinating assistance and humanitarian aid efforts.
d. Border points (airports, ports, and land border points) that will be enabled for receiving assistance and humanitarian aid.
e. If the humanitarian aid could be executed in a bilateral or multilateral way through specialized agencies of the United nations (OCHA, WFP, etc.)

The Ministry of Foreign Affairs of the the Member State concerned shall be responsible for communicating requests to international organizations and foreign countries should International Humanitarian Aid be necessary and will, in turn, receive offers and communicate them to the relevant national body, according to the internal politics of each country.

RESOURCES AND METHODS

All elements of humanitarian aid directed to the affected Member State, must be labelled in the name of the coordinating body of the National System for Disaster Risk Management or Civil Defense, as appropriate. Also bill of lading (BL) or transport bill (as appropriate means of transport) must be correctly filled out, specifying that it is a donation attending to the event occurred and delivery is urgent.

Likewise, the donor State should ensure payment of the transport costs of the donation until it reaches the beneficiary country.

A donation must be accompanied by at least the following documents:

- Packing list and letter of donation from the donor country specifying what is being donated.
- Letter of acceptance of the gift by the beneficiary country concerned
- Before shipping, if by air, and using official aircraft, must be managed all over flight and landing permits through the foreign ministries.

A. SURVIVAL ELEMENTS, FOOD AND WATER
The country concerned will determine the needs in this regard. It is important to note that, in most cases, it is more appropriate to send money for local procurement than to make shipments, which are highly expensive due to its weight, storage and transportation difficulties.

**Food:**

International food aid represents the delivery of food commodities by one country to another for free or on very favorable terms and conditions for the receiving country, in order for the receiving country to be able to meet its food needs.

It is about urgent interventions for a short period (six to twelve months), which are an important component of all humanitarian aid and humanitarian action.

According to the "Humanitarian Charter and Minimum Standards for Response" of the Proyecto Esfera -Sphere Project, the following conditions exist:

a. **General Conditions:**
   
   - Consider the cultural aspects of the affected community: food products to be donated must be appropriate and acceptable to the beneficiary recipients, so that they can be used efficiently and effectively.
   - Foods that are donated must meet safety and quality standards.
   - They must think about the distribution of cookware.
   - Donated food must be accompanied with indications for storage, consumption, use and preparation.
   - Must consider the particular needs of priority groups.

b. **Physical conditions:**
   
   - Donated food should as far as possible be non-perishable and have a maturity date greater than 1 (one) year from date of shipment
   - Food must be well identified, classified and measured by weight.
   - Food must be packed by reference, batch and classified product. Food must be in good packaging and packaging.
   - The packaging and item names must be written in Spanish or English.

c. **Document requirements:**
   
   - Bill of transport: air, bill of lading - BL: maritime or waybill: Ground
   - Packing list and donation letter from the donor country.
   - List containing the batch number and amount of each of the donated items.
- All the certificates that prove the adequate conditions of the donated food.

d. Compliance with SPS requirements for the importation of products in the host country

- Donor countries should adopt SPS regulations of the receiving country in order to protect and promote the health of people, animals, and plants. On the other hand, the receiving country should commit itself expedite their bureaucratic procedures for humanitarian assistance to reach the affected population in the shortest possible time.

Water

- It is recommended avoiding in as much as possible requesting and sending water, considering the costs of transportation, logistics, warehousing and distribution.
- Requests or shipment of plants, equipment or inputs related to potable water are to be prioritized.
- Consider the quality of packaging to ensure no waste or pollution during transport and distribution.
- Quality should be monitored to prevent the spread of disease.
- Follow the same recommendations for documentary, physical, sanitary and phyto-sanitary conditions as with food.

B. HUMAN RESOURCES

In case of need for staff with certain skills, knowledge or specific equipment (rescue, logistics, health, communication), the affected country should detail its need. Said staff should be available as soon as possible and have full operational autonomy for at least seven days or for the time the mission is considered to last. Once accepted the technical assistance in human resources, each country will determine the conditions for them to perform their mission in their territory. This resource should be fully independent and linked with the National System of Disaster Risk Management in the country.

- Rescue teams: These teams will only be mobilized upon a specific request by the country. Teams are to travel with their full resources (rescue professionals, equipment, supplies, logistics, food) and shall be totally autonomous while the mission lasts. These teams must have the official backing of the sender country and must preferably meet the accreditation standards set by the International Advisory Group INSARAG search and rescue. If teams include search and rescue dogs, they should bring along the corresponding vaccination and health cards.
- Medical Equipment: (doctors, paramedics and support) should consider:
Mobilization of this team is only to be performed upon a specific request from the country concerned and request must indicate if only human resources are needed or if medical equipment is to be provided.

- The foreign healthcare team should speak the language of the host country.
- This teams must be self-sufficient during the whole period of the mission.
- The teams must articulate the local health system.
- Medical teams should take into account the requirements for entry of medicines into the country.
- These teams must have the endorsement of the sender country and meet accreditation standards.

Other staff (logistics, communication, etc.) must be self-sufficient for a period of mission and articulate the relevant local system. They are not to perform activities on their own.

C. MACHINERY AND EQUIPMENT

- The affected country must detail the technical specifications of the required equipment and machinery, and is also responsible for accepting or rejecting the shipment of this donation as per its requirements and requested features, when presented with the donor’s offer.
- The equipment must be in good working order with undamaged hardware or software.
- According to the type of equipment required, you must specify its required useful lifetime limit at the time of donation. This depends on the type of depreciation / amortization applied in the applicant country. It is recommended that the equipment life cycle at the time of the donation does not exceed 50% of its total life cycle.
- It is recommended that donated computers meet industrial and military standards, to be specified by the applicant.
- Equipment should include instructions for installation, setting, and operation. As well as software licenses or other necessary for its operation or function, and the donor country must submit the same along with the donated equipment.
- The manuals, labels, and equipment instructions must be in Spanish and / or English and / or Portuguese.
- Depending on the requirements of the requesting party or the donor party, the donated equipment is to be delivered installed, all set and the necessary training will be provided for its operation. In so far as possible it is desirable that they are open or free use programs.

D. MEDICINE, INPUTS AND MEDICAL INSTRUMENTS

(This aspect is to be offered as per international parameters, to be considered by the Union and to be reviewed by the Council of Health under the light of the agreements for drug production and exchange within the UNASUR)
- The affected country will send a list of the drugs, supplies and medical equipment, indicating: type, presentation, quantity, generic name and concentration, in case of drugs.

- The drugs, supplies and instruments must comply with the quality parameters indicated in national and international standards and which may not be at their testing/experimental stage.

- The expiry date of medicines and supplies should be at least one year into the future from the date of shipment.

- The active substances of donated drugs should be included in the pharmacological standards or guidelines of the recipient country’s Health Authority and its use shall be subject to the guidelines set forth therein.

- The containers, packaging, and labels must comply with the specifications of each item, ensuring stability and quality. The drugs must have the information sent in Spanish and / or English and / or Portuguese.

- The donor will be responsible for keeping all drugs under refrigeration or under the environmental conditions necessary to avoid damage until the beneficiary country receives them.

- Drugs should be classified according to the active ingredient.

- If possible, avoid sending medicines and supplies collected from the public and / or medical samples.

- Shipment will take place only when the host country expressly accepts a donation of medicines, supplies and instruments; the donor country should inform the receiver about the characteristics of the drugs, supplies, and instruments as well as shipping details.

- Upon entry into the destination country, all drugs, supplies and instruments, received in donation must have a label or tag in a visible place with the following or similar caption: "Donation, Not for Resale", indicating its full non-commercial character.

- Transportation, storage, and logistics expenses will be borne by the donor country until it reaches the recipient country or in collaboration with the specialized agency of United Nations upon arrival to the destination country.

- The shipment of drugs, supplies and instruments must meet the following documentation requirements:

  ✓ Bill of transport: air, bill of lading - BL: maritime or waybill: Ground
  ✓ Packing list and donation letter from the donor country.
  ✓ List containing the batch number and amount of each of the donated items.
  ✓ Compliance with sanitary requirements for the importation of products in the recipient country.

E. BLOOD OR BLOOD PRODUCTS
- The recommendation is to avoid donating blood or blood products, and to give priority to national donors.

**F. IMMUNIZATIONS**

- Donation of vaccines shall only be performed upon express request by the affected country.

**G. TEMPORARY ROOF AND SHELTER**

- Tents for temporary accommodation for 6 or 8 people shall be accepted only in mint condition and new.
- Temporary shelter items such as blankets and / or blankets, sheets and mattresses of first use are in good condition will be accepted.
- It is preferable not receive money for the purchase of temporary housing solutions at the local or regional market and tin roofs, wood or other similar resources.

**H. USED CLOTHES AND SHOES**

- No used clothing or shoes are to be requested or donated.

**I. Field Hospitals**

Faced with a disaster, it is likely that no external field hospitals will be available, due to the time it takes for it to arrive to the site, to attend to the first affected, considering the above the following should be taken into account:

- **Recipient country:**
  - Firstly, more lasting solutions are to be considered.
  - Keep in mind the high costs of maintenance and repair of obsolete hospitals.
  - Be aware that patients and staff begin to feel the discomfort of a field hospital over time.
  - Anticipate the need for minimum support to the affected community.
  - Negotiate a detailed agreement that explicitly figure who runs what and who pays for what.
  - Ensuring basic public services to allow for proper hospital operation.

- **Donor country:**
  - Send only if the affected country has made a request and if it agrees to the conditions established.
- Send only if upon release date the hospital is operative or not and if it does offer the conditions contemplated in the field hospitals guide. 2
- Anticipate the need for minimum support to the affected community.
- Have basic knowledge available concerning the sanitary conditions, local language and culture.
- Have available the specific specialists necessary to operate the hospital.
- Have the adequate technology according to the local needs and resources.

**J. FINANCIAL ASSISTANCE (REIMBURSABLE AND NON-REIMBURSABLE)**

The country requesting financial assistance in accordance with its legislation, shall enable an official account for receiving the requested financial resources as well as the resources offered by the international community, and shall inform on the number, type of account, bank and currency in which the transfer is to be made.

The governing body of risk management, civil protection or organization responsible in the country, shall prepare a consolidated accountability report at the end of the emergency period indicating the aid received.

**K. FUEL**

- Where possible do not request or send fuel.

---

2 WHO/PAHO Guide for the use of Foreign Field Hospitals in cases of disasters. (http://www.paho.org/spanish/dd/ped/FieldH.htm)
a) The Government of the affected country, with the declaration of a state of emergency disaster at the departmental and / or national level, through its Foreign Ministry, shall request the assistance needed by way of a statement to their counterparts in the countries of UNASUR and other members the international community it may deem fit.

b) The information forwarded shall include, at least, the detailed requirements and the requirements set out in Annex 1 and the technical specifications thereof and the requirements for the entry of the aid requested.

c) The Chancellery of the donor country, through its National System for Disaster Risk Management, Defense and Civil Protection, shall verify that the country has the resources to meet the needs required by the country concerned.

d) The Chancellery of the donor country shall send to the affected country an official statement with full details concerning the aid that can be sent: quantity, quality, condition, estimated time of arrival in the country, handling methods, etc. Only when the country concerned has accepted the shipment will it be dispatched.

e) The affected country, through its Foreign Ministry, shall confirm acceptance or rejection of offer to be provided by the donor country or organization, according to the needs identified by the competent national entity on disaster management.

f) The affected country will update information concerning the state of emergency and additional humanitarian aid needs.
ENVÍO Y RECEPCIÓN DE LA AYUDA

<table>
<thead>
<tr>
<th>PAÍS AFECTADO</th>
<th>PAÍS DONANTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recibe donación</td>
<td>Notifica envío</td>
</tr>
<tr>
<td></td>
<td>Envía ayuda ofrecida cumpliendo especificaciones requeridas</td>
</tr>
<tr>
<td>Notifica a organismos competentes para liberación de ayuda</td>
<td>Adjunta listado de productos</td>
</tr>
<tr>
<td></td>
<td>incluye guía de transporte y certificados correspondientes</td>
</tr>
<tr>
<td>Cumple con especificaciones ofrecidas?</td>
<td></td>
</tr>
<tr>
<td>SI</td>
<td></td>
</tr>
<tr>
<td>Acepta a satisfacción</td>
<td>Actas de entrega recepción</td>
</tr>
<tr>
<td></td>
<td>Ingreso al sistema de registro nacional</td>
</tr>
<tr>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Direcciona ayuda a entidad competente para la entrega a población afectada</td>
<td></td>
</tr>
<tr>
<td>Evaluación y toma decisión</td>
<td>FIN</td>
</tr>
</tbody>
</table>
a) The Foreign Ministry of the donor country informs of the donation shipment to the affected country, indicating the estimated arrival time and conditions for handling and conserving the donation.

b) The donor country sends donation attaching documents proving compliance with the specifications requested.

c) The affected country receives the donation and reports to the competent authorities for receiving aid.

d) The competent authorities verify compliance with the specifications and features of the donation.

e) The recipient country accepts the donation, signs the delivery/reception record and donation is entered into the national registration system.

f) Should there be any new development or observation concerning compliance with the requirements and/or requested features for the donation, this will be reported to the appropriate level for decision-making.
## END OF INTERNATIONAL APPEAL

<table>
<thead>
<tr>
<th>AFFECTED COUNTRY</th>
<th>DONOR COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEGINNING</strong></td>
<td></td>
</tr>
<tr>
<td>The National System for Disaster Risk Management notifies no further needs</td>
<td>Report of the allocation of donations</td>
</tr>
<tr>
<td>Chancellery notifies the closing of the request for international aid.</td>
<td></td>
</tr>
<tr>
<td><strong>End of International Appeal</strong></td>
<td></td>
</tr>
</tbody>
</table>
a) The National System for Disaster Risk Management of the affected country reports that there is no longer need for international humanitarian assistance, and submits an attachment with detailed destination of donations received.

b) The Foreign Ministry officially informs that the requirement has been covered for international humanitarian assistance, with a copy to the Pro Tempore Presidency of the UNASUR.

**TRANSIT COUNTRIES**

If humanitarian assistance must pass through a country that is not the final beneficiary, the following is to be considered for in transit status:

- The donor country will send the necessary "transit cargo" documentation to the country that is not the final recipient of the goods.

- The donor country will coordinate with the transit country concerning the facilities for the management of humanitarian assistance, such as temporary warehouses, security, and the streamlining of procedures.

- For immigration purposes, the donor country shall inform the transit country and final destination country all data concerning the staff accompanying the load.

- Any logistics costs and other expenses generated by the mobilization of humanitarian assistance within the transit country shall be borne by the donor country.
ANNEXES

Annex 1: INFORMATION FOR REQUESTING HUMANITARIAN AID

a) General Description of the Event

› Type of event
› Date and time of occurrence
› Brief description

b) Effects of the Event (estimated)

› Affected Zones
› Dead and Injured people
› Vacated or sheltered people
› Destroyed and affected housing
› Other affected sectors

c) Logistical Aspects

› Reference for the place (port, airport, bus terminal) of landing and delivery of humanitarian aid
› If financial resources are the case, please indicate banking information where deposit is to be made
› The request for help should detail: the receiving institution, key contact names, phone numbers and addresses

d) Needs

› Specific type of required humanitarian aid
› Quantity and characteristics of the assistance requested
› List of elements that are not required at the moment
ANNEX 2: REFERENCE DOCUMENTS

- Humanitarian aid in case of disasters, a guide for an effective response, PAHO
  [Asistencia humanitaria en casos de desastre, guía para una respuesta eficaz, OPS]

- The code of conduct related to disaster cases for movement of the Red Cross and Red
  Crescent and Non Governmental Organizations (NGO)
  www.icrc.org/Web/spa/sitespa0.nsf/iwpList187/924D336CE96ACF4E03256F1500653F1

- The Humanitarian Chart of the Sphere Project
  www.sphereproject.org/spanish/manual/index.htm

- Resolution 4, International Conference of the Red Cross and Red Crescent on

- Guide for field hospitals [Guía para hospitales de campaña]
  www.paho.org/spanish/dd/ped/FieldH.htm

- Know how to donate: Practical Recommendations concerning Donations
  Donaciones Humanitarias. www.saberdonar.info

- Marco de Acción de Sendai para la Reducción del Riesgo de Desastres (Sendai’s framework for
  Risk Reduction in case of Disasters)(MaSRRD) 2015-2030
### ANNEX 3:

**CHECKLIST**

*Mutual Cooperation Handbook for Assistance in Cases of Disasters faced by the UNASUR member countries.*

**EN PAÍSES MIEMBROS DE UNASUR**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>The affected country government has drafted a situation report and has determined needs</td>
<td></td>
</tr>
<tr>
<td>The affected country government has declared a state of emergency</td>
<td></td>
</tr>
<tr>
<td>Annex 1 is complete</td>
<td></td>
</tr>
<tr>
<td>The Foreign Ministry of the country concerned has made an official statement on the needs of Member Countries of UNASUR and the international community.</td>
<td></td>
</tr>
<tr>
<td>The needs report is published in official websites.</td>
<td></td>
</tr>
<tr>
<td>The needs report includes both the resources they want to receive and those that are not needed or desired</td>
<td></td>
</tr>
<tr>
<td>Donor countries have been informed of the requirements for the entry of aid into the country</td>
<td></td>
</tr>
<tr>
<td>Humanitarian aid sent to the country concerned meets the requirements expressed in the handbook.</td>
<td></td>
</tr>
<tr>
<td>A formal communication sent out to the donor country contains the list of inputs, or other resources that can be sent to the affected country. The estimated time of arrival of aid. Upon verification of their capabilities.</td>
<td></td>
</tr>
<tr>
<td>The donor country has verified that all the costs of sending humanitarian aid are on their account.</td>
<td></td>
</tr>
<tr>
<td>The donor country has verified that as regards human resources (medical teams, rapid response teams, rescue teams, etc.), they are completely self-sustaining for the mission period.</td>
<td></td>
</tr>
<tr>
<td>The donor country has verified that, as regards human resources, all members have all their documents in order for the period that the mission will last, that they are in good physical and mental health and that they speak the language of the host country.</td>
<td></td>
</tr>
<tr>
<td>The affected country accepted, or partially or fully rejected aid.</td>
<td></td>
</tr>
<tr>
<td>The affected country has entered donations received into a registration system.</td>
<td></td>
</tr>
<tr>
<td>The affected country sent a report concerning items received and their destination.</td>
<td></td>
</tr>
<tr>
<td>The affected country sent a report on the allocation of human resources, and actions carried out and mission duration within the country’s disaster risk management system.</td>
<td></td>
</tr>
<tr>
<td>Foreign Ministry sent periodic reports on the situation in terms of new needs arising or those that have already been met.</td>
<td></td>
</tr>
<tr>
<td>The National System for Disaster Risk Management informed the Foreign Ministry that international assistance is no longer needed</td>
<td></td>
</tr>
<tr>
<td>The Chancellery of the affected country reported the end of the need for international humanitarian assistance.</td>
<td></td>
</tr>
<tr>
<td>Chancellery of the affected country sent a report with all the aid received, its destination and the result of this aid.</td>
<td></td>
</tr>
</tbody>
</table>