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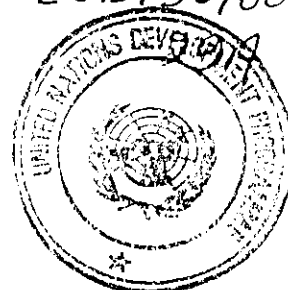
Subject: Disaster Preparedness material for UNDP

Date: Fri, 31 Jan 97 17:27:55 MET

From: EMERGENCY@UNICEF.CH

To: Thomas_Ekwall_at_PO338A01@CHSMTPGW.undp.lebanon@inco.com.lb

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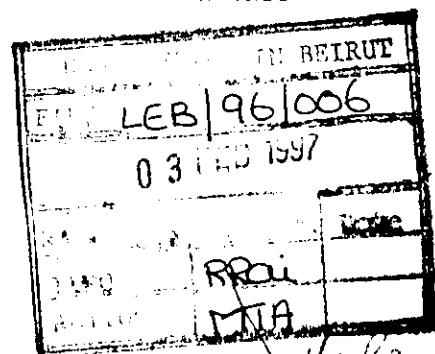


31 Jan 97

Thomas,

Herewith a third, and final(?), set of files to be shared with UNDP in case they do not get usable copies directly.

Thanks. Best regards (Ron)



31 Jan 97

To: Ross Mountain / Randa

Copies: Rayana / Iman

From: Ron

Further to my fax of 30 Jan, attached herewith are:

(1) a revised (final for the time being?) version of PLAN.WPD -- the Draft Plan -- incorporating the minor corrections listed in the referenced fax

(2) print files corresponding to the three figures: FIG-1, FIG-2 and FIG-3. You should be able to print out clean copies of these figures directly from DOS: at the DOS prompt, type
COPY A:FIG-1 LPT1 etc.

Best regards (Ron)

The following is an attached File item from cc:Mail. It contains eight bit information which had to be encoded to insure successful transmission through various mail systems. To decode the file use the UUDECODE program.

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Part 1.2

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The following is an attached File item from cc:Mail. It contains eight bit information which had to be encoded to insure successful transmission through various mail systems. To decode the file use the UUDECODE program.

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Part 1.4

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Republic of Lebanon
Office of the Minister of State for Administrative Reform
Center for Public Sector Projects and Studies
(C.P.S.P.S.)

الجمهورية اللبنانية
مكتب وزير الشؤون الإدارية
مركز مشاريع ودراسات القطاع العام

DRAFT INTERIM NATIONAL DISASTER PLAN

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Draft Interim National Disaster Plan

Part I

INTRODUCTION

1.1 OBJECTIVES

The overall objective is to minimize the loss of life, human suffering and the damage to property (public and private), infrastructure, economic assets and essential services due to disasters, and to facilitate the earliest possible recovery (social and economic) of the people and the area affected, through improved preparedness and efficient, timely emergency response, when needed.

The specific objective of this Plan is to provide a framework to facilitate harmonized response and coordinated action by governmental and non-governmental (civil society) organizations to achieve the above in partnership with the affected people themselves. The appropriateness, effectiveness and efficiency of response ultimately depends on a combination of clear understandings of the complementary roles of different parties; reliable, shared information on the situation and needs, and consensus on priorities and general principles.

Complementary action is needed to ensure that natural hazards and other risks are properly considered during the formulation and implementation of development programmes and projects, that measures to reduce risks are implemented whenever possible and that development projects in all sectors are neither unduly vulnerable to known hazards nor increase the vulnerability of people in the areas concerned.

1.2 LEGISLATIVE BASIS

Legislation in 1976 established a High Relief Committee (HRC) under the Ministry of Social Affairs to oversee and coordinate response to emergencies. A Decree in 1993 reconstituted the High Relief Committee as a high-level body under the chairmanship of the Prime Minister. Copies of relevant legislation [will be] included in Annex 1b.¹

1.3 DISASTER RISKS: SCOPE OF THE PLAN

Lebanon is exposed to a number of hazards which can cause emergencies and give rise to disaster. All are likely to strike without warning, being difficult if not impossible to predict. The most important hazards are:

- *External aggression:* can affect all parts of the country but most likely in the south and in West Beqaa, as in April 1996, also Saïda, Beirut and the coastal belt in between;

¹ Action is presently (at the time of writing) being taken within the Government to clarify the status and functions of the High Relief Committee. The institutional arrangements described/proposed in Part 2 are largely within the framework of present arrangements -- the HRC under the Prime Minister with a small, associated secretariat within the Prime Minister's Office -- but would also apply with only minor modifications to other arrangements. Other parts of this Plan are independent of the position of the HRC.

- *Earthquakes*: most parts of the country are susceptible;²
- *Tsunamis* (tidal waves caused by under-sea earthquakes): the entire coastal belt is at risk although no major incident has been recorded for several centuries;³
- *Landslides*: increasingly frequent in recent years (and increasingly likely) in various areas of Mount Lebanon and Beqaa linked to abundant heavy rains;⁴
- *Snow storms*: sudden heavy falls in mountainous areas, especially above about 900 metres, can trap travellers and isolate communities for short periods during the winter;
- *Forest fires*;
- *Industrial or transportation accidents; hazardous materials*;

The first three -- external aggression, earthquakes and tsunamis -- can affect large areas resulting in significant casualties, physical damage, disruption of basic services and temporary displacements (evacuations) of large numbers of people. The others are usually more localized affecting, for instance, one or a small number of kazas. All can result in actual or potential damage to the environment -- and, possibly, threats to public health -- when installations, storage or transport units containing hazardous materials are affected.

The present, interim plan focuses in particular on preparedness for emergencies involving large-scale population displacements (such as may be caused by armed aggression), but the basic arrangements also apply for responses to most types of emergency/disaster. (XXXX) The Lebanese Red Cross (LRC) and Ministry of Public Works have developed specific capacities to respond to snow emergencies.⁵

1.4 GENERAL POLICY AND PRINCIPLES

Coordination and cooperation between public and private (non-governmental) organizations: Such cooperation in all aspects and phases of disaster management is essential, recognizing the important contribution of civil society organizations in mobilizing resources and organizing humanitarian activities among at-risk and affected communities, complementing those of government.

Existing resources and structures are used as much as possible: Ministries and agencies are responsible to prepare for and take action in emergencies within their normal spheres of competence and responsibility as summarized in this Plan and in close cooperation and coordination with the national High Relief Committee and other concerned organizations.

The Lebanese Army acts in support of civil authorities especially in relation to logistics, communications, maintaining law and order (supporting the Internal Security Forces), and helping in

² The last major earthquake, in 1956, was centred on Roum. Historic details of earthquakes in Lebanon and their effects are provided in Seismicite du Liban, Plassard and Kogjo., Conseil National de la Recherche Scientifique, Beyrouth, 1981

³ Historic details are also included in Plassard and Kogjo, loc cit (footnote 1).

⁴ Details (and references) to be checked with AUB, Meteorology Dept., and others.

⁵ Specific, additional preparedness measures for other eventualities may be elaborated and incorporated later.

assessment, information management and the supervision of distributions

Assistance is provided to affected communities and individuals on the basis of assessed need, without discrimination: Assistance focuses initially on saving lives and ensuring that the basic survival needs of all affected people are met, then on relieving hardship and facilitating recovery while assuring a satisfactory quality of life in the meantime.

Common overall approaches and arrangements for response to all kinds of major emergency disaster situations: The basic institutional arrangements, policies and procedures are the same for response to all kinds of emergencies, although the precise responses will necessarily vary, being tailored to the particular needs of each situation.

Accountability: All bodies -- governmental and non-governmental -- should publish reports on activities undertaken and the resources used in providing disaster-related assistance.

Responses to major emergencies/disasters are complex inter-sectoral operations requiring effective inter-ministerial co-operation and collaboration between the civil authorities, the Army and Security Forces, and NGOs and other civil society bodies. Preparedness necessitates similar collaboration to be ready to mount such operations rapidly, efficiently and effectively when needed.

Disaster prevention/mitigation is an integral part of long-term development planning and the normal, ongoing regulation of economic activities (notably construction, industrial production and transportation).

1.5 PREPAREDNESS

In the specific context of Lebanon, which is subject to emergencies that arise with little or no warning, preparedness encompasses :

- the preparation and regular testing of contingency plans for responding at all levels (national, mohafaza, kaza and below) to foreseeable emergencies;
- arrangements to assure the rapid availability of appropriate material resources, transport, other equipment, and funds when and where needed (possibly including stockpiling of essential items);
- the education of the population at large and the training of officials and others who will be required to undertake specific functions

The present Plan -- which [defines] responsibilities and arrangements for mobilizing and organizing personnel, and [establishes] policies, standards and operating (including financial) procedures within the framework of existing legislative provisions -- is an essential element of preparedness. But is not sufficient in itself. It must be complemented by specific contingency (disaster) plans at the local level and within individual ministries and concerned organizations, and by education and training so that, when the need arises, all concerned act appropriately and in concert, within their own areas and spheres of competence, to save lives, minimize losses and facilitate recovery.

The following are some specific principles relevant to preparedness:

- Vital equipment and supplies, including rescue, fire-fighting and lifting equipment, and ambulances should be kept in low-vulnerability sites to minimize the risk of damage to them during an attack, earthquake or other disaster.
- Supplies of medical and other items for essential services or immediate, life-preserving assistance should be in stock (or otherwise immediately available) in the vulnerable (at-risk) areas to meet initial needs in case deliveries to the area are not possible in the immediate aftermath of a disaster.
- Governmental and non-governmental organizations should focus on strengthening, supporting

and complementing the capacities of local communities. A maximum number of volunteers should be trained in all communities -- municipalities -- so that the initial response at the community level is as effective and efficient as possible and the best use can be made of the services brought in from outside the community.

Annex 1a

DEFINITIONS AND ABBREVIATIONS

BASIC CONCEPTS

"*Disaster Management*" includes all aspects of planning for and responding to disasters. It refers to the management of both the risks and the consequences of disasters and involves a wide variety of tasks before (in anticipation of), during and after the event itself. It includes:

- (i) the incorporation of *preventive mitigation measures* into overall development plans and activities at all levels in disaster-prone areas. This may include structural and non-structural measures to reduce the risks of disaster arising from natural or technological hazards and to reduce the consequences of those that cannot be prevented;
- (ii) *preparedness* plans and related measures in disaster-prone areas to warn people of imminent threats (when warning is possible) and be ready to organize appropriate emergency responses rapidly and efficiently when necessary. This includes standing arrangements to organize evacuations (where needed), search and rescue operations, and relief and initial rehabilitation activities;
- (iii) *emergency response* when a disaster occurs, including search and rescue, relief, initial rehabilitation/repairs; and
- (iv) *post-disaster reconstruction long-term rehabilitation*.

ABBREVIATIONS

CDR	Council for Development and Reconstruction
CS	Council of the South
DG	Director-General
HRC	High Relief Committee
ISF	Internal Security Forces
LRC	Lebanese Red Cross Society
NEOC	National Emergency Operations Centre
NGO	Non-Governmental Organization
SG-HRC	Secretary-General of the High Relief Committee
UNDP	United Nations Development Programme

Annex 1b

EXTRACTS FROM RELEVANT LEGISLATION

.... to be completed, when status of legislation concerning the High Relief Committee is clarified

Draft Interim National Disaster Plan Part 2 ROLES AND RESPONSIBILITIES: INSTITUTIONAL ARRANGEMENTS

2.1 ROLES AND RESPONSIBILITIES DURING NORMAL TIMES - PREPAREDNESS

[Suggested] overall institutional arrangements during normal times are shown in Figure 1.

- The *High Relief Committee* (HRC) establishes policies for and monitors the overall status of preparedness and preventive measures, and makes arrangements for overall planning and coordination activities.
- The *Secretary-General of the HRC* liaises with all concerned ministries and other bodies for implementation of those policies and, with the assistance of the [proposed] Disaster Management Programme (1997-8), is responsible for keeping the National Disaster Plan up to date, enhancing preparedness throughout the country, promoting preventive (vulnerability reduction) measures, and preparing reports for submission to parliament on the status of preparedness.
- *Each ministry and government agency* will designate a disaster focal point and/or cell, and take necessary measures to: (a) minimize the risks of damage to the facilities and installations of the ministry/agency, the loss of essential data and records, or the disruption of the agency's services by any foreseeable hazard, and (b) be prepared, in the event of an emergency, to ensure the rapid restoration of services and provision of assistance to affected populations within its area of responsibility as specified in this Plan. This includes having internal contingency plans, training personnel and, if necessary, maintaining stocks of essential supplies. (Such measures form a part of the normal responsibilities of the agency and should be included in its own budget.)
- The inter-sectoral *Disaster Management Steering Committee* provides technical advice to the SG-HRC and oversees the planning and implementation of programme activities to enhance preparedness and promote vulnerability reduction.
- Four *Disaster Management Sub-Committees* plan and coordinate specific preparedness measures for (i) rescue and protection; (ii) health; (iii) humanitarian and social support including basic survival needs (shelter, water, food), psycho-social support and education/recreation activities for children; (iv) infrastructure, including utilities.
- In each mohafaza, the *Mohafiz* is responsible to form a Disaster Committee and draw up a Disaster Plan in coordination with the Secretariat-General of the HRC.
- In each kaza, the *Kaem Makam* is responsible to form a Disaster Committee and draw up a Disaster Plan in coordination with the Mohafaz.
- The *Lebanese Red Cross and other non-governmental organizations* are invited to ensure their own preparedness, to liaise with the HRC Secretariat-General, relevant ministries, the Mohafazes and Kaem Makams in their areas of operation, and to participate through their coordinating bodies and designated representatives in the development of national and local disaster plans and in related training activities.

2.2 ROLES AND RESPONSIBILITIES DURING AN EMERGENCY

[Suggested] arrangements for managing operations during a major emergency are shown in Figure 2.

- The *High Relief Committee* (HRC) approves the allocation of government resources, monitors the implementation of response and assistance and takes action to resolve major problems.
- A *National Emergency Operations Centre* (NEOC) is immediately established under the

direction of the SG-HRC¹⁰ to serve as a focal point for information and analysis, advise the HRC¹⁰ on the situation and aspects requiring high-level decisions, coordinate the provision of logistic and other support services to operational agencies and local authorities; identify and help to resolve gaps or operational problems (including in contracting for supplies or services using the special authority of the HRC¹⁰), and provide information and advice to the public.

- Each ministry and government agency is responsible to ensure the rapid restoration of services and provision of assistance to affected populations within its area of responsibility as specified in this Plan.
- The four *Disaster Management Sub-Committees* plan and coordinate action in (i) rescue and protection; (ii) health; (iii) humanitarian and social support; (iv) infrastructure.
- In each mohafaza, the *Mohafaz* is responsible to coordinate the deployment of resources within the mohafaza and to supervise and support response and assistance activities organized throughout the mohafaza, in close liaison with the NEOC.
- In each kaza, the *Kaem Makam* is responsible to coordinate the implementation of response and assistance activities in close liaison with the Mohafaz. (The Mohafaz is directly responsible for activities within the capital of the mohafaza, in close cooperation with the municipal authorities, while also supervising and supporting activities in the rest of the mohafaza.)
- *Non-governmental organizations* are invited to provide assistance and services to affected populations in liaison with the relevant ministries and the Mohafazes [and Kaem Makams] in their areas of operation, and to participate in coordination mechanisms at local levels and, through their coordinating bodies and designated representatives, in the work of the NEOC, the operational sub-committees and other coordination mechanisms at national level.

After major emergency/disaster

- The four *Disaster Management Sub-Committees* and the *Secretariat-General of the HRC*¹⁰ will review the experience, draw lessons, revise procedures and guidelines as necessary, and submit a concise, summary report to the HRC¹⁰ with recommendations for action requiring high-level decision.

For a localized emergency/natural disaster affecting only a few kazas -- such as a landslide, localized snow fall, forest fire, industrial or transport accident, or a minor earth tremor which causes only minor, localized damage:

- The *Mohafaz* is responsible to coordinate response and assistance activities, requesting the assistance of the regional Army commander, if required, keeping the SG-HRC informed and requesting additional resources from the HRC, if needed.
- The mohafaza-level representatives of the various government agencies are responsible to fulfill the responsibilities of their agencies (as summarized in this Plan) obtaining advice and support from their ministries as required.

The **National Emergency Operations Centre (NEOC)** will be activated in the event of the occurrence - or warning -- of any major emergency/disaster. It will be staffed by the secretariat of the HRC and the pre-planned secondment of personnel and/or liaison officers from specified government agencies (such as the Statistics Office, the Ministry of Finance and the Ministry of the Displaced), the Army and ISF. Personnel from UN agencies and NGOs will be invited to assist. Volunteers with specific professional skills may be utilized. The NEOC will be established in premises which are readily accessible to all

¹⁰ At any time when the SG-HRC is absent or incapacitated, an alternate/substitute will be designated by the Prime Minister to be responsible for the establishment and management of the NEOC in the event of a major emergency.

concerned -- including governmental and non-governmental personnel, those from technical institutions and donors, and have facilities necessary for 24-hour operations. Details of concerning the staffing and operations of the NEOC are provided in Part 5.

Annex 2a lists the main tasks involved in responding to major emergencies -- such as may arise from external aggression, an earthquake or tsunami -- and indicates the body which has the principal operational responsibility for each task, and those which have important supporting roles. Annex 2b provides a brief summary of tasks and responsibilities in relation to other emergencies to which Lebanon is prone.

The specific responsibilities of the above-mentioned coordinating entities are detailed in Annexes 2c and 2d. The SG-HRC, through the mechanism of the NEOC, will mobilize and assign trained/qualified personnel to assist the Mohafazes and Kaem Makams in their coordinating responsibilities, if/when requested and/or considered necessary.

The responsibilities of individual ministries/governmental agencies and of the Red Cross, NGOs and UN agencies are summarized in Annexes 2e and 2f respectively.

PROPOSED INSTITUTIONAL ARRANGEMENTS FOR DISASTER MANAGEMENT IN LEBANON - DURING "NORMAL" TIMES

[Draft: 21 Jan 97]

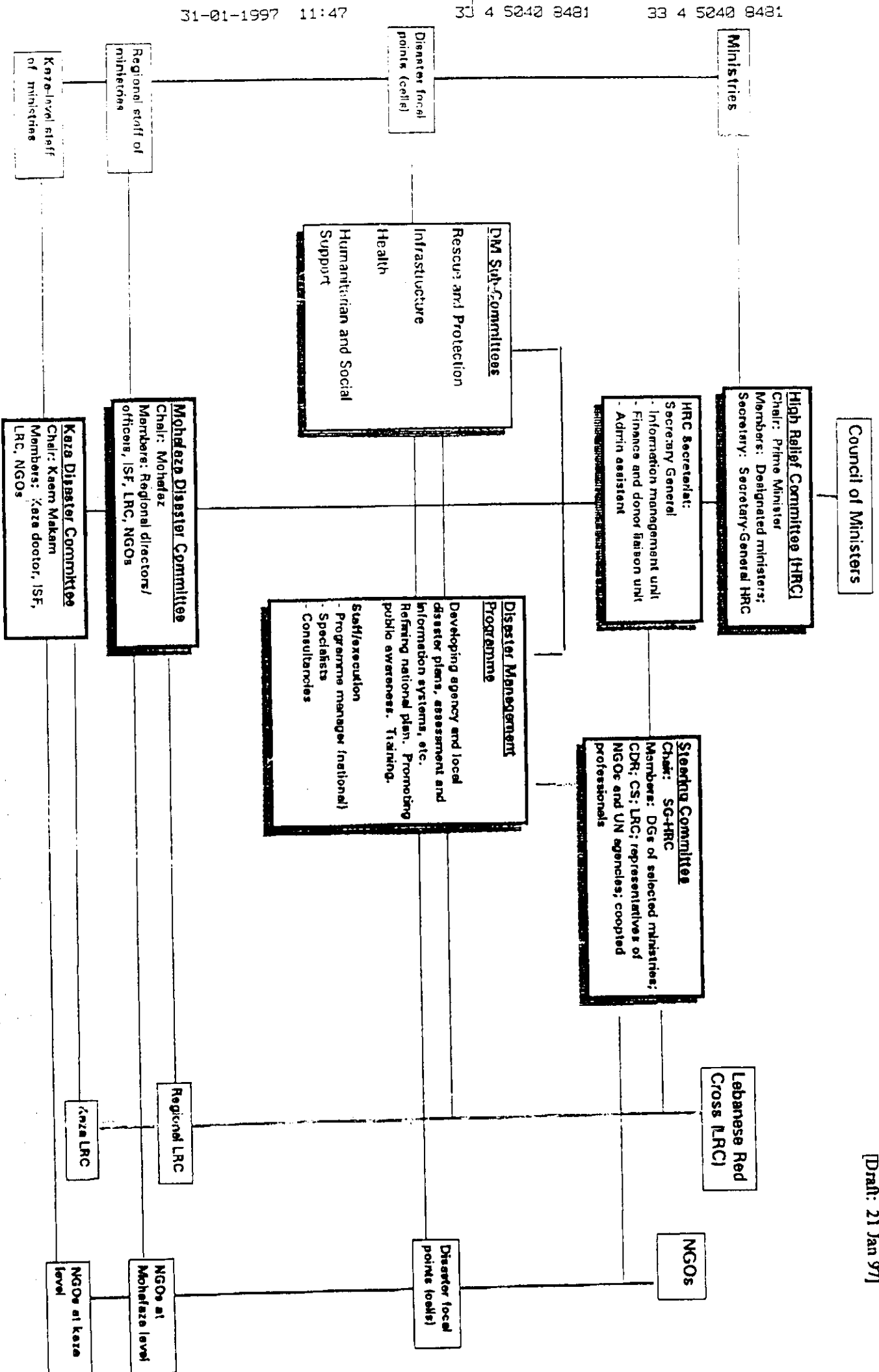
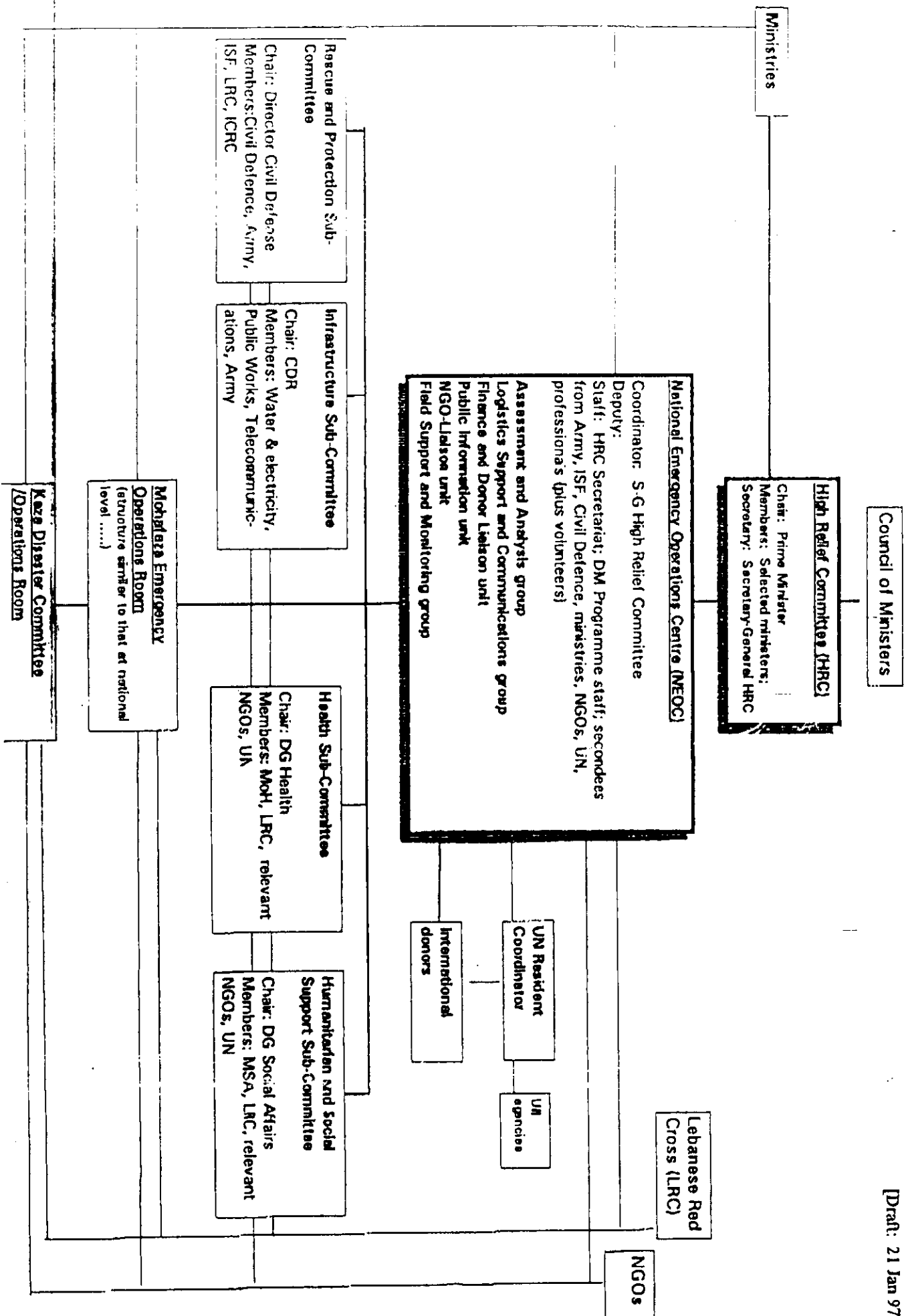


Figure 2

PROPOSED INSTITUTIONAL ARRANGEMENTS FOR EMERGENCY MANAGEMENT IN LEBANON -- DURING AN EMERGENCY

[Draft: 21 Jan 97]



Annex 2a

TASKS AND ROLES IN RESPONDING TO MAJOR EMERGENCIES

This Annex provides a summary overview of responsibilities for particular, key tasks in response to major emergencies such as may arise from external aggression, major earthquakes or tsunamis. All these phenomena can affect large areas, causing extensive damage to buildings and infrastructure, large numbers of casualties (dead and injured), and large numbers of people to flee (evacuate) to become temporarily displaced in areas believed to be safer. The responsibilities of the coordinating entities and individual agencies are specified in Annexes 2c - 2f, including corresponding responsibilities in relation to preparedness. Tasks and roles in response to other types of emergencies are summarized in Annex 2b.

<i>Task</i>	<i>Lead Responsibility</i>	<i>Supporting Role</i>
Coordination / overall direction - national level	Higl. Relief Committee	National Emergency Operations Centre (NEOC); Disaster Management Sub-committees - rescue & protection - health - humanitarian & social support - infrastructure
Coordination - mohafaza level	Mohafaz	Mohafaza Disaster Committee
Operational coordination and direction - kaza level	Kaem Makam	Kaza Disaster Committee
Guidance to public -- warnings and advisories	Min Interior	Min Information, local authorities, ISF, LRC, community volunteers
<i>Initial response on-site (all kinds of sudden emergency)</i>		
Fire-fighting	Municipal Fire service (where present) / Civil Defence <i>In ports/airports</i> : port/airport authorities	Civil Defence; Army, supervised community volunteers
Dealing with hazardous materials	<i>In context of a disaster</i> : Municipal Fire service / Civil Defence <i>Long-term problem</i> : Min. Environment	Min Environment, Army Municipal Fire service; Civil Defence, Army
Search and rescue (including on-site coordination)	Civil Defence (where present), ISF in absence of CD <i>In snow emergencies</i> : LRC	ISF; Army; LRC; community volunteers; construction contractors (heavy equipment)
First aid	LRC	
Field medical teams (gov't/ NGO), ISF; Army; Scouts; trained community volunteers/Ambulance service	LRC	Field medical teams (gov't/ NGO), ISF; Army; community volunteers
Identifying and cordoning off dangerous areas and buildings	Civil Defence (where present); Army in absence of CD	Army; ISF; construction contractors
Clearing roads (removal of rubble, or snow)	<i>Within municipal areas</i> : Municipality <i>Elsewhere</i> : Min Public Works	Army; community volunteers; construction contractors
Evacuation of people (including direction of people)	<i>Decision: HRC/ Min Interior</i> <i>Action: Mohafaz</i>	Municipality; ISF; Army; LRC; community volunteers
Removal, storage and identification of bodies	ISF	Civil Defence; Min Health (storage); LRC; field medical teams, Army
Protection of property	ISF	Army
Protection of individuals	ISF	Army; LRC/ICRC

Information - assessment and analysis (all kinds of emergency)

Assessment -- consolidation and analysis of information -- at national level	NEOC	All relevant ministries; ISF, LRC, NGOs, Army
Assessment -- consolidation and analysis of information -- at mohafaza level and forwarding to NEOC	Mohafaz	All departments; ISF, LRC, NGOs, Army
Assessment -- consolidation and analysis of information -- at kaza level and forwarding to mohafaza and NEOC	Kaem Makam	All departments; ISF, LRC, NGOs, Army

Lifelines and essential support services (in affected areas)

Restoration of telephone services	Min Telecom	Army; CDR
Emergency telecommunications	Army	
Restoration of electric power	Min Hyd/Elec	Army; CDR
Restoration of community water supplies	Min Hyd/Elec / Municipality?	Army; CDR, CS*
Emergency water supplies (trucking)	Fire Service / Civil Defence	Army; NGOs
Emergency repairs to sewerage systems	Min Public Works / Municipality?	
Army; CDR; CS* Emergency repairs to key roads, bridges, tunnels	Min Public Works / Municipality?	Army; CDR, CS*
Emergency repairs to airport and ports	Min Transport	Army; CDR
Mobilizing transport	Army (own means) Min Transport (private sector)	

Medical and health services (in affected areas and areas receiving displaced people)

Casualty care	Min Health	NGOs; private hospitals; Order of Physicians; Nurses' Association; Army
Maintaining/ restoring hospital services	Min Health	NGOs; Army; Syndicate of Private Hospitals; <i>Major repairs to public hospitals:</i> Min. Public Works/ CDR
Providing fixed and mobile clinic services	Min Health	LRC, NGOs; medically-qualified volunteers

Preventive health care	Min Health	IRC, NGOs
<i>Services for Displaced People</i>		
Registration of DPs	Municipalities	ISF, IRC, NGOs
Overall planning and organization of centres to receive DPs (including assuring water, sanitation)	Mohafiz / Kaem Makam	NGOs; school authorities; Min.Displaced**
Security around DP centres	ISF	Army
Day-to-day management of individual DP centres	<i>Assigned by: Mohafiz AL Committee for</i> specific NGOs and/or directors of schools or other establishments concerned	other NGOs; local communities; Min.Displaced**, residents' committees
Assuring provision of basic needs of DPs	Min Social Affairs	NGOs; IRC; Min.Displaced**
Child care/activities in centres	Min Social Affairs	NGOs; teachers
Health care and monitoring sanitary conditions in centres	Min Health	NGOs; IRC
<i>Assistance to affected (non-displaced) people</i>		
Basic humanitarian assistance (Army, ISF help with distribution) <i>Social Services (for affected and displaced people)</i>	Min Social Affairs	NGOs; IRC;
Assistance to traumatized individuals	Min Social Affairs	NGOs; IRC; Min Health, Min Education/teachers
Family tracing; temporary care/placement of unaccompanied children	Min Social Affairs	NGOs; IRC (ICRC for tracing)
Assistance to disabled people	Min Social Affairs	NGOs; IRC?
<i>Rehabilitation in affected areas</i>		
Repair of housing	Min Housing/CS*	NGOs; Army?
Direct assistance to returnees	Min Social Affairs	Min Displaced; NGOs

Notes

CS* in the south only
 Min Displaced** in areas where Min Displaced has ongoing field programme activities

In the UNIFIL area, UNIFIL may, at the request of the Government and in close liaison with the Lebanese Army, assist

Annex 2b

RESPONSE TO OTHER TYPES OF EMERGENCY

Responsibilities for all types of emergency are broadly the same as indicated in Annex 2a for major emergencies although the list of tasks may be reduced depending on the nature of the emergency and overall responsibility for response will normally rest at the local, mohafaza-level. This annex provides a brief summary of the main tasks and corresponding responsibilities in relation to: landslides, minor, localized earthquakes, snow storms, forest fires, industrial or transportation accidents, and hazardous materials.

Landslides; minor, localized earthquakes

Coordination	Mohamadz Ezzam Mahamud, assisted by local Civil Defence commander, reporting to SC/EFRC
Search and rescue	Civil Defence/Municipal Fire service (where present), assisted by the ISF, Army, LRC, community volunteers and construction contractors (with heavy equipment)
First aid and ambulance service	LRC, ISF, Army, Scouts, trained community volunteers
Casualty, medical and health care	Regional Director of Health assisted by LRC, NGOs and private hospitals
Clearing roads, etc.	Municipality (within municipal area) Min Public works (elsewhere), assisted by Army, community volunteers and construction contractors (with heavy equipment)
Care and basic needs assistance to people whose homes and/or livelihoods are destroyed or unsafe	Municipality (within municipal area), Regional Director of Social Affairs (elsewhere), assisted by LRC and NGOs
Rehabilitation assistance to the above	Ministries of Agriculture, Housing, Social Affairs, ... ?
Snow storms	
Search and rescue	LRC in liaison with and supported by ISF and the Army
Clearing roads	Municipalities (within municipal areas), Min Public Works assisted by Army and private contractors
Medical and health care	Regional Director of Health assisted by LRC, NGOs and private hospitals
Care and basic needs assistance to stranded and evacuated people	Regional Director Social Affairs assisted by LRC, NGOs, Army
Forest fires	
Control of fires	Regional Director of Agriculture, Civil Defence, community volunteers, Army [... details to be checked and elaborated ...]
Major industrial or transportation accidents	
Fire fighting and rescue of persons trapped	Municipal Fire Service (where present), Port/airport authorities (in ports/airports), Civil Defence (elsewhere), assisted by ISF, Army advised, in case of toxic materials, by national Civil Defence, Min Environment, UN-DHA and/or other international expert bodies
Cordoning off area; evacuating nearby populations, where necessary	ISF, assisted where needed by Civil Defence volunteers, Army
Casualty and medical treatment, public health measures, where needed	Regional Director of Health, assisted by LRC, private hospitals, advised, in case of toxic emissions, by Min Health, WHO and/or other international expert bodies
Care and assistance for evacuated people	Regional Director Social Affairs, assisted by LRC, NGOs
Hazardous materials	
Initial protection or containment of	Municipal Fire Service/Civil Defence, advised as necessary (see above) and in

hazardous material, affected by a disaster or involved in a major accident

in consultation with Ministries of Health and Environment

Cleaning up/disintoxication following a disaster or major accident involving hazardous materials

Min Environment in consultation with Min Health advised, where needed, by UNEP and/or other international expert bodies

Annex 2c

RESPONSIBILITIES OF KEY COORDINATION ENTITIES

High Relief Committee (at ministerial level)

Membership: Chair: Prime Minister. Deputy chair: Deputy Prime Minister/Minister of Interior.
Members: Ministers of Defence, Health, Social Affairs, Finance, Public Works, Hydraulics and Electricity, Housing.

Responsibilities in normal times ("before")

- establishing policy;
- approving the national disaster plan;
- monitoring -- receiving annual[?] reports from the SG-HRC on -- the overall status of preparedness and deciding on action to resolve any problems

Responsibilities during an emergency

- agreeing releases of government resources for disaster-related programmes/activities;
- monitoring the implementation of policies and the progress of operations implemented by the responsible agencies;
- providing policy guidance and deciding on action to be taken to resolve problems brought to its attention by the SG-HRC or other parties.

The HRC will convene as soon as feasible after the occurrence of a major disaster.

Responsibilities in the post-emergency recovery period ("after")

- reviewing the post-facto report of the assistance operation, lessons learned and recommendations for action presented by the SG-HRC, deciding on any policy matters and approving any changes to the national disaster plan.

Disaster Management Steering Committee (at DG level) is responsible for:

- providing technical advice to the HRC and SG-HRC in relation to activities to enhance disaster preparedness and reduce vulnerability -- the activities of the disaster management programme;
- monitoring the progress of those activities and ensuring necessary inter-sectoral coordination and complementary action within individual sectors

HRC Secretariat, with assistance from the [proposed] Disaster Management Programme, 1997-8:

Responsibilities during normal time ("before")

- developing a National Disaster Plan and associated practical guidelines for those responsible for its implementation, and keeping them up to date;
- helping line ministries and agencies to develop and test their own contingency plans;
- helping mohafaza- and selected kaza-level authorities to develop and test their own disaster plans;
- working with local authorities, LRC, NGOs and others to help village communities in high-risk areas to develop their own action plans and increase their own coping capacities;
- collaborating with existing training institutes, training materials development units, and NGOs already engaged in relevant training activities, to co-ordinate and promote the production of

- curricula and relevant training materials for various target groups;
- collaborating with line agencies, local authorities, existing training institutes, and relevant NGOs, in planning and organizing training for a wide variety of government personnel, elected officials and others;
- establishing facilities, information systems, operating procedures, and telecommunications systems, for the National Emergency Operations Centre (NEOC) for immediate use when an emergency arises;
- establishing arrangements for the mobilization of additional personnel for the NEOC and to assist local authorities in the field, when required;
- organizing a documentation and information service on disaster management for government agencies and others;
- working with the CDR, Ministry of Information and concerned agencies to increase awareness of disaster risks and ensure that such risks, and possibilities to reduce them, are considered and appropriate measures incorporated in development planning;
- monitoring and preparing reports (for submission to the Government/Parliament) on the risks faced, the vulnerability of people and economic assets to known hazards; the status of preparedness in the country, and any delays/bottlenecks in the implementation of disaster prevention or preparedness programmes and projects

Responsibilities during an emergency

- ensuring the effective dissemination of appropriate warnings and advice to the general population through radio, TV, LRC and local authorities;
- activating and operating the NEOC; receiving and analysing information and making specific recommendations for action; arranging rapid reconnaissance and assessment missions, where needed; providing advice and guidance to local authorities in relation to damage and needs assessment, and relief and rehabilitation assistance operations; etc.
- providing secretariat services and expert advice to the HRC, and helping to ensure co-ordination between line agencies and between Government and NGOs in relief and initial rehabilitation activities;
- mobilizing and assigning trained personnel to support and assist the mohafazes and kaem makams in the affected areas (and areas receiving displaced people) in coordinating assessments and action;
- organizing the reception and clearance at the airport and ports of international donations addressed to the Government, and handing the supplies over to the concerned/responsible agencies;
- contracting for supplies or services in coordination with the various operational ministries and government agencies, using the special authority of the High Relief Committee, when necessary to expedite action to support the operations of the responsible government entities;
- monitoring the progress of rescue, relief and short-term rehabilitation activities, identifying problems and unmet needs, and taking action to resolve/meet them or bring them to the attention of the HRC for resolution;
- providing information to and liaising with potential donors concerning requirements for international assistance.

Responsibilities in the post-emergency recovery period ("after")

- co-operating with the CDR, CS and other agencies, as required, in compiling data on reconstruction requirements and in co-ordinating the preparation of an integrated reconstruction programme;
- ensuring that risk reduction measures are built into all reconstruction programmes as much as possible;
- preparing a summary report and undertaking a final evaluation, or at least a "post mortem"/ "lessons-learned" exercise on the emergency operation, drawing lessons and feeding them back

to the HRC and into training activities and up-dated guidelines

Mohafaza disaster committee

Membership: Chair: Mohafaz. Members: mohafaza-level directors/senior officials of all government departments/agencies; representative of the regional Army command; Kaem Makams of the mohafaza; representatives of NGOs active in the mohafaza; representatives of the elected councils.

Responsibilities in normal times ("before")

- preparing a Disaster Plan for the mohafaza centre and integrating it with those for the other kazas into an overall plan for the mohafaza, giving special attention to arrangements for the evacuation of people from affected areas and the reception and care of evacuees, and for the establishment of an effective Operations Room rapidly when needed.
- submitting a copy of the Plan and of every subsequent revision to the HRC Secretariat.

Once a Plan has been prepared, the committee should meet at least once a year to review and up-date the plan. Exercises should be conducted periodically to test the Plan

Responsibility during an emergency

- activating and ensuring the smooth functioning of an Operations Room on a 24-hour basis;
- coordinating assessment, determining priorities and assigning responsibilities (functionally and/or geographically), within the overall framework of the Plan, between agencies having operational capacity in the area;
- ensuring that *all* affected communities are covered by the assessment and, as required, by assistance operations;
- identifying and mobilizing resources available within the locality;
- advising the NEOC and responsible ministry/agency (where appropriate) of any additional requirements, specifying priorities;
- providing summary situation reports to the NEOC using a standard format (see Annex ...) on a schedule agreed with the NEOC Coordinator -- normally daily during the initial phase, every two or three days later.

The committee should convene within a maximum of 12 hours of the occurrence of a disaster within the mohafaza or a request from the SG-HRC to assist in relation to a disaster elsewhere in the country.

Responsibility in the post-emergency recovery period ("after")

- preparing a summary report and conducting a "lessons-learned" exercise; submitting a copy to the SG-HRC and making necessary amendments to the Local Disaster Plan.

The Mohafaz -- and Kaem Makam in areas remote from the mohafaza headquarters -- have overall responsibility for planning and co-ordinating disaster management activities (prevention, preparedness, and response) at their respective levels, within the framework of the authority and resources available to them. Mohafaza committees for disaster management should be formed as standing bodies, chaired by the Mohafaz, and including some members of the elected councils, concerned mohafaza officers, and representatives of NGOs and associations which can contribute to disaster management activities in the locality.

Kaza disaster committee

Membership. Chair: Kaem Makam. Members: kaza-level officials of all government departments/

agencies; representative of the local Army command; representatives of NGOs active in the kaza; representatives of the elected council

Responsibility in normal times ("before")

- preparing a Disaster Plan for the kaza with special attention to arrangements for the evacuation of people from affected areas and the reception and care of evacuees, and for the establishment of an effective Operations Room rapidly when needed;
- submitting a copy of the Plan and of every subsequent revision to the Mohafaz.

Once a Plan has been prepared, the committee should meet at least once a year to review and up-date the plan. Exercises should be conducted periodically to test the Plan.

Responsibility during an emergency

- activating and ensuring the smooth functioning of an Operations Room on a 24-hour basis;
- coordinating assessment, determining priorities and assigning responsibilities (functionally and/or geographically), within the overall framework of the Plan, between agencies having operational capacity in the area;
- ensuring that *all* affected communities are considered in the assessment and, as required, covered by assistance operations;
- identifying and mobilizing resources available within the locality;
- advising the Mohafaz (with copy to NEOC) of any additional requirements, specifying priorities;
- providing summary situation reports to the Mohafaz and NEOC using a standard format (see Annex ...) on a schedule agreed with the Mohafaz -- normally daily during the initial phase, every two or three days later.

The committee should convene within a maximum of 12 hours of the occurrence of a disaster within the kaza or a request from the Mohafaz to assist in relation to a disaster elsewhere in the country.

Annex 2d

COMPOSITION AND ROLES OF DISASTER MANAGEMENT SUB-COMMITTEES

Rescue and Protection Sub-Committee

Composition: Chair: Director Civil Defence.

Members: Civil Defence, Army, Internal Security, LRC, ICRC
[...representatives of NGO coordination bodies ...?]

Role/functions:

- Coordinating search and rescue operations, including clearing of rubble.
- Ensuring first aid and transfers to hospital.
- Facilitating the movement of essential transport including evacuation of people, where necessary.
- Ensuring that dangerous areas (and buildings) are identified and marked off.
- Ensuring arrangements for the removal, storage and identification of bodies.
- Ensuring the protection of property.

Health Sub-Committee

Composition: Chair: Director-General Health

Members: Directorates of Health; LRC; representatives of NGO coordination bodies; major NGOs active in the health sector; WHO, UNICEF, ICRC; coopted professional bodies and/or specialists

Role/functions:

- Organizing, in coordination with the NEOC, rapid assessments of the damage to and the levels of functioning health services in the affected areas.
- Coordinating the provision of hospital and medical care in the affected areas and for displaced people.
- Coordinating preventive health measures in the affected areas and for displaced people.
- Agreeing overall priorities in the health sector and coordinating action by individual member organizations.
- Preparing specific, prioritized statements of requirements (financial and material) and submitting the same (through the NEOC) to the HRC and potential donors.
- Monitoring and reviewing progress in providing/re-establishing service, and agreeing on action to be taken by member organizations and/or other bodies.

Humanitarian and Social Support Sub-Committee

Composition: Chair: Director-General Social Affairs.

Members: [...] Social Affairs; Education; LRC; representatives of NGO coordination bodies; major NGOs active in the social sector; UNICEF; UNIFEM; coopted professional specialists

Role/functions:

- Organizing, in coordination with the NEOC, rapid assessments of the situation of people in the affected areas and the numbers of people evacuating to other areas.
- Coordinating the establishment of centres for displaced people and the reception and registration of people at those centres.

- Ensuring the provision of adequate water supplies and sanitation facilities (and heating when needed) at the centres, and of mattresses, clothing, blankets, food and food preparation facilities for the displaced people in those centres.
- Ensuring the organization of activities for children in the centres, and the provision of education for school-age children in the event of protracted displacement [... *more than 2 months* ...?]
- Ensuring the provision of social support for displaced families and individuals, especially those who are traumatized.
- Coordinating the registration of displaced people living with relatives who require assistance, especially in situations of protracted displacement, and the provision of assistance to them.
- Ensuring the provision of shelter materials, clothing, blankets and food for people in the affected areas when required, and the provision of social support for families and individuals, especially those who are traumatized.
- Agreeing overall priorities in the social sector and coordinating action by individual member organizations.
- Preparing specific, prioritized statements of requirements (financial and material) and submitting the same (through the NEOC) to the HRC and potential donors.
- Monitoring and reviewing progress in providing services, and agreeing on action to be taken by member organizations and/or other bodies.

Infrastructure Sub-Committee

Composition: Chair: [...] CDR

Members: Directors Water Production(?), Water Equipment(?), Electricity, Roads & Bridges, Telecommunications; Army; Director-General Transport; Director-General Civil Aviation; UNDP; coopted professional specialists
[... *representatives of NGO coordination bodies* ...?]

Role/functions:

- Organizing, in coordination with the NEOC, rapid assessments of the damage to and the levels of functioning of water, electricity and telephone systems, and of the state of roads and other transport infrastructure and major repairs to the physical infrastructure (buildings) of the health and other critical social services.
- Agreeing priorities and coordinating action by individual member organizations to restore services, reopen roads and other essential transport links, and effect major repairs to buildings to enable health and other social services to continue, or resume, functioning.
- Preparing specific, prioritized statements of requirements (financial and material) and submitting the same (through the NEOC) to the HRC and potential donors.
- Monitoring and reviewing progress in re-establishing services, etc., and changes in the situation and agreeing on action to be taken by member organizations and/or other bodies.

Guidelines/procedures for Disaster Management Sub-Committees

Disaster Management Sub-Committees will convene as soon as possible -- normally within 12 hours of the onset or occurrence of an emergency or disaster, and will meet regularly throughout the emergency period at a frequency agreed by the members. Special meetings may be convened as and when considered necessary by the chairperson or requested by at least two members.

Meetings will be held at the National Emergency Operations Centre (where up-to-date maps and information on the overall situation will be available), or at a location convenient to the members.

A concise summary record will be prepared at the end of each meeting summarizing all decisions and recommendations agreed, important points of information and issues discussed including any significant differences of view. Copies of the record will be provided within 24 hours to the NEOC and to all members of the committee whether present or not.

The chairperson (or another member designated by the committee) will immediately advise the Coordinator, NEOC, of major decisions, recommendations or problems requiring high-level attention.

The representatives of the NGO coordination bodies/consortia have the responsibility to represent and report back to the NGO community and to facilitate information exchange and coordination among all NGOs. However, no NGO or individual NGO representative has the right to present themselves as a representative of the High Relief Committee, unless specifically authorized, regardless of membership of a committee or any project agreement with the High Relief Committee or any other government agency.

Annex 2c

ROLES AND RESPONSIBILITIES OF INDIVIDUAL MINISTRIES AND OTHER GOVERNMENTAL AGENCIES

This annex describes the responsibilities of the ministries and government agencies most likely to be involved in responding to emergencies, including all those represented on the HRC and a few others. Under “*Responsibilities during and emergency*” are listed the responsibilities that the ministry/agency would normally be called on to fulfill during any major emergency, such as caused by external aggression, a major earthquake or tsunami, depending on the particular needs of each situation (see Annex 2a). In other, lesser emergencies, the regional directors/mohafaza-level representatives of the ministries/agencies concerned would be called on to fulfill those responsibilities that are relevant to the needs of the situation (see Annex 2b).

Ministry of Interior - Civil Defence
Ministry of Interior - ISF
Ministry of Health
Ministry of Social Affairs
Ministry of Hydraulics and Electricity
Ministry of Public Works
Ministry of Defence
Council for Development and Reconstruction
Ministry of the Environment
Ministry of Telecommunications

to be added

Ministry of Finance
Ministry of Housing
Ministry of Transport
Council of the South
Municipalities

Ministry of Interior -- Civil Defense

Minister of the Interior sits on HRC. Director Civil Defence chairs the Rescue and Protection sub-committee.

During an emergency

- fire-fighting; preventing the spread of fires
- search and rescue for people trapped in damaged buildings
- first aid for those rescued (with the cooperation of LRC and other trained personnel)
- on-site coordination/direction of operations of all groups during local fire-fighting and/or search and rescue operations
- preventing/containing spillages of oil or hazardous materials, and consequent pollution of the environment, during fires or following damage to transport, industrial or storage installations
- identifying and marking off dangerous areas and buildings, and arranging with ISF and local authorities for the evacuation and exclusion of people from those areas
- assisting in clearing blocked roads to the extent that spare capacity is available after assuring the above priority tasks.

Information to be provided to the N/EOC (during an emergency)

- extent of damaged areas;
- sites of ongoing fire-fighting and search and rescue operations
- locations where additional fire-fighting and/or search and rescue operations are required, and the resources needed
- location and scale of any specific problems relating to hazardous materials or spillages of oil on land -- actions taken and any additional action or resources required
- potential additional risks

Preparedness

- maintaining adequate fire-fighting and rescue vehicles and equipment in good operating condition and parked/stored in sites not likely to be damaged or isolated during any foreseeable emergency
- training personnel and volunteers for fire-fighting, search and rescue and first aid actions in foreseeable emergency situations, and in on-site coordination
- ensuring adequate fire safety standards in public and private building, including those designated as potential displaced persons centres
- maintaining regular liaison and conducting joint training and exercises with LRC, ISF and NGOs having search and rescue capabilities
- maintaining reliable communications links and procedures between all CD locations and teams on active duty, and radio communications links with the HRC/NEOC, LRC, ISF and the Army
- maintaining an up-to-date list of contractors having heavy-duty cranes, trucks and earth-moving equipment that could be required for search and rescue purposes (or road clearance operations)
- maintaining up-to-date emergency response plans at the national level and in each individual CD post -- plans to deal with each type of foreseeable emergency and be drawn up in collaboration with other concerned organizations -- notably the local authority, ISF, LRC and the Army at each level/location

Ministry of Interior - ISF

Minister sits on HRC. ISF representative is member of the Rescue and Protection sub-committee.

During an emergency

- supporting the Civil Defense and the Army in search and rescue operations: organizing such operations in locations where neither the CD nor the Army is present.
- supporting the LRC in providing first aid to casualties and, where capacity is available, in transporting casualties to hospital, mobilizing (requisitioning where needed) private vehicles for the purpose.
- maintaining security, law and order in affected areas, including protecting property, warehouses and other key installations (redeploying personnel from areas not affected, if needed).
- assisting the Mohafaz and Kaem Makams in the affected areas in collecting data on the numbers of people and on the overall situation and needs in different localities and in transmitting that information to the next administrative level.
- assisting the Mohafaz and Kaem Makams in organizing local operations rooms.
- providing communications and logistic support to local assistance operations.
- assisting Social Affairs and other agencies to deliver and distribute relief supplies.

and, specifically for temporarily displaced people

- assuring security around DP centres (discipline within a centre the responsibility of the center

- manager and residents' committee)
- facilitating the orderly movement of people and traffic evacuating an affected area, and in directing them to designated reception centers.
- assisting the local authorities (municipalities) in areas receiving displaced people to register them.

Information to be provided to the NEOC (during an emergency)

- any ISF posts directly affected and whether still operational
- population movements underway (scale and direction of movements).
- numbers of personnel and vehicles in each operational area

Preparedness

- maintaining radio communications and back-up systems with all ISF posts.
- emergency response plans for each ISF post prepared in consultation with the Kaem Makam and mukhtars, and contacts and working relations with NGOs working in the area.
- training ISF personnel in first aid and basic search and rescue techniques.

Ministry of Health

Minister sits on HRC. DG chairs the Health sub-committee.

During an emergency:

- convening and chairing the emergency health sub-committee to agree overall priorities in the health sector and coordinate action by participating organizations; reporting to the Coordinator NEOC and the High Relief Committee on the situation and needs in relation to health
- assuring hospital care for casualties
- assessing the status -- damage and level of functioning -- of hospitals and health centres
- collecting and compiling data on health and medical needs from regional and kaza-level health officers, the LRC, NGOs in the affected areas and temporarily displaced people in other areas
- assuring the maintenance, or reestablishment, of medical and health services in the affected areas
- coordinating the deployment of mobile teams (national and international), where needed
- requesting and receiving donations of drugs and medical supplies, when needed, on behalf of the government; purchasing items in-country as required; storing and repacking items; delivering supplies to government health facilities and NGOs as required
- issuing instructions for the reporting of communicable disease and ensuring prompt follow up in the affected areas and among temporarily displaced populations
- checking water quality at point of use and arranging chlorination where necessary in affected areas and displaced persons centres

and, specifically for temporarily displaced people:

- assuring medical and health care for displaced populations including immunizations and continuation of treatment for chronic conditions
- monitoring sanitary conditions in centres for displaced people

Information to be provided to the NEOC (during an emergency)

- list of functioning and non-functioning health facilities in the affected areas and areas receiving displaced people
- number and locations of mobile teams in the field
- number of casualties reported
- specific health problems -- incidence and risk of communicable diseases

- specific resupply problems -- areas to which deliveries proving difficult
- supply requirements with required delivery dates
- requirements for additional personnel for fixed facilities or mobile teams
- specific logistic support requirements -- type and delay
-

Preparedness

- emergency plans at national and local levels including, amongst other things, arrangements to mobilize and administer mobile medical teams and to manage the provision of medical (including hospital) care for displaced people
- understandings (standing arrangements) with the Syndicate of Private Hospitals, the Order of Physicians, medical and nursing schools, and the Union of Pharmaceutical Importers on cooperation during emergencies
- up-to-date emergency plans in all public hospitals and other health facilities (staff training and regular testing of those plans)
- stocks of essential drugs and supplies, including local stocks in vulnerable areas
- developing reliable telecommunications with officers at mohafaza and kaza level and with public hospitals (especially in vulnerable areas)

Ministry of Social Affairs

Minister sits on HRC. Director-General chairs the Humanitarian and Social Support sub-committee. Representative sits on the Health sub-committee.

During an emergency

- convening and chairing regular meetings of the Humanitarian and Social Support sub-committees at national and local levels to agree overall priorities in the social sector and coordinate action by participating organizations
- arranging rapid assessments of the situation and needs of people in the affected areas.
- assisting the Mohafaz and Kaem Makams in estimating the numbers remaining in the affected area and the numbers evacuating to other areas.
- managing warehouses for relief supplies in all operational areas, ensuring full records and accountability and the correct handling of materials.
- ensuring the provision of shelter materials, clothing, blankets and food for people in the affected areas when required, and the provision of social support for families and individuals, especially those who are traumatized.
- maintaining existing dispensaries of the ministry in the affected areas and in areas receiving displaced people, coordinating these health-related activities with the Ministry of Health and other health agencies.

and, specifically for temporarily displaced people

- assisting the Mohafaz and Kaem Makams in coordinating the establishment of centres for displaced people and ensuring the provision of adequate water supplies and sanitation facilities (and heating when needed) at the centres.
- assisting the local authorities in the reception and registration of displaced people including both those in centres and those living in the community who require assistance (especially in situations of protracted displacement)
- ensuring the provision of adequate mattresses, clothing, blankets, food, utensils and other food preparation requirements for the displaced people in the DP centres -- liaising and coordinating with NGOs and other ministries at national and local levels, receiving donations and purchasing,

- packaging and distributing supplies directly
- ensuring the organization of activities for children in the DP centres (working with NGOs and organizing activities directly)
- ensuring the provision of education for displaced school-age children in the event of protracted displacement (collaborating with the ministry of education).
- ensuring the provision of psycho-social support for displaced families and individuals, especially those who are traumatized (working with NGOs and organizing activities directly).
- coordinating the provision of assistance to displaced people living with relatives who require assistance, especially in situations of protracted displacement.

Information to be provided to the NEEOC (during an emergency)*

- numbers and general status of temporarily displaced people in different areas in DP centres and living with families.
- numbers and general status of people remaining in the affected area.
- list of the NGOs and other bodies providing relief assistance in different areas.
- list of functioning and non-functioning departmental dispensaries in the affected areas and areas receiving displaced people
- relief assistance distributed by the ministry and other organizations to specific areas and population groups.
- stocks of relief items on hand in different locations
- prioritized statements of additional requirements for relief items and funds for each operational area, for specified time periods.

Preparedness

- training and provision of guidelines for staff at all levels
- lists of standard items typically required for emergency relief, and local sources of supply in different parts of Lebanon with names, phone and fax numbers.
- identification with the Mohafaz and Kaem Makams of schools and other premises as potential DP centres and reviewing the adequacy of their facilities.
- warehouses and efficient stock management systems in all areas.
- small stockpiles of essential, non-perishable items in the most vulnerable areas.
- guidelines for the management of DP centres (included in national and local disaster plans)
- contacts and working relations in all areas with NGOs working in the social sector.

Ministry of Hydraulics and Electricity

Minister sits on HRC. DGs are members of Infrastructure sub-committee.

During an emergency

- organizing rapid assessments of damage to water supply and electricity installations and distribution systems.
- arranging emergency repairs to restore water and power supplies in affected areas as quickly as possible with priority to hospitals and other critical facilities including DP centres (following up with longer-term rehabilitation later, if needed)
- coordinating with municipalities for the restoration of distribution systems within municipality.

Information to be provided to the NEEOC (during an emergency)*

- localities without water or with totally inadequate supplies, and how long it is expected to take to restore supplies

- localities without electricity or with totally inadequate supplies, and how long it is expected to take to restore supplies
- specific water or electricity supply installations requiring major repairs

Preparedness

- plans and technical details of existing installations on hand (to facilitate assessment and repair work if/when required)
- relationships and ongoing contracts with contractors able to be mobilized for emergency repairs, when required
- trained repair crews and spare parts for electricity distribution systems
- internal emergency plan for each power station

Ministry of Public Works

During an emergency

- assessing the state of roads, bridges and tunnels and major repairs to the physical infrastructure (buildings) of the health and other critical social services.
- coordinating with municipalities for the restoration of distribution systems within municipality.
- taking action to reopen roads, with priority to main links essential to reaching large numbers of people
- effecting major structural repairs necessary to enable health and other social services to continue, or resume, functioning.
-

Information to be provided to the NEOC (during an emergency)

- location and extent of damage to roads, bridges and tunnels -- locations where roads are cut or where circulation is severely restricted
- action taken and underway to reopen roads and restore circulation
- additional action and resources required to restore road communications at specific locations

Preparedness

- repair crews plus equipment and stocks of essential materials
- relationships and ongoing contracts with contractors able to be mobilized for emergency repairs, when required

Ministry of Defense (Army)

Minister sits on HRC. Designated officers participate in Rescue and Protection sub-committee and Infrastructure sub-committee.

During an emergency

- seconding personnel to the NEOC, and to the offices of the Mohafaz and Kaem Makams in the affected areas and areas receiving large numbers of displaced people, as specified in plans agreed with the SG-HRC
- providing support to the HRC, individual ministries and local authorities particularly in relation to logistics, emergency communications, emergency repairs to essential infrastructure, delivering water to DP centres and communities lacking supplies, supervising the distribution of relief supplies, and in information gathering and analysis
- supporting Civil Defense in fire-fighting, search and rescue operations, and the identification and

marking off of dangerous areas and buildings (taking lead responsibility in localities where CD is not present)

- supporting ISF in ensuring security, protecting property, maintaining law and order, and facilitating evacuations
- collaborating with the Ministry of Health to provide casualty care and assure/restore medical services in affected areas.

Information to be provided to the NEOC (during an emergency)

- locations of Army units supporting emergency assistance operations
- number, capacity and location of trucks currently supporting emergency assistance operations, and of additional units available
- number and location of other equipment currently supporting emergency assistance operations, and of additional units available

Preparedness

- designating personnel to be available for immediate secondment to the NEOC and to the offices of the Mohafaz and Kaem Makams in the event of a major emergency
- keeping emergency plans of all units up to date

Council for Development and Reconstruction (CDR)

Chairs the Infrastructure sub-committee

During an emergency

- seconding personnel to the NEOC as specified in plans agreed with the SG-HRC
- responding to requests from ministries and other agencies, where possible, by identifying CDR contractors (or capacities available within CDR) who could undertake priority tasks in assessment of damage and/or immediate repairs

Information to be provided to the NEOC (during an emergency)

- resources able to be mobilized, if required, from CDR contractors (or within CDR)
- progress of work on activities undertaken by CDR contractors (or staff)

Preparedness

- designates personnel to be available for immediate secondment to the NEOC
- ensures disaster (as well as environmental) impact assessment of development projects

Ministry of the Environment

During an emergency

- monitors risks of adverse impacts on the environment arising from the disaster or the response to it
- mobilizes experts to assess and take action to contain specific pollution or other environmental damage

Information to be provided to the NEOC (during an emergency)

- specific environmental risks and damage
- action taken to contain the risks and damage; any additional action and resources required

Ministry of Telecommunications

During an emergency

- restoring telecommunications to and within the affected area, with priority to links between administrative centres and lines to hospitals, government offices and other critical facilities;
- coordinating with private companies providing cellular phone services to ensure continuation -- restoration where necessary -- of services.

Information to be provided to the NEOC (during an emergency)*

- administrative centres without functioning links to Beirut or the mohafaza
- localities within which telephone services are totally disrupted

Preparedness

- repair crews plus equipment and stocks of essential materials
- relationships and ongoing contracts with contractors able to be mobilized for emergency repairs, when required

..... details to be added for the following

Ministry of Finance

Ministry of Housing

Ministry of Transport

Council of the South

Municipalities

Annex 2f

ROLES OF THE RED CROSS, NGOS AND UN AGENCIES

Lebanese Red Cross (LRC)

President may be coopted by HRC. Representatives participate in the Rescue and Protection, Health, and Humanitarian and Social Support sub-committees

During an emergency

- assigning a liaison officer to and maintaining direct communications with the NEOC on a 24-hour basis (during the initial acute emergency period)
- President attends meetings of the HRC as requested
- assigning liaison officers to assure continuous information exchange and coordination with local authorities (Mohafaz, Kaem Makam and municipalities) and participate in local-level coordination meetings/mechanisms
- providing first aid to casualties/injured people on site
- transporting seriously injured casualties to hospital
- assisting CD (and/or ISF) in search and rescue operations and in coordinating and directing the activities of local volunteers
- mobilizing field surgical teams, where needed and possible
- maintaining basic health care services to populations in the affected area and to displaced people through fixed health centres and dispensaries -- on a 24-hour basis during the initial, acute emergency period
- mobilizing and deploying mobile health/medical teams, in coordination with the Ministry of Health and other NGOs, to provide services in affected areas and to displaced people where fixed centres are not available, not functioning or are inadequate
- providing humanitarian assistance to meet the basic needs of displaced people and people in affected areas in coordination with the Ministry of Social Affairs, other NGOs and the local authorities
- drugs ?
- organizing volunteers to assist in the management of displaced persons centres and/or in the sorting and packaging of relief supplies in coordination with local authorities and other NGOs
- appealing for and coordinating the provision of assistance by other national Red Cross or Red Crescent Societies through and with the help of the IFRC
- *In conflict zones:* liaising with and supporting the ICRC in their traditional functions of assistance and visiting detainees
- *In snow emergencies:* rescuing people trapped by snow storms and assuring assistance to communities isolated by such storms (in coordination with local authorities, CD and ISF)

Information to be provided to the NEOC (and to the Kaem Makams and Mohafaz) during an emergency

[following an initial report, subsequent reports should provide information on changes, not repeat previous information]

- numbers and general condition of people in specified areas/locations in the affected area and of displaced people in other areas
- locations where pre-existing health centres, clinics and mobile team operations are continuing to function satisfactorily, and locations where such services have been interrupted
- locations of special mobile medical/health teams
- locations in affected areas where relief assistance is being provided, the nature of the assistance

- and number of persons covered
- displaced persons centres being assisted, the nature of the assistance and number of persons covered
- major damage to roads, bridges and essential services -- locations and effects of such damage
- special problems identified, proposed action by LRC; additional action/resources required by LRC and/or others

Preparedness

- designating specific individuals, and alternates, to serve as contact/liaison with the NEOC and local authorities
- maintaining up-to-date plans at national and local levels to respond to emergencies including arrangements to mobilize teams, assure 24-hour services, gather and share information
- maintaining ambulances in good operating condition throughout the country
- providing training in first aid (and search and rescue?) for LRC volunteers
- collaborating with CD, Ministry of Health, the Army and Scouts in first aid training for their personnel, members and volunteers
- ongoing liaison with CD, ISF, local authorities and municipal fire services to ensure understanding of and complementarity between the emergency capacities and plans of each
- contacts with hospitals and doctors

International Committee of the Red Cross (ICRC)

The ICRC is an independent, neutral body, constituted under international law, which acts in conflict situations to ensure respect for the Geneva Conventions, assure medical care for the wounded and the proper treatment of prisoners, and provide assistance to affected civilian populations. In fulfilling its mandate, the ICRC is assisted by the national Red Cross Society. The ICRC also provides and acts as a channel for international assistance to the national society (LRC) for its work specifically in relation to zones of conflict.

During an emergency (in a zone of conflict)

- assuring medical treatment for wounded combatants;
- visiting and assuring proper treatment of prisoners (also delivering letters and food);
- assessing the situation and needs of the civilian population;
- providing medical and relief assistance to the affected civilian population with the cooperation of the LRC and in coordination with local authorities (Kaem Makams and Mohafaz);
- appealing to the international Red Cross and Red Crescent movement, and the international community in general, for assistance to implement the ICRC's proposed programme of assistance.

Information to be provided to the NEOC (and to the Kaem Makams and Mohafaz) during an emergency

- locations of ICRC teams/delegations and mobile medical team operations;
- the numbers, status and assessed needs of civilian populations in the affected areas;
- damage to infrastructure inhibiting the delivery of assistance and services to civilian populations in the conflict zone;
- the communities being assisted by ICRC, the type and quantity of assistance provided, and any unmet needs;
- any specific public health problems identified

Preparedness

- training of Army personnel in relation to the Geneva Conventions;

- established relations with the IRC at national and local levels.

Non-Governmental Organizations (NGOs)

NGOs are private, civil society bodies constituted within the framework of national laws and regulations having defined purposes (objectives), rules and procedures. They may in that context raise and receive contributions from sources within Lebanon and abroad. The NGOs of concern in this Plan are those which have specific humanitarian and/or developmental objectives and execute or provide financial or technical support for such programmes. They are invited and encouraged to liaise and coordinate their actions between themselves (among NGOs) and with the government and local authorities to ensure that available resources are used effectively and efficiently to meet priority needs within the framework of widely accepted developmental and humanitarian principles.

NGOs are represented in the national Disaster Management Steering Committee and the sectoral sub-committees through their coordinating bodies. The sub-committees may coopt representatives of individual NGOs whose inputs to the sector concerned are particularly important. NGOs are represented in the mohafaza and kaza disaster committees in the areas where they have operational field programmes.

The representatives of the NGO coordination bodies/consortia have the responsibility to represent and report back to the NGO community and to facilitate information exchange and coordination among all NGOs. No NGO or individual NGO representative has the right to present themselves as representatives of the High Relief Committee regardless of membership of a committee or any project agreement with the High Relief Committee or any other government agency.

The roles and actions of individual NGOs will vary considerably between national and community-based organizations, and depend on the precise nature and objectives of each organization and the resources available. The following are some general indications:

During an emergency

- helping members of affected communities to organize themselves to help each other;
- mobilizing and organizing personnel, including volunteers, from within and outside the affected areas to help in all aspects of response including search and rescue (in support of Civil Defence, the Army and/or ISF), organizing evacuations and the reception of displaced people (in coordination with the local authorities), assessing and providing information on needs, preparing and distributing relief supplies, providing psycho-social support, etc.;
- *for displaced people:* helping to organise centres for displaced people (in coordination with the local authorities) -- taking full responsibility for the management of specific centres where agreed;
- maintaining and extending health services activities in the affected areas, and providing such services to displaced persons centres, where needed (in the case of organizations with ongoing health-related programmes and/or specific medical competences);
- mobilizing and receiving resources from in-country sources and from international counterparts to meet specifically-assessed needs and support clearly-defined programmes;
- developing and supporting programmes for social and economic recovery.

Information to be provided to the NEOC (and to the Kaem Makams and Mohafaz) during an emergency

- locations of existing projects and field relief teams including any mobile medical team operations;
- the numbers, status and assessed needs of civilian populations in the areas where the organization is working;
- damage to infrastructure inhibiting the delivery of assistance and services to civilian populations

- in the conflict zone;
- the communities being assisted, the type and quantity of assistance provided, and any unmet needs;
- any specific public health problems identified

Preparedness

- preparing disaster contingency plans defining responsibilities and procedures for mobilizing and initiating action within the organization in response to an emergency;
- participating actively in NGO coordination bodies at national and local levels and in drawing up inter-agency contingency plans (in liaison and coordination with the HRC secretariat);
- training existing personnel and volunteers;
- maintaining small stocks of non-perishable relief items and/or establishing arrangements to be able to rapidly acquire such items when needed;
- maintaining relationships and regular contacts with the HRC secretariat and local authorities.

United Nations (UN) agencies

The UN agencies provide technical and material support to the government and, with the consent of the government, to civil society organizations (the Red Cross and other NGOs) in relation to all phases of disaster management. The UN Resident Coordinator, who also represents the UN Department of Humanitarian Affairs (DHA), coordinates the actions of the separate agencies of the UN system and chairs meetings of the UN Disaster Management Team (UN-DMT). The UN-DMT brings together the disaster focal points of all the UN agencies most likely to be concerned in responding to a disaster, notably FAO, UNDP, UNHCR, UNICEF, UNRWA and WHO.⁷ Other UN agencies represented in Lebanon are included as appropriate. The Humanitarian Officer of UNIFIL attends and is involved in all matters relating to the area of deployment of UNIFIL forces.

The Resident Coordinator organizes coordination meetings with the representatives of other international donors and, at the request of the government, facilitates coordination of all disaster-related international aid.

At the request of the government and in collaboration with the Resident Coordinator and the UN-DMT, DHA may issue reports on the situation and summary statements of any outstanding requirements for international aid. In the event of a major disaster, DHA may assign staff to assist the Resident Coordinator -- or, if needed, assign a special Humanitarian Coordinator -- to facilitate coordination of UN and international assistance and to prepare and issue, in coordination with the government, detailed consolidated appeals for international assistance.

The Resident Coordinator sits on the Disaster Management Steering Committee, representing the UN agencies and international donor community. The concerned agencies are represented on the sub-committees.

During an emergency:

Assistance which, subject to the availability of resources, may be provided or mobilized by UN agencies includes [...this list is provisional ...to be checked and further developed...]:

⁷ Until the end of 1996, WFP was also a key member but is closing its programmes in Lebanon with effect from end-1996.

- highly-trained search and rescue teams (through DHA-INSARAG⁸);
- assessment and coordination personnel, or teams (through DHA-UNDAC⁹);
- specialist health assessments and advice (from WHO);
- drugs, medical supplies and equipment, and support for public health programmes (from WHO and UNICEF);
- life-saving and life-sustaining relief supplies for displaced and other affected populations (from DHA, UNDP, UNHCR and UNICEF);
- support for social programmes including reestablishing education and activities for children (from UNICEF and UNESCO);
- logistics support for the delivery and distribution of relief and rehabilitation supplies (from UNDP, UNICEF and UNRWA; UNIFIL also assists in its area of operation at the request of the government and in liaison with the Lebanese Army);
- assistance in preserving cultural heritage items and structures (from UNESCO)
- information, advice and, where necessary assistance, in dealing with hazardous materials and decontamination of the environment (UNEP in conjunction with DHA)

Information to be provided to the NEOC:

- identity and locations of personnel assigned for emergency assistance operations;
- assessment of need and priorities within and between sectors;
- details of assistance provided or in the pipeline from various UN agencies, and information about any other international contributions about which UN agencies are informed;

Preparedness:

- establishing and maintaining the UN-DMT's own disaster plan (details of which are shared with the HRC secretariat);
- training UN staff;

⁸ INSARAG is the International Search and Rescue Advisory Group, coordinated by DHA.

⁹ UNDAC is the UN Disaster Assessment and Coordination Team established and managed by DHA.

Draft Interim National Disaster Plan Part 3 INFORMATION AND RESOURCE MANAGEMENT

3.1 INFORMATION -- BASELINES, FLOWS AND MANAGEMENT

Reliable information is essential for planning and managing response to an emergency both on an overall, inter-sectoral basis and within individual sectors and organizations. This includes both "baseline" data on the normal, pre-emergency situation and up-to-date information on the current, evolving situation during an emergency. The timeliness, appropriateness and effectiveness of response is heavily dependent on the quality of information and of the analysis and use made of it.

Annex 3a lists of the baseline information (and maps) that, *for preparedness purposes*, should be always available -- and be kept up to date -- at the national level through collaboration between the HRC Secretariat-General and the concerned agencies, as specified. Similar information should be available at the local level -- to the Mohafazes, Kaem Makams and departments at local level.

Figure 3 shows the main flows of information *during a major emergency*:

- the Kaem Makam is responsible to collect and consolidate information from all concerned bodies within the kaza, to rapidly cross-check and verify the information (see), and to forward a synthesis of relevant information to both the Mohafaz (mohafaza operations room) and the NEOC;
- the Mohafaz is responsible to consolidate information from the kazas and from all concerned bodies at the mohafaza level, to rapidly cross-check and verify the information, requesting clarification or confirmation of specific items from the Kaem Makams or others where needed, share the information with those at the mohafaza level who may need to be informed and take action, and to forward a synthesis of relevant information and the Mohafaz's own analysis to the NEOC;
- the NEOC (assessment and analysis unit) is responsible to consolidate information from all sources, to rapidly cross-check and verify information, requesting clarification or confirmation of specific items from the Mohafazes or others where needed, to share the information and the unit's own analysis with those at national level who may need to be informed and take action.

During a minor, localized emergency, the same system operates up to the mohafaza level with only summary information and reports being sent on to the national level (SG-HRC).

In all cases, information should be analysed carefully, to ensure consistency and plausibility. Where necessary, it should be cross-checked against other reports and available baseline data on the area.

Annex 3c [*to be developed*] provides guidelines for the analysis and reporting of information.

3.2 MOBILIZING AND MANAGING RESOURCES: ACCOUNTABILITY

Within the framework of the responsibilities specified in Part 2, individual ministries, other government agencies and collaborating NGOs and other organizations are responsible to:

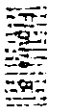
- define requirements for emergency (and initial rehabilitation) assistance within their areas of competence and in coordination with others in the context of the relevant Sub-Committee (Annex 2d);

- mobilize the required resources internally, to the extent possible
- inform the NEOC Coordinator of additional requirements so that the resources can be sought from other national sources, funds be sought from the Government (High Relief Committee), or a request/appeal be made to external donors and international agencies.

The HRC-secretariat/NEOC Coordinator is responsible to arrange reception at the airport and ports of all international donations addressed to the Government for emergency assistance and will hand the supplies over to the concerned/ responsible agency which is then responsible for transporting, storing, distributing/ using and accounting for them -- providing a report to the HRC and the donor on the use made.

When the HRC allocated resources for specific emergency purposes, the HRC-secretariat/NEOC Coordinator will release the funds to the responsible ministry/agency or, when necessary to expedite action to support the operations of the responsible government entities, contract directly for supplies or services, in coordination with the concerned ministry/agency using the special authority of the HRC.

The procedures to be followed in relation to funds allocated by the HRC [are/will be] presented in Annex 3d. Guidelines for the management of and accounting for supplies [are/will be] provided in Annex 3e.



PROPOSED INFORMATION (and resource) FLOWS DURING A MAJOR EMERGENCY

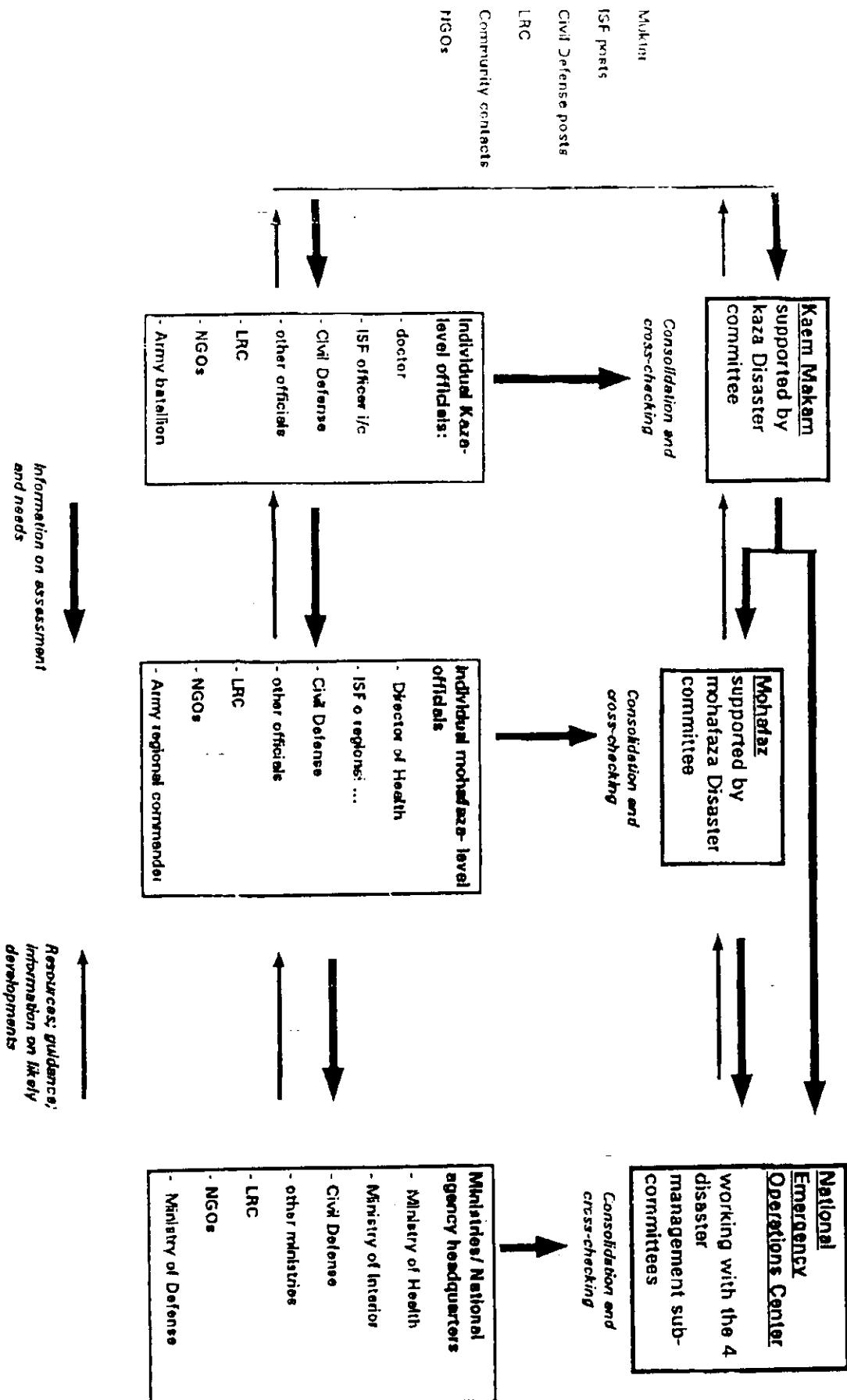
Date: 12 Jan 97

Community level

Kaza level

Mohafaza level

National level



Annex 3a

BASELINE DATA ON VULNERABLE AREAS

Up-to-date data on the following should be at all times available to the HRC-Secretariat/NEOC Coordinator and the focal points of the concerned ministries/agencies. The information should be available on file in hard copy, tabulated by kaza, and in a computerized data base held by both the ministry/agency and the HRC/NEOC. Each data base should, as soon as possible, be linked to maps through GIS.

[preliminary, incomplete list, to be further developed ...]

Administration:

- List of municipalities and villages

Demographics:

- Total population (best available estimates by municipality/village)
- Breakdown by age (national average): <12 months; 1-10 years; 11-60 years; >60 years

Health facilities: specific locations of

- Government hospitals: beds, emergency/casualty departments, morgue facilities
- LRC and NGO hospitals, fixed clinics/dispensaries, mobile clinic locations
- Private hospitals: beds, emergency/casualty departments, morgue facilities
- Numbers of private medical practices (by municipality)
- Medical stores

Schools:

- Numbers of government schools, and enrollment (by municipality/village)
- Numbers of private schools, and enrollment (by municipality/village)

Civil Defence units: specific location with, for each:

- Number of operational and out-of-service fire tenders, ambulances, other vehicles
- Number of professional staff, trained volunteers
- Any special equipment or facilities

Municipal Fire Services: specific locations with, for each:

- Number of operational and out-of-service fire tenders, ambulances, other vehicles
- Number of professional staff, trained volunteers
- Any special equipment or facilities

ISF posts: specific locations with, for each:

- Number of operational and out-of-service trucks, other vehicles
- Number of officers
- Any special facilities (e.g. storage or maintenance workshops)

Army: locations of regional and battalion headquarters

Key service installations: specific locations of:

- Power stations; distribution stations
- Water pumping and storage installations
- Telephone exchanges and repeaters/aerials
- Major sewerage systems/installations

- Fuel depots
- Gas/petrol stations

Ports: with, for each:

- Maximum draught alongside; length of quay
- Number of functioning and out-of-service cranes
- On-site storage capacity
- Normal daily handling capacity

Road: potential vulnerabilities:

- Bridges
- Tunnels
- Stretches particularly subject to landslides/subsidence

Warehouses: locations and capacities:

- Government stores (specifying ministry/agency, e.g. Social Affairs, Economy, Agriculture ...)

Major industries

Known locations of hazardous materials (including waste), specifying type and toxicity

Disaster history: locations/areas seriously affected by previous disasters, specifying the year:

- Attack
- Earthquake
- Landslide
- Flood/Flash flood
- Snow emergency (places where specific rescue missions were needed)
- Forest fire

Annex 3b

POTENTIAL RESOURCES / SOURCES OF SUPPLY

Up-to-date data on the following should be at all times available to the HRC-Secretariat/NEOC Coordinator and the focal points in the concerned ministries/agencies. The information should be available in hard copy, tabulated by kaza, and in a computerized data base held by both the ministry/agency and the HRC/NEOC. Each data base should, as soon as possible, be linked to maps through GIS.

[preliminary, incomplete list, to be further developed]

Names, locations, contacts (names, phone and fax numbers) production capacities and typical stock levels of:

Flour mills

Producers and wholesalers of blankets, mattresses, kitchen utensils, water pumps, pipes and fittings, chemical toilets, tarpaulins, agricultural inputs

Major suppliers of heating fuel, diesel and kerosene

Importers of drugs

Transport associations; major transport contractors

Annex 3c

ASSESSMENT REPORTING FORMATS

[.... the following is a preliminary, incomplete draft to be discussed and developed further]

Information should be reported at regular intervals as it becomes available. Scheduled reports should not be delayed in the expectation of receiving further information. Send additional information next time or as a special, supplementary report.

Reports on the situation should provide new information, or specific changes to what was reported earlier. They should not repeat information already provided. However, to avoid misunderstandings, all statements of requirements for assistance should be complete: all outstanding requirements should be listed each time although the details may be abbreviated if appropriate, e.g. "Medical supplies -- as in report dated"

Requirements should be based on the standards and guidelines provided in Parts 5-9, and must be specific in terms of numbers/quantities and required delivery times/duration. They must be justified in terms of the numbers of beneficiaries.

Areas Directly Affected by a Major Emergency

Nature and Effects

- Nature and timing of the disaster
- Precise location/area affected
- Main impact/effects on people, infrastructure, economic activities
- Number of dead, injured requiring hospitalization, minor injuries

Demographics

- Normal population of the affected area
- Number of people/households directly affected
- Population sub-groups particularly affected, if relevant
- Scale of evacuations, if any (to date and expected), and where people are going

Rescue and Public Safety

- Progress of fire-fighting and search and rescue operations, where relevant
- Any special problems/issues relating to public safety
- Urgent requirements, if any (special equipment, vehicles, rescue teams, security reinforcements)

Health and Medical Care

- Functioning of health services (government, NGO, private) in the area:
 - presence of personnel
 - usability of premises (including water and electricity)
 - availability of supplies and equipment
- Specific health problems, if any (current or anticipated)
- Current and planned health-related assistance activities (government, NGO, private)
- Urgent additional requirements, if any (transfer of casualties elsewhere, personnel for fixed-base services, mobile teams, repairs, drugs, other supplies, equipment)

Food and Domestic Needs

- Extent of loss, if any, of domestic and commercial food stocks, and disruption of food markets/supply systems
- Ability of people to obtain and prepare food (current and anticipated)
- Extent of loss/damage, if any, to housing and household property
- Urgent requirements, if any:
 - ready-to-eat food, food items for household preparation
 - cooking fuel/stoves, utensils, water containers, water purification tablets
 - emergency shelter materials (tarpaulins, other), blankets, clothing

Social Support

- Specific social impacts (on families, children, elderly and handicapped people)
- Extent to which schools and other community social services (government, NGO, private) are functioning
 - presence of personnel
 - usability of premises (including water and lighting/electricity)
 - availability of supplies and equipment
- Requirements, if any (trained social workers, teachers, funds, supplies, repairs)

Water Supplies and Sanitation

- Specific effects on water supply and sewerage systems -- extent of damage/disruption, if any
- Availability of water to people for drinking and other domestic purposes
- Any specific risks to public health (current or anticipated) due to pollution
- Urgent requirements, if any (repairs to water/sewerage systems, chlorination supplies, establishment of temporary water distribution points, water trucking, emergency sanitation systems)

Other Infrastructure and Logistic Support

- Specific effects on electricity supplies (generation, distribution)
- Availability and reliability of electricity supplies to hospitals, other health facilities, other critical installations, the population in general
- Specific impact on roads, bridges, tunnels, ports, public buildings and other essential infrastructure -- extent to which these remain usable
- Current availability in the area of
 - trucks (government, NGO, private)
 - other means of transport
 - warehouses (government, NGO, private)
 - vehicle fuel
 - vehicle repair and maintenance capacity
 - road and general construction capacity (heavy equipment, contractors)
- Urgent requirements, if any

Areas Receiving Temporarily Displaced People (DPs)

Demographics

- Number of displaced people/families
 - registered, in centres
 - registered, in the community (not in centres)
 - additional numbers believed present or likely to arrive
- Proportions <1yr, 1-10 yrs, 10-60 years, >60 yrs, handicapped
- Areas from which people have come/are coming
- Sub-groups particularly in need

Centres for Temporarily Displaced People

- Number of centres opened/registered to date in schools, in other establishment (list and details to be attached)
- Any special problems/issues relating to security and public safety in/around the centres
- Maximum number of DPs who can be accommodated in centres
- Urgent requirements, if any (additional governmental directives, ISF reinforcements, arrangements for DPs to be diverted to and received in other areas)

Health and Medical Care for DPs

- Adequacy of existing health services (government, NGO, private) in the area
- Specific health problems, if any (current or anticipated)
- Current and planned health service provisions (government, NGO, private) for DPs in centres and in the community
- Urgent additional requirements, if any (transfer of serious cases elsewhere, personnel for fixed-base services, mobile teams, supervisors, drugs, other supplies, equipment)

Food and Domestic Needs in DP Centres

- Ability of DPs in centres/each centre to obtain and prepare food (current and anticipated)
- Adequacy of accommodation -- sleeping and living arrangements
- Urgent requirements, if any:
 - mattresses, blankets, clothing (infants, children, adults)
 - ready-to-eat food, food items for household preparation
 - communal and/or family cooking fuel/stoves, utensils, water containers, water purification tablets
 - communal and/or family hygiene supplies

Water Supplies and Sanitation in DP Centres

- Adequacy of water for drinking and other domestic purposes - quantities available daily
- Adequacy of toilet facilities - number of toilet places available
- Urgent requirements, if any (repairs/extension of water/sewerage systems, establishment of temporary water distribution points, water trucking, emergency sanitation systems)

Social Support for DPs in Centres and in the Community

- Specific social problems of families, children, elderly and handicapped people
- Extent to which DPs have access to schooling (for young children especially) and other community social services (government, NGO, private)
- Requirements, if any (trained social workers, teachers, volunteers, funds, supplies, specific activities for traumatized individuals)

Food/Other Support for DPs in the Community

- Numbers of DPs (people/families) residing in the community requesting help to alleviate hardship of themselves and their hosts
- Urgent requirements, if any (food, other assistance)

Organizational and Logistic Support

- Organizations taking responsibility for the management of or support to DP centres (list)
- Organizations providing assistance to DPs in the community (list)
- Adequacy of logistic support (trucks, storage, management capacity) to assure delivery needed supplies to DP centres and distribution points for DPs in the community
- Urgent requirements, if any (training of centre managers, organizations to manage/support centres and/or assistance to DPs in the community, trucks)

Profiles of Individual DP Centres and their Requirements

The following items should be included in a standard format for each designated potential DP centre. Copies should be held at the centre and by the responsible agency, Kaem Makam and Mohafaza. During any period of occupation by temporarily displaced people, the items marked "*" would be up-dated and reported on regularly together with the number of people accommodated and requirements for additional inputs based on the standards in Part 8.

Identification

- * Name of centre; serial number; type (school/other); village; kaza

Management

- * Manager; name; telephone #
- * Responsible agency; name; address; telephone #s
- * Supporting agencies (specifying support provided)

Basic Facilities

- Type of building
- Number of rooms available for use by DP families
- Total floor area available for family use (m²)
- * Maximum capacity (a. 3-5 m² per person)
- * Number of toilets (places)
- * Number of showers
- Cooking facilities
- * Sources of water (potable, other)
- Store rooms

Basic Supplies and Equipment

- * Number of mattresses
- * Number of blankets
- * Number of cooking stoves
- * Heating facilities
- * Reserve lighting
- * Generator and fuel storage

Health and Hygiene Supplies

- * First aid kits
- * Cleaning materials/tools
- * Detergents/disinfectant
- * Family utensil kits
- * Food

Annex 3d

FINANCIAL PROCEDURES

... to be completed

Annex 3e

MANAGEMENT OF SUPPLIES

... to be completed ...

Republic of Lebanon
Office of the Minister of State for Administrative Reform
Center for Public Sector Projects and Studies
(C.P.S.P.S.)

Draft Interim National Disaster Plan
Part 4
NATIONAL EMERGENCY OPERATIONS CENTRE (NEOC)

4.1 ROLE AND FUNCTIONING OF THE NEOC

The NEOC will be activated in the event of the occurrence -- or warning -- of any major emergency/disaster. Under the direction of the SG-HRC¹⁰ (Coordinator NEOC), the NEOC:

- serves as a focal point for information and analysis concerning emergency needs and response;
- provides advice to the HRC on the situation and aspects requiring high-level decisions;
- coordinates the provision of logistic and other support services to operational agencies and local authorities;
- identifies and helps to resolve gaps or operational problems (including in contracting for supplies or services using the special authority of the HRC); and
- proposes, to the Ministries of the Interior and Information, the information and advice to provided to the public.

A field support and monitoring group provides professional support to the Molafazes and Kaem Makams, and, where required, undertake independent assessments and monitor operations on behalf of the NEOC Coordinator.

The NEOC is staffed by the secretariat of the HRC and the pre-planned secondment of personnel and/or liaison officers from specified government agencies (such as the Statistics Office, the Ministry of Finance and the Ministry of the Displaced), the Army and ISF. Personnel from UN agencies and NGOs will be invited to assist. Volunteers with specific professional skills may be utilized. The NEOC is established in premises which are readily accessible to all concerned including governmental and non-governmental personnel, those from technical institutions and donors, and have facilities necessary for 24-hour operations, as described in the following annexes.

Staff will be contributed by the collaborating bodies who will continue to pay their basic salaries and allowances. Direct expenses in relation to work for the NEOC, including travel allowances, will be paid by the NEOC/HRC Secretariat, the costs being included in the overall budget for the emergency assistance operations.

¹⁰ At any time when the SG-HRC is absent or incapacitated, a deputy/substitute will be designated by the Prime Minister to be responsible for the establishment and management of the NEOC in the event of a major emergency.

Annex 4a

NEOC PREMISES

Office premises meeting the following general standards should be available for immediate occupation and use as the National Emergency Operations Centre (NEOC) in the event of an emergency:

- Approximately 180m² including the following: operations/conference room, 40m²; information management office, 15m²; finance and donor liaison offices (2), 25m²; other offices (4), 50m²; private meeting room, 12m²; Coordinator's office, 12m²; rest room for sleeping, 12m²; toilets; shower; small kitchen
- The building should be easy to locate and not be liable to damage, or being isolated, by any foreseeable hazard: it should be earthquake-proof, not close to any installations likely to be targets for enemy attack and on raised ground (neither the building nor access being liable to flooding during heavy rains or a tsunami)
- While ensuring a minimum of security, the building should be readily accessible to both governmental and non-governmental personnel involved in emergency response activities, and to individuals from technical institutions and donors
- Parking should be available for both staff of the NEOC and visitors
- Regular cleaning should be assured

The rooms could be used for other purposes when the NEOC is not functioning (the majority of the time) but must be immediately vacated and made available for the NEOC when required. Materials not related to the NEOC should be removed at the end of each day.

However, the information officer and other staff of the HRC secretariat should, if possible, be permanently accommodated in the information management office. The Finance Unit of the HRC should also be accommodated in the same building, if possible, as should the staff of the proposed Disaster Management Programme (1997-8). If the HRC secretariat, Finance unit and programme staff are normally accommodated elsewhere, they must be ready to move to the NEOC immediately -- within 6 hours -- taking their computers and other key records with them.¹¹

A back-up location for the NEOC should also be identified in case the designated location should be unusable for any reason.

¹¹ Ideally, the HRC should secure the long-term use of some 80m² of office space (in 6 separate rooms?) in premises where a large (40m²) conference/training room would be available nearby for use on an occasional basis for meetings/training sessions, and for as long as required, at short notice, together with an additional 60m² of adjacent office space, during a major emergency.

Annex 4b

NEOC EQUIPMENT

[... preliminary list to be reviewed and further developed ...]

Communications equipment

- Land-line telephones: at least 6 lines; 1 small PABX exchange; 4 telephones; 1 conference-call phone
- 3 dedicated cellular phones
- 2 Fax machines (one incoming, one outgoing)
- HF radio installed, with aerial, tuned for communications with Civil Defense, Army, ISF, LRC

Computing and office equipment

- 3 desk-top computers (specs ...; hard- and soft-ware)
- 3 notebook computers
- 3 printers (Laser-Jet)
- 1 scanner
- Filing cabinets
- 2 photocopiers (black/white; with sorters and enlarge/reduce facility)

Other items

- 2 large wall map of Lebanon, plastic covered (one for "needs", one for logistics support)
- Spare large-scale maps covering all regions of Lebanon
- 3 wall-mounted white boards, with markers
- 3 flip chart stands, with paper and pens
- Stand-by generator with fuel reserve (drum)
- Coffee-making facilities; mugs, plates, etc

Note

All the equipment need not be permanently at the NEOC premises, but arrangements are needed by which the required equipment is there, and installed, within a few hours of the Centre being activated. If the HRC secretariat (particularly the information office) and the proposed Disaster Management Programme personnel are permanently based in the building, their equipment would already be in place. Standing arrangements may be made with other entities to make equipment available at short notice, particularly organizations with which there are standby arrangements for the secondment of personnel (e.g. the Army and CDR).

Annex 4c

NEOC ORGANIZATION - FUNCTIONAL UNITS

The following indicates the standard configuration of the NEOC in active mode, during the initial stage. The precise staffing and functional organization may be adapted to the needs of each particular emergency. Staffing levels will be adjusted as workload changes. Work assignments will be flexible and individual staff and liaison officers be reassigned to provide support to colleagues as and when required. The NEOC will function on a 24-hour basis, using a 2/12-hour shift system, from the time of activation until the Coordinator determines that such coverage is no longer necessary. (The numbers of staff indicated are proposed to cover the two shifts. They may be augmented by volunteers.)

<i>Functions</i>	<i>Staffing</i>
Coordinator's Office overall direction; receipt and distribution of messages	Coordinator (SG-HRC); Deputy Coordinator; 1 senior secretary; 1 secretary; 3 message-takers
Assessment and Analysis Group receipt and analysis of incoming information concerning the situation and needs of the population and of essential services; cross-checking information from different sources and checking for plausibility; in case of information requiring urgent action, checking that the person or organization responsible to take action is also informed; displaying information; preparing regular syntheses for the Coordinator and the 4 disaster management sub-committees (and attending meetings of the sub-committees when feasible); identifying gaps in information or response coverage; comparing resources with needs; proposing priorities and preparing recommendations for use (including redeployment) of resources; specifying additional resource requirements	6 analysts -- individuals with experience in social/economic analysis and/or field programme management, familiar with spreadsheet and data-base programmes, drawn from Army Intelligence, CDR.
Logistics Support and Communications Group receiving, analysing and displaying information concerning the state of roads and ports, constraints, numbers of trucks, helicopters and other means of transport in different locations; receiving requests for transport and logistic services from agencies (governmental and non-governmental) engaged in emergency assistance; matching requests with available capacity and assigning and scheduling available transport units; coordinating the establishment and maintenance of emergency radio and other telecommunications between the NEOC, key collaborating agencies and operational centres in the field.	4 logistics specialists; 2 communications specialists
Finance and Donor Liaison Unit	[... details to be checked/specified by Ghassan

managing cash resources from government and donor sources; releasing funds to operating agencies; purchasing supplies and services for the HRC/NEOC or operational agencies (using the special authority delegated to the HRC); maintaining financial accounts; liaising with donors including informing them of requirements; acknowledging receipt of contributions (in cash and in kind) and providing reports on the use of them.	Tafel - 1 regular HRC finance unit staff () plus: accounts officer (1), accounts clerks (2) and donor liaison/reports officers (2)
Public Information Unit disseminating information to the people of the affected area, including guidance concerning what they are advised to do; providing information to the population in general concerning the situation and what help is needed (and not needed); releasing information to the news media and responding to their questions.	2 public information officers/spokespersons -- seconded from Ministry of Information and Army Information
NGO Liaison Unit maintaining liaison with NGOs; keeping up-to-date contact lists; providing briefings;	2 Liaison officers -- seconded from NGO coordinating bodies(?)
Administrative Unit assuring the smooth function of the NEOC and administrative and secretarial support to all staff	1 admin officer; 2 receptionists; 4 typists/computer operators
Field Support and Monitoring Group professional support to Mohafazes and Kaem Makams engaged in managing and coordinating emergency assistance operations; independent field assessments and monitoring of operations on behalf of the Coordinator NEOC	as required, drawn from a pool of 10-20 specifically trained, experienced individuals; selected volunteers, as required, for gathering and checking information

Annex 4d

NEOC OPERATING PROCEDURES

[... the following is a preliminary, incomplete set of procedures to be developed further ...]

Stand-by mode: In the event of a warning, or information concerning what appears to be a relatively minor disaster which may be able to be handled at the local level and/or entirely by the relevant government agency without need for close inter-sectoral coordination at the national level, the NEOC will be put on Stand-by. *Decision: SG-HRC*.

Active mode: The NEOC will be activated immediately information is received concerning an emergency affecting large areas and/or large numbers of people. *Decision: SG-HRC*.

Placing the NEOC on standby

- All HRC and DM Programme Staff on-call
- 24-hour duty system initiated
- NEOC facilities checked
- NEOC equipment and systems checked
- Alert message to disaster focal points in all ministries/agencies
- Alert message to the organizations designated to second personnel for and/or provide equipment to the NEOC
- Information to the Prime Minister and all members of the HRC that the NEOC is on stand-by

Activation:

- Information to the Prime Minister and all members of the HRC that the NEOC is being activated
- Open NEOC
- Call in HRC staff and personnel on standby from other organizations
- Call in and install additional equipment on standby in other locations/with other organizations
- Activate all communications systems
- Information to the Prime Minister and all members of the HRC that the NEOC is activated
- Inform all disaster focal points and concerned Mohafaz and Kaem Makams that the NEOC is operational, confirming contact details
- Prepare and post maps and display boards
- Draw up shift duty roster

Message receipt and distribution procedure

- Each incoming message is logged and recorded, in clear handwriting, on a message form (Annex 00); all details including the time and identities of the informer and receiver *must* be recorded
- A copy is made for and handed immediately to the unit(s) concerned
- The original is passed to the data entry desk, immediately entered into the computer data base and then placed on the message chronological file

Resource needs and contributions tracking

(The HRC is responsible to receive all international donations addressed/consigned to the Government)

- [...] *to be specified* . . .

Guidance to the public

- Draft prepared by PI staff at the request of and in consultation with the Coordinator
- Approval by Coordinator
- Clearance by Minister of the Interior (or the HRC)
- Dissemination by PI staff in collaboration with the Ministry of Information

News media procedure

- Information will be given to journalists and other representatives of the News media only by the Coordinator, Deputy Coordinator or the assigned (duty) public information officer
- Other personnel should refer journalists to the duty public information officer.

Annex 4e

EMERGENCY PERSONNEL ROSTER

[... to be completed ...]

Draft Interim National Disaster Plan
Part 5
OPERATIONS AT MOHAFAZA AND KAZA LEVELS

5.1 PREPAREDNESS AT MOHAFAZA AND KAZA LEVELS

[... to be completed ...]

5.2 EMERGENCY RESPONSE AT MOHAFAZA AND KAZA LEVELS

[... to be completed ...]

Annex 5a

OUTLINE FOR A MOHAFAZA/KAZA-LEVEL DISASTER PLAN

[... to be developed through pilot planning workshops at mohafaza and kaza level ...]

Annex 5b

GUIDELINES FOR A MOHAFAZA/KAZA OPERATIONS ROOM

[... to be completed ...]

Annex 5c

**GUIDELINES FOR THE RECEPTION AND REGISTRATION OF
EVACUEES/TEMPORARILY DISPLACED PEOPLE**

[... to be completed ...]

Annex 5d

GUIDELINES FOR MANAGEMENT OF DISPLACED PERSONS CENTRES

Standards for Basic Facilities in Displaced Persons Centres [based on international guidelines]

3.5 sq.m floor area minimum per person (density may be increased if double-level bunks are available)
water: 20 litres per person per day, minimum
toilets: 1 position/seat for every 20 people
washing facilities/showers: 1 for every people
cooking facilities: available or able to be immediately installed
garbage collection and disposal: adequate containers (at least 1 100-litre bin for every 50 people) and arrangements for regular emptying

Guidelines for the Management of a DP Centre

The following have been proposed by the Ministry of the Displaced following their analysis of the experiences of April 1996.¹² It is suggested that these draft guidelines:

- be taken as the basis for review, discussion and refinement in a workshop to be convened on this particular topic under the auspices of the Humanitarian and Social Support Sub-Committee;
- be used in the mean time, in the event of a major emergency arising before the above process of review and refinement is completed

*INSERT HERE THE GUIDELINES PROPOSED BY MIN/DISPLACED
IN THEIR PAPER FOR THE BROUMANNA WORKSHOP*

¹² Extract from the paper "....." submitted by the Ministry of the Displaced at the workshop held at Broumana in May 1996.

Draft Interim National Disaster Plan
Part 6
GUIDELINES FOR RESCUE AND PROTECTION

[... to be developed by the Rescue and Protection Sub-Committee ...]

Draft Interim National Disaster Plan
Part 7
GUIDELINES FOR HEALTH SERVICES

[... to be developed by the Health Sub-Committee ...]

Draft Interim National Disaster Plan
Part 8
GUIDELINES FOR HUMANITARIAN AND SOCIAL SUPPORT

[... *to be developed by the Humanitarian and Social Support Sub-Committee* ...]

Annex 8a

STANDARDS FOR HUMANITARIAN RELIEF ASSISTANCE

[... to be developed by the Humanitarian and Social Support Sub-Committee taking, as a basis for review and discussion, the following ...]

Basic Provisions for Displaced People in DP Centres

Some provisions during April 1996¹³

Proposed by Min Displaced, May 1996

Mattresses	2 per family (average)
Blankets	2 per family (average)
Bed covers	1 for every 2 mattresses
Family utensils	1 set per family
Family hygiene kits	1 per family
Centre hygiene kits	1 per 50 families
Women's kit	1 per women/girl over 15 yrs

*INSERT HERE LISTS PROPOSED
 IN THE MIN DISPLACED PAPER
 PRESENTED AT BROUMANA*

Contents of a family utensils kit

Cooking pots	1-3
Tea pot	1
Frying pan	1
Plates	3-6
Spoons	3-6
Knives & forks	0-6
Mugs	3-6
Water jerry can	0-1
Cooking stoves	0-1

Contents of a family hygiene/cleaning kit

Broom	1
Dust pan/shovel	1
Bucket	0-1
Disinfectant liquid	1 btl (750 ml)
Soap	2 pcs (170 g)
Detergent	1 sac (1 Kg)
Garbage bags	

Contents of a centre hygiene/cleaning kit (for 50 people):

Brooms	2
Small shovels	2
Jerry cans	3
Disinfectant liquid	1 gall
Detergent	large sac

¹³ Based largely on the lists and quantities in the UN international appeal and subsequent planning by

Garbage sacs 2 rolls

Contents of a Woman's Kit ¹⁴

Sanitary pads [*number to be defined*]
2 bars of soap
10 packs of matches
Sewing kit (pack of needles, spool of thread -dark blue-, safety pins, pack of razor blades)
Small nylon bag (to contain the above and other personal items)

Food/Food parcels

Requirements based on international standards
2,150 kcal/person/day, average, increased by 1% for every °C below 20°C
mixed foods including some fresh foods wherever possible to avoid micronutrient deficiencies

Food parcel proposed by Ministry of the Displaced based on the experience in April 1996:

*INSERT HERE THE LIST PROPOSED BY
MIN. DISPLACED IN THE PAPER AT BROUJANA*

[... The nutritional value of the proposed parcel to be compared with the international standards quoted above. The variety of items to be evaluated in terms of costs and appropriateness of use. There is a widespread feeling that many of the parcels provided in April 1996 were over-generous and unnecessarily complex ...]

Other items

Clothing
Shoes
.....[*... to be completed ...*]

¹⁴ Based on kits proposed recently by UNICEF internationally.

Draft Interim National Disaster Plan
Part 9
GUIDELINES FOR INFRASTRUCTURE REPAIR AND REHABILITATION

[... to be developed by the Infrastructure Sub-Committee ...]

Draft Interim National Disaster Plan
Part 10
APPENDICES

(to be completed)

[... to be completed. ...]

Appendix 1 Distribution list for the National Disaster Plan

Appendix 2 Disaster Focal Points and Contacts

Appendix 3 Precautions in relation to Earthquakes

Appendix 4 Maps

Republic of Lebanon
Office of the Minister of State for Administrative Reform
Center for Public Sector Projects and Studies
(C.P.S.P.S.)

الجمهورية اللبنانية
مكتب وزير الدولة لشؤون التنمية الإدارية
مركز مشاريع ودراسات القطاع العام