GDACS Guidelines for International Information Exchange in Disasters
<table>
<thead>
<tr>
<th>Change Description</th>
<th>Date</th>
<th>Posted By</th>
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<tbody>
<tr>
<td>First release upon approval by the GDACS Steering Committee</td>
<td>pending</td>
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<tr>
<td>Acronym List</td>
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<tr>
<td>APAN</td>
<td>United States Military All Partner Access Network</td>
<td></td>
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<tr>
<td>ASEAN</td>
<td>Association of Southeast Asian Nations</td>
<td></td>
</tr>
<tr>
<td>DG ECHO</td>
<td>Humanitarian Aid department of the European Commission</td>
<td></td>
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<tr>
<td>EU</td>
<td>European Union</td>
<td></td>
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<tr>
<td>GDACS</td>
<td>Global Disaster Alert and Coordination System</td>
<td></td>
</tr>
<tr>
<td>GIS</td>
<td>Geographical Information Systems</td>
<td></td>
</tr>
<tr>
<td>INSARAG</td>
<td>International Search and Rescue Advisory Group</td>
<td></td>
</tr>
<tr>
<td>JRC (or EC/JRC)</td>
<td>European Commission Joint Research Centre in Ispra, Italy</td>
<td></td>
</tr>
<tr>
<td>MIC (or EC/MIC or EU/MIC)</td>
<td>European Commission Monitoring and Information Centre</td>
<td></td>
</tr>
<tr>
<td>NATO</td>
<td>North Atlantic Treaty Organization</td>
<td></td>
</tr>
<tr>
<td>OCHA</td>
<td>Office for the Coordination of Humanitarian Affairs</td>
<td></td>
</tr>
<tr>
<td>OSOCC</td>
<td>On-Site Operations Coordination Centre</td>
<td></td>
</tr>
<tr>
<td>UNDAC</td>
<td>United Nations Disaster Assessment and Coordination Team</td>
<td></td>
</tr>
<tr>
<td>USAR</td>
<td>Urban Search and Rescue</td>
<td></td>
</tr>
<tr>
<td>Virtual OSOCC or VO</td>
<td>Virtual On-Site Operations Coordination Centre</td>
<td></td>
</tr>
</tbody>
</table>
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1. Introduction

With climate change leading to more severe weather conditions, the number and scale of natural disasters has increased. Furthermore, the response to these has become more complex with an increasing number of international actors involved. Consequently, operational coordination amongst these has also become more challenging.

The first days after major sudden-onset disasters are characterised by hectic information collection and analysis by the authorities of the affected country and a vast number of international actors.

This activity is typically carried out simultaneously with varying speed, relevance and accuracy through their respective information channels.

Usually, during the operational planning phase, there is very little or no information exchange among the various actors. Decisions are often based on patchy, sometimes inaccurate information and assumptions, and rarely draw into consideration the planned or mobilised response of the affected country and other international responders.

This often results in gaps, duplication, overlap or even inappropriate response, occasionally associated with high costs.

GDACS provides services that facilitate international information exchange and decision making, drawing on the collective capacity of disaster managers and information systems worldwide. See also section 2.1.

The diagram below shows how GDACS unites information products from various information systems under one umbrella. Today, many governments and disaster response organizations rely heavily on GDACS automatic alerts and impact estimations. The Virtual OSOCC, as part of GDACS, is utilized for real-time information exchange and cooperation among all actors in the first phase of the disaster. Several countries and international organizations have formally integrated the use of GDACS and the Virtual OSOCC in their national disaster response plans.
1.1 **Purpose**
The GDACS Guidelines for Information Exchange in Disasters (henceforth GDACS Guidelines) aim at providing standardized procedures for information exchange between all actors in the immediate aftermath of major sudden-onset disasters. This period is often recognized by a gap between the demand and supply of information as shown in the diagram below.

![Information Gap Diagram](image)

The GDACS guidelines aim at improving quality, timeliness and predictability of information during in the first phase after disasters, to facilitate operational planning and decision-making among international responders.

1.2 **Scope**
The GDACS Guidelines define roles and responsibilities of the affected country, international/bilateral responders, regional organizations and information service providers with regards to information exchange in the immediate aftermath of major sudden-onset disasters. They will be in effect throughout the first phase (two to three weeks) after major sudden-onset natural, environmental and technological disasters, until formal information and coordination mechanism have been established. The GDACS Guidelines complement existing related guidelines, including the following:

- The International Search and Rescue Advisory Group (INSARAG) Guidelines
- The United Nations Disaster Assessment and Coordination (UNDAC) Field Handbook
- Publications by the International Federation of Red Cross and Red Crescent Societies (IFRC)
- The Guidelines for Environmental Emergencies
- Standard Operating Procedures from the European Community Mechanism for Civil Protection, International Humanitarian Partnership (IHP), and Euro Atlantic Disaster Response Coordination Centre (EADRCC)
2. International Disaster Response Structure

This section describes various entities in international emergency response that are relevant to these Guidelines.

2.1 Global Disaster Alert and Coordination System (GDACS)

GDACS is a cooperation framework of disaster managers and disaster information systems under the United Nations umbrella. GDACS fills the information and coordination gap in the first phase of major disasters.

GDACS has been designed as an integrated web-based service at www.gdacs.org, which combines critical disaster information systems and on-line coordination tools.

GDACS is managed by a Steering Committee and conducts annual stakeholders meetings to bring together disaster managers, scientists, GIS developers, webmasters and other experts, in order to define standards for information exchange and a strategy for the future development of GDACS services.

The GDACS Secretariat is provided by the Emergency Relief Coordination Centre (ERCC) in the United Nations Office for Coordination of Humanitarian Affairs (OCHA) in Geneva.

GDACS provides reliable alerts and impact estimations immediately after sudden-onset disasters (provided by the European Commission Joint Research Centre, JRC) and is the custodian for standards and guidelines for international information exchange in disasters.

GDACS provides the “Virtual-OSOCC” (www.gdacs.org/virtualOSOCC) to coordinate international response. The Virtual OSOCC is restricted (password protected) to disaster managers worldwide.

GDACS provides a platform to share and coordinate disaster maps and satellite images. This service is facilitated by the United Nations Institute for Training and Research (UNITAR) Operational Satellite Applications Programme (UNOSAT). Furthermore, GDACS integrates OCHA ReliefWeb reports and maps as well as disaster related information from other sources.

2.2 UN Office for the Coordination of Humanitarian Affairs (OCHA)

OCHA is the arm of the UN Secretariat that is responsible for bringing together humanitarian actors to ensure coherent response to emergencies. OCHA also ensures there is a framework within which each actor can contribute to the overall response effort.

OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to alleviate human suffering in disasters and emergencies; advocate for the rights of people in need; promote preparedness and prevention; and facilitate sustainable solutions.

2.3 Regional Organizations

Today several regional organizations (EU, ASEAN, NATO, etc.) are involved in disaster response, many of which channel information among their member countries, and facilitate the activation and coordination of their response. In many cases regional organisations operate 24/7 operation centres (e.g. EC/MIC) that utilise GDACS and the Virtual OSOCC for information exchange with other international actors.
2.4 National GDACS Focal Points

It is recommended that all countries assign a designated National GDACS Focal Point for operational information exchange. This function serves as primary link and information channel between the affected country and international responders and coordinates internal information exchange with GDACS. It is recommended that the National GDACS Focal Point be a senior official in the government ministry or the agency responsible for the management of international and/or national disaster response.

It is further recommended that the National GDACS Focal Point be the same entity as the National Focal Point for the UNDAC system, INSARAG, and/or other regional network/organisation involved in disaster response. This is because the tasks and responsibilities of these positions are closely related with regard to preparedness, information exchange, alerts, requests, mobilisation, or the facilitation of acceptance or provision of international assistance. The National GDACS Focal Point has two main responsibilities:

1. **Administrative**
   Serve as a point of contact between the national government and the GDACS Secretariat/Steering Committee for preparedness activities such as policy development as well as receipt of GDACS invitations;

2. **Operational**
   Coordinate the internal information exchange of the own country/organisation with GDACS during emergencies.

Countries may wish to designate a different person or entity for either of these functions.

2.5 Affected Country

The Affected Country is the country that has been struck by a major disaster, which overwhelms the national response capacity and requires international assistance. The Affected Country is ultimately responsible to coordinate national and international response. This effort might be supported by United Nations coordination mechanisms (UNDAC, Clusters, etc.), to assist with the coordination of international assistance, if needed.

2.6 International and Bilateral Responders

Many countries and organisations have standby capacity that can be deployed on short notice to assist in disasters in third countries (e.g. USAR teams). They may coordinate their assistance bilaterally with the affected country or through a regional organization (e.g. EU, NATO). Alternatively, a country or organisation may decide to channel their support through the United Nations (e.g. WFP) or major NGOs. Contributions through the UN are integrated into the international UN coordination process (e.g. Clusters), which is activated in support of the affected country. Bilateral response represents the vast majority of international assistance in major disasters, which is typically directly managed by the authorities of the affected country and, hence, often not integrated in the UN international coordination mechanism.

2.7 GDACS Information Service Providers

GDACS Information Service Providers are organisations or services that provide or manage disaster information. These include

1. **European Commission Joint Research Centre**: Automatic alerts and impact estimations
2. **OCHA/VirtualOSOCC**: Web-based platform for real-time information exchange among disaster managers
3. **UNOSAT**: Provision and coordination of map and satellite image products
4. OCHA/ReliefWeb: Repository of disaster reports and maps

GDACS Information Service Providers share information and synchronise their systems according to GDACS data coordination standards. These are:

1. Extended RSS feeds to transfer and integrated information between databases and websites of its users.
2. The GLIDE number ([www.glidenumber.net](http://www.glidenumber.net)) as unique identifier for disasters to link information related to a given disaster to improve structure and provide a one-stop-shop for users.

### 2.8 Virtual OSOCC Moderators

Virtual OSOCC Moderators are dedicated and specifically trained users of the Virtual OSOCC, who are responsible to facilitate and moderate the information exchange. VO Moderators are assigned one or more discussion topics (Situation, Logistics, Maps, Contacts, etc.), which they have to oversee. Their task includes the analysis of user comments and to follow up on eventual requests. In addition, they screen and analyse other relevant information sources in their given discussion topic and regularly provide summarised information updates. VO Moderators also archive outdated information (maps, attachments, etc.) in order to ensure that the Virtual OSOCC serves as dynamic and up-to-date information and coordination environment for disaster managers worldwide.
3. **Information Exchange Responsibilities**

The following section describes the information exchange responsibilities of various actors in the first phase after major sudden-onset disasters.

### 3.1 Affected Country

**Nominate Focal Points**

Provide contact details of focal points in required areas (operations centre, logistics, media/press, health, customs, etc.) relevant for international information exchange.

**When:** Immediately in the event of major disasters that trigger international interest or possible need for international assistance  
**How:** To be entered on the Virtual OSOCC under “Contacts” in the given disaster.

**Updates on disaster impact and overall situation**

Provide an overview of the impact of the disaster with latest statistics (scale of the affected area, accessibility of the affected area, number of affected, casualties, etc.) and summary of the national response effort.

**When:** After the completion of first rapid impact analysis, after that regularly updated  
**How:** To be posted as comment on the Virtual OSOCC under “Situation” in the given disaster.

**Updates on gaps and priority needs**

Provide detailed information about gaps and priority needs with indication of quantity and capacity of required resources (tents, water pumps, medical supplies, transport, relief teams, experts, etc.).

**When:** Immediately after the evaluation of the first rapid needs assessment. The information should be updated regularly when more details become available or when the need has been met  
**How:** To be posted as comment on the Virtual OSOCC under “Situation” in the given disaster.

**Request for international assistance**

Provide updated status on the request of international assistance. The request should always be complemented with a detailed description of quantity and type of required assistance (see also bullet “Update on gaps and priority needs” above). Clarification should also be provided as soon as possible, should the affected country not consider a request for international support.

**When:** As soon as the request for international assistance has been confirmed  
**How:** In addition to formal announcements through media and/or diplomatic channels, to be posted on the Virtual OSOCC as comment under “Situation” in the given disaster.

**Updates on national coordination structures, mechanisms and their roles**

Provide information about national coordination structures and mechanisms, their roles and contact details (see also point “Contact details” below) at all relevant administrative levels, in areas where international assistance is expected.

**When:** After national response mechanism has been activated
How: To be posted on the Virtual OSOCC as a comment under “Coordination” in the given disaster.

**Update contact details**
Provide relevant contact information of persons or entities that interact with international actors (e.g. desk officer, operation/coordination centres, press spokesperson, focal points for logistics, customs, health, etc.).

When: After contact points have been assigned
How: To be posted on the Virtual OSOCC under “Contacts” in the given disaster.

**Updates on entry points and customs/immigration regulations**
Provide information about relevant entry points (airports, ports, border crossings, etc) where international assistance is expected, along with related customs/immigration arrangements. If possible, the information should include if the entry points are accessible and anticipated delays.

When: As soon as the request for international assistance has been confirmed. The information should be updated regularly, as needed.
How: To be posted on the Virtual OSOCC as comment under “Logistics” in the given disaster.

**Updates on logistics arrangements related to international response**
Provide information about logistical arrangements for international relief teams and in-kind contributions (transport, fuel/lubricants, translators, warehouses, maps, etc.)

When: Immediately after the request for international assistance has been announced, regularly updated thereafter.
How: To be posted as comment on the Virtual OSOCC under “Logistics” in the given disaster.

### 3.2 Bilateral Responders/International Organizations

**Updates on planned or mobilised Relief teams and experts**
Provide information about planned or mobilised relief teams and experts, along with description of type and capacity, estimated arrival, and eventual transport or other support requirements in the field.

When: When considering and after the decision for deployment has been made
How: Complete the input form on the Virtual OSOCC under “Relief Teams” in the given disaster.

**Updates on planned or mobilised In-kind contributions (not cash)**
Provide information about planned or mobilised in-kind contributions (relief items, medical items, etc.), along with description of type and capacity, estimated arrival, and indication of consignee to take over at the arrival point in the affected country and manage the distribution.

When: When considering and after the decision for deployment has been made
How: Complete the input form on the Virtual OSOCC under “Relief Items” in the given disaster.
Updates on pledged or dispatched financial contributions
Provide information about pledged or dispatched cash contributions which have been made either bilaterally to the affected country, a humanitarian relief organization or the United Nations.

When: When considering and after decision of financial pledge or contribution
How: On-line through OCHA’s Financial Tracking Service (FTS) at http://fts.unocha.org/pageloader.aspx?page=submit-submit14pts&type=donor (the FTS homepage is at http://fts.unocha.org), or by completing the input form on the Virtual OSOCC under “Relief Items” in the given disaster.

Updates on coordination mechanisms and structures
Provide information about established coordination structures (regional or field level) by the own country/organization, e.g., military command posts, preliminary RDC and OSOCC, information centres at embassies, etc., that should be integrated in the international coordination process.

When: After establishment/activation of relevant coordination structures.
How: As comment on the Virtual OSOCC under “Coordination” in the given disaster.

Complementary disaster situation updates and identified needs/gaps
Provide complementary information on the disaster situation and additional needs and gaps identified.

When: After evaluation of assessment results, regularly updated thereafter
How: As comment on the Virtual OSOCC under topic “Situation” in the given disaster.

Upload map products and satellite images
Upload relevant map products that have been produced by the own country/organisation, and which are considered relevant for other stakeholders.

When: After production of relevant material
How: Upload maps on the Virtual OSOCC under “Maps and Satellite Images” in the given disaster.

Share Lessons learned after mission evaluation
Upon completion of the mission, a report summarizing the relief activities and lessons learned to be posted on the Virtual OSOCC and/or sent directly to relevant parties. The status of the deployed team or expert should be changed to “Completed”

When: After completion and evaluation of the mission
How: As attachment to the respective entry on the Virtual OSOCC under “Relief Teams” in the given disaster.

3.3 Regional Organizations

Automatic synchronisation of disaster information systems
Where possible, the information from regional organisations should be provided by RSS feeds in order to integrate it automatically into the Virtual OSOCC and other GDACS tools and services.

When: To be established prior to the disaster.
How: The RSS feed should be searchable by GLIDE number and information items should include also other information as per the GDACS extended RSS standard (to be developed).

**Overview of available or mobilized resources from the region**
Provide consolidated information about resources from the region that have been mobilised or dispatched or which are ready for deployment.

**When:** When the information form members countries has been collected.
**How:** As comment (with attachment, if needed) on the Virtual OSOCC under “Relief Teams” in the given disaster.

**Regular disaster situation updates**
Provide consolidated reports on deployed assets from the region and complementary information on the disaster situation (e.g., screening of national/regional media, MIC Flashes).

**When:** Regularly throughout the disaster
**How:** As comments (with attachment, if needed) on the Virtual OSOCC under “Situation” in the given disaster.

### 3.4 GDACS Information Service Providers

**Send automatic disaster alerts**
Send automatic disaster alerts by SMS and/or e-mail to subscribers, if the disaster has been estimated “significant” in terms of its humanitarian impact.

**When:** After the GDACS automatic calculation has been completed (typically within a few minutes after the disaster event)
**How:** By SMS and/or e-mail to subscribers (subscriptions at [http://register.gdacs.org](http://register.gdacs.org)), with indication of the alert level:
- **Red:** Significant humanitarian impact and possible need for international assistance
- **Orange:** Significant humanitarian impact but probably no need for international assistance
- **Green:** Moderate humanitarian impact with no need for international assistance

**Publication of automatic impact estimations**
Publish automatic impact estimations at [www.gdacs.org](http://www.gdacs.org), which are calculated based on the scale of the disaster (e.g. earthquake magnitude) and drawing into consideration other factors such as population density, building construction codes, vulnerability, resilience, and others. The automatic impact estimation also calculates possible secondary risks (tsunami or landslide probability, possible nuclear contamination, etc.), and provide additional information that might be useful for decision making (weather, airports, etc.).

**When:** After GDACS automatic calculation has been completed (typically within a few minutes after the disaster event)
**How:** Publically accessible at [www.gdacs.org](http://www.gdacs.org)
Activate the real-time coordination platform “Virtual OSOCC”
Activate the Virtual OSOCC for real-time coordination with restricted (password protected) access for disaster managers worldwide to exchange operational information in support of planning and decision-making. Dedicated Virtual OSOCC moderators regularly update and summarise the information in their assigned areas (“Situation”, “Coordination”, “Contacts”, “Media”, “Logistics”, etc.). See “3.5 Virtual OSOCC Moderators” for more information.

**When**: The disaster has been categorised as GDACS red alert or in case the event creates international interest that requires coordination support.

**How**: Restricted (password protected) access for disaster managers at www.gdacs.org/virtualOSOCC

Provide disaster map and satellite images
Provide all relevant maps and satellite images in the given disaster and provide a platform to coordinate requests and production of disaster maps and satellite images among various sources. Maps from UNOSAT and OCHA/ReliefWeb are linked automatically through RSS feeds. VO Moderators will regularly categorise available map products and archive outdated content, in order to facilitate the navigation for required products to disaster managers.

**When**: After a Virtual OSOCC discussion has been established for the given disaster.

**How**: On the Virtual OSOCC under “Maps and Satellite Images” within the given disaster discussion.

3.5 Virtual OSOCC Moderators

Create and moderate Virtual OSOCC disaster discussion topics
Create a Virtual OSOCC discussion for the given disaster under “Ongoing Emergencies” and establish an initial structure (discussion topics) to facilitate information exchange and navigation. Discussion topics in disasters typically include “Situation”, “Response”, “Coordination”, “Logistics”, “Contacts”, “Media”, “Relief Teams”, “Relief Items”, “Maps and Satellite Images”, and “ReliefWeb Reports”. Subsequently, Moderators will regularly update information in these discussion topics and remove outdated content. An overview of the sub-structure of these discussion topics can be found in Annex 2.
### Annexes

#### Annex 1. Checklist for posting of information

<table>
<thead>
<tr>
<th>Task</th>
<th>Affected Country</th>
<th>International/Bilateral Responder</th>
<th>Regional Network/Organization</th>
<th>Information Service Provider</th>
<th>OCHA/Moderator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Create VO discussion topic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available resources and state of readiness</td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Ensure activation of Space Charter and announce on VO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Request or welcome international assistance</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm request or statement</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>National coordination mechanisms/operational focal point</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Procedures for satellite/map requests</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Planned and/or activated deployments</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Information</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Available entry points to affected country, including airport damages</td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Airport frequencies, procedures for landing clearance, immigration, customs</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available airport services</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated time of departure/arrival in affected country</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possibilities for resource sharing, e.g., transport, etc.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Situational updates and/or assessment results</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Mapping updates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>CMCoord</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environment</td>
<td></td>
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</table>
### Annex 2. Checklist for Virtual OSOCC Moderators

Upon receipt of a GDACS alert, a Virtual OSOCC discussion topic will be created with the following discussion topics. The information will be updated regularly.

<table>
<thead>
<tr>
<th>Discussion Topic</th>
<th>Description</th>
<th>Structured content</th>
<th>Attached background documents and external links</th>
<th>Automatic link (e.g. reports, maps, RSS)</th>
</tr>
</thead>
</table>
| **Situation**    | Regular summaries of key developments | • Latest situation developments  
                  • Updated statistics on affected population (dead, injured, homeless, affected)  
                  • Priority needs  
                  • Security updates (if any) | • OCHA situation reports |
| **Response**     | Summary of issues in different sectors in case these create the need for separate attention and would exceed the margins of the discussion topic “Situation” or “Coordination”. | • Establish sub-topics as they become relevant, such as Environmental Issues, Health, Water/Sanitation, Shelter, Security, etc. | |
| **Coordination** | Updates on established national, regional and international coordination structures or mechanisms that have been established | • Relevant national coordination structures and their responsibilities at various administrative levels  
                  • Relevant international coordination structures in-country and their responsibilities  
                  • Relevant International (and regional) coordination structures and their responsibilities | Overview map with coordination structures |
| **Logistics**    | Information about procedures for sending of in-kind relief, entry points and their capacity, and customs/immigration arrangements, transport available on the ground etc. | • Entry points (airport, ports, etc.) for international assistance and associated constraints or conditions (delays, procedures to obtain landing slots, etc)  
                  • Information about customs and immigration procedures including related contact information  
                  • Update on logistics bottlenecks, if any  
                  • Update on the logistics coordination setup | • Guide for the dispatch of medicine  
                  • Guide on dispatch of in-kind contributions |
| **Contacts**     | Overview of relevant contact details with focal points in coordinating entities at HQ, regional and field level | • National focal points in the affected country  
                  • International and regional focal points  
                  • Security Focal points  
                  • Press spokespersons  
                  • Cluster focal points (global and field)  
                  • Other international and affected country focal points by sector (USAR, Logistics, Health, etc.) | |
<p>| <strong>Media</strong>        | Screening of international media (e.g. OCHA media summaries) | OCHA media summaries | |</p>
<table>
<thead>
<tr>
<th>Discussion Topic</th>
<th>Description</th>
<th>Structured content</th>
<th>Attached background documents and external links</th>
<th>Automatic link (e.g. reports, maps, RSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relief teams or experts</td>
<td>Searchable database of relief teams with different reports in print formats.</td>
<td>Details about the team as per on-line data input form, with details about team type, capacity, contacts, arrival, etc. Teams have the opportunity to upload the final mission report together with their team's record after completion of the mission</td>
<td></td>
<td>Guide for the dispatch of medical teams</td>
</tr>
<tr>
<td>In-kind contributions</td>
<td>Searchable database of in-kind contributions. This information is synchronised with OCHA’s Financial Tracking Service (FTS)</td>
<td>Details about the in-kind contribution as per on-line data input form, with details about type, value, arrival, consignee, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maps and satellite imagery</td>
<td>Updated map product catalogue automatically linked from relevant sources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ReliefWeb Reports</td>
<td>Automatic linkage of 10 latest ReliefWeb reports of the given disaster</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex 3. Procedures for requests of satellite/mapping services