United Nations
Department of Peace Operations
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Standard Operating Procedure

Integrated Reporting from Peacekeeping Operations to UNHQ

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DPO STANDARD OPERATING PROCEDURE ON INTEGRATED REPORTING FROM PEACEKEEPING OPERATIONS TO UNHQ

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A. PURPOSE

1. This Standard Operating Procedure (SOP) provides guidance on the preparation, content, format and transmission of daily and weekly integrated Situation Reports (SitReps) and Special Incident ('Flash') Reports from peacekeeping missions to the United Nations Headquarters, New York (UNHQ) with a view to ensuring effective situational awareness. It also provides guidance on integrated reporting from peacekeeping missions to UNHQ during times of crisis and enhanced monitoring.

B. SCOPE

2. This SOP is addressed to the senior management of peacekeeping operations, particularly to the Head of Mission and Chief of Staff. It is also directed to the Chief of the Joint Operations Centre (JOC), which is the mission unit responsible for maintaining situational awareness and providing integrated reporting to UNHQ. All reporting officers as well as other personnel fulfilling similar functions in missions must be familiar with this SOP. Compliance with the policy is mandatory.

3. In peacekeeping operations that are not multidimensional, or do not have a JOC, mission reporting processes shall be guided by the spirit of this SOP. In such missions, the roles and responsibilities of the JOC articulated in this SOP shall be carried out by the mission unit that fulfils the primary functions of an operations centre.

C. RATIONALE

4. The provision of timely, reliable, integrated and actionable information from peacekeeping missions to UNHQ is critical to ensure effective situational awareness, monitor mandate implementation and facilitate decision-making. Integrated SitReps, reports drawing on information provided by all mission components and originating from other UN entities in proximity such as United Nations Country Team (UNCT), are of fundamental importance in the larger information flow from field missions to UNHQ. They provide a holistic situation overview through describing and assessing events and developments affecting the wider peace process, mission operations and mandate implementation efforts, as well as reporting on related actions taken by missions. SitReps are supplemented by verbal updates to UNHQ and by Flash Reports when there is an emergency, a critical incident, a rapidly deteriorating situation, a crisis, or when mission personnel are threatened or harmed.

5. Once approved by the mission, integrated SitReps should become immediately available to authorised personnel at UNHQ. SitRep content is made available to senior UNHQ decision makers via a variety of means, including (but not limited to) a United Nations Operations and Crisis Centre (UNOCC) Daily Report for the Secretary-General and Senior Management Group of the United Nations, Peacekeeping Briefing Notes to senior DPO, DPPA-DPO Regional Structure, and Department of Operational Support (DOS) staff and twice-weekly briefings at DPO Directors' Meetings. In addition, weekly SitReps provide the core input to the Secretariat's weekly Briefing Notes on Peace Operations to the Security Council.

6. As integrated SitReps and ad hoc Flash Reports play a critical role in keeping UNHQ informed of developments in the field, both are vital mechanisms through which missions provide an integrated and comprehensive overview of developments within their areas of responsibility, and in some cases providing early warning of possible conflict or detrimental developments. Integrated SitReps and Flash Reports are supplemented by working-level communication and other official reporting mechanisms, including integrated code cables, as well as regular substantive and analytical reports covering specific themes or areas of expertise. Code cables are used for deeper reporting and analysis, among others, and thus constitute an important source of information.

7. Regular substantive and analytical reports covering specific themes or areas of expertise may concern areas such as military, police, mine action, Disarmament, and Demobilization and Reintegration (DDR), Security Sector Reform (SSR), justice and corrections, protection of civilians, human rights, etc. Such reporting benefits from separate processes and procedures that ensure appropriate attention by specialised units at UNHQ and, while they are distinct from integrated daily and weekly SitReps and Flash Reports, missions should coordinate the production of integrated and technical reporting to ensure overall consistency and accuracy. The present SOP must therefore be read in conjunction with other relevant guidance, including (but not limited to) the JOC Policy and Guidelines, and the Guidelines for Communications between DPKO Headquarters and Field Operations.

D. ROLES AND RESPONSIBILITIES

8. **Head of Mission**. The Head of Mission, through the Chief of Staff, is responsible for directing peacekeeping mission components/units on their reporting contributions to the JOC to enable the production of timely and accurate SitReps and Flash Reports that are fully integrated. The Head of Mission must issue a mission specific directive on reporting to ensure that component inputs are received in time to meet reporting deadlines. A template and a sample of the mission specific directive on reporting is provided in Annex A. In integrated missions, the DSRSG/RC/HC is also responsible for coordinating information exchange with the UNCT (as well as Humanitarian Country Team, if applicable), including for the purposes of incorporation into the mission's integrated reporting.

9. **Chief of Staff.** The Chief of Staff is responsible for approving the mission's integrated daily and weekly SitReps. The Chief of Staff will direct whether the JOC or the Joint Mission Analysis Centre (JMAC) will be responsible for the production of integrated weekly SitReps. The Chief of Staff is also responsible for designating the post in the peacekeeping mission responsible for compiling the 'Status of Mission Personnel and Others' reporting table, as set out in Annex B, and transmitting it to the JOC, on a daily basis, during crises involving mass casualties.

10. **Heads of mission components/units.** Each Head of Component/Unit must submit inputs to the JOC in time (by a set time mutually agreed upon between the JOC and mission components/units) to meet the integrated SitRep submission deadlines for UNHQ. Mission components/units should inform JOC of any significant events/developments that have occurred the same day but after the submission of the initial daily inputs as soon as possible. Mission components/units must also provide information on critical incidents as soon as possible and ideally within an hour of the incidents taking place to enable the JOC's production of Flash Reports.

11. **UNCT.** The JOC and UNCT should share information, as appropriate. The UNCT should provide information of operational significance to the JOC for inclusion in the mission's integrated SitReps. The UNCT should also provide information on critical incidents to the JOC to inform the production of Flash Reports.

12. **JOC.** The JOC fulfils situational awareness and integrated operational reporting obligations (among other responsibilities) in a peacekeeping operation. It is responsible for collating and deconflicting information from mission components/units and the UNCT and external sources; and preparing integrated daily SitReps, using the format set out in Annex C (without necessarily referring to mission components/units from which the information originates), for approval and transmission to UNHQ by the stipulated deadline. It is also responsible for preparing Flash Reports, for approval and transmission to UNHQ. Chief JOC is responsible for approving the mission's Flash Reports. Either the JOC or the JMAC is responsible for preparing integrated weekly SitReps, using the format attached at Annex D, for approval and transmission to UNHQ by the stipulated deadline.

13. **JMAC.** The JMAC in a peacekeeping operation generates integrated analytical products, providing a comprehensive and timely understanding of issues and trends, their implications and potential developments, as well as assessments of cross-cutting issues such as gender related analysis and trends, and threats and opportunities that may affect the implementation of the mission's mandate. Given the heavier analytical content of the weekly SitReps, the Chief of Staff may determine that the JMAC is responsible for preparing or providing substantial input into the integrated weekly SitRep using the format in Annex D, for approval and transmission to UNHQ by the stipulated deadline.

14. **Relevant mission components** are responsible for providing the JOC accurate, timely and gender-sensitive information covering their substantive areas of responsibilities. Such mission components include, but are not limited to, military operations centres, police operations centres, security information and operations centre, and other relevant components, such as political affairs, civil affairs, DDR, SSR, justice and corrections, electoral affairs, gender affairs, protection of civilians, child protection, humanitarian affairs, human rights, ordnance and disposal office or mine action, and logistics etc.

15. **United Nations Operations and Crisis Centre (UNOCC).** The UNOCC is the unit at UNHQ responsible for maintaining global situational awareness, including in peacekeeping settings. Drawing on the integrated reporting provided by missions, the UNOCC produces daily reporting and trend analysis/analytics for senior staff at UNHQ. The UNOCC also facilitates the UNHQ's response to crises in mission areas. The UNOCC provides policy guidance and backstopping to mission JOCs. The 24/7 UNOCC Watch Room is the JOC counterpart at UNHQ

and is responsible for fostering close relations between mission JOCs and the UNOCC. UNOCC staff are authorised and expected to contact mission JOCs by phone or e-mail in order to obtain the latest situation updates and/or to clarify information received via SitRep or other sources, in support of senior decision-making requirements at UNHQ.

E. PROCEDURES

Daily/Weekly Situation Reports

Content

16. The integrated daily SitRep is an essential routine report that paints a holistic overview of the situation in the mission area as well as developments in the region that have or could have a notable impact on the peace process or on the delivery of the mission's mandate. Content of the integrated daily SitRep could include matters of political, operational, security, socio-economic, humanitarian, human rights, environmental, logistic, public information and disciplinary concern. The integrated daily SitRep is the mission/theatre-level synthesis of essential issues on the ground. SitReps must have substance.

17. SitReps must be made available in a timely manner, be concise, accurate and self-contained. They must fulfill the following criteria:

a. All daily SitReps must commence with a 'Highlights' section. This section should provide a holistic overview of the situation rather than a simple recount of events reported in the substantive sections. This section should also draw attention to issues that would be of concern to the SRSG, USGs DPO and DOS, and the Secretary-General. These might include, for example, death or injury of UN personnel; human rights violations that may affect the implementation of the mission's mandate, host nation police/military and civilians under the mission's protection; significant gender dimensions of incidents; critical logistical shortfalls; and developments likely to be of media interest and/or likely to have high reputational risk for the UN, such as allegations of failure to protect civilians by UN personnel.

b. Information in the SitRep should include significant events of strategic, political, operational, security, socio-economic, humanitarian, human rights, gender, environmental and logistic importance that have occurred during the reporting period. It should be organised by subject under the headings set out in the formats for daily and weekly SitReps provided at Annexes C and D, respectively. Where possible, references should be made to previous SitReps that have reported events related to the current reporting.

c. The description of any event, incident or development should attempt to answer the basic questions of '**Who**, **What**, **When**, **Where**, **Why** and **How**'. Wherever possible, contextual and trend information should be provided to aid understanding. Furthermore, actions which the mission has taken or plans to take in response to the situation should also be included in the SitRep, including information reported in a sex-disaggregated fashion.

d. If the available information is insufficient or is still to be verified, this must be indicated and followed up in future SitReps or, in urgent cases, through the issuance of Flash Report(s).

e. Information provided in SitReps must indicate the reliability of the source and the credibility of the report. To the extent possible and appropriate, sources of information received outside of the mission must be identified (e.g. local media, local authorities, local or international NGOs, etc.). This requirement does not apply in

cases where confidentiality needs to be maintained.

f. Terminology and spelling, including the definition of all acronyms and abbreviations, must be harmonized throughout the SitRep and rely, to the extent possible, on the official terminology and spelling used in published reports of the Secretary- General to the Security Council. Official UN terminology and guidance on use is contained in the UN Editorial Manual and the UN Multilingual Terminology Database, which should be followed.

g. Geographical locations, when possible, must be identified to ensure the reporting of an exact, uncontroversial location of the event. A map indicating the location of the reported incident or operation using geographic coordinates should be provided whenever possible. In peacekeeping missions where the Sage event and incident tracking system is deployed, Sage could be used for such purpose.

h. While both daily and weekly SitReps shall be text based, visualization such as maps, satellite images, photos, videos, charts and graphs should be included in order to support the textual description and explanation of an incident or event, as necessary.

i. Every effort must be made to complete the thread of reporting on any given situation, even if considerable time has passed since the initial report. For example, if an incident is described as 'under investigation', the outcome of the investigation should be reflected in a future SitRep. Succeeding SitReps reporting on an incident must identify past SitReps dealing with the same incident.

j. The designation 'NSTR' (Nothing Significant To Report) must be used in the highlights when there has been no development of importance.

k. Informed commentary (for example, an explanation of an event's significance, or a perceived trend in operational activity) is sometimes helpful and can be added at the end of a daily SitRep's factual description of an event. All comments must be clearly identified as such.

18. Weekly SitReps shall have a greater analytical focus than daily SitReps. They should not reiterate the operational details contained in daily SitReps but, instead, recap and analyse the most significant events and what they mean for an overall process. Weekly SitReps should identify trends, explore linkages between cross-cutting issues, such as gender analysis, and contain assessments and commentary. A template for the weekly SitReps can be found in Annex D or in the Joint Mission Analysis Centre Field Handbook (Ref.2018.03).

19. SitReps must be uploaded to the Operations Reports Repository (ORR) system in Word format and supporting graphics must be incorporated into the Word document. The ORR cannot support files over 50MB. Exceeding the ORR file size limit will prevent the SitRep from uploading. Graphics that cannot be incorporated into the SitRep Word document and uploaded to the ORR can be emailed directly to the relevant UNOCC desk officer using the email addresses provided in Annex F.

Process

20. The JOC shall prepare the integrated daily SitRep, drawing on information provided by all relevant mission components/units (as set out in paragraph 14) and the UNCT (as well as HCT, if applicable) and external resources. JOC staff should engage with the UNCT/HCT using processes agreed with the Resident Coordinator, as well as with the Humanitarian Coordinator if the function is separate. The Resident Coordinator/Humanitarian Coordinator should be kept informed of communications between the UNCT (as well as HCT, if applicable) and the JOC. JOC staff should engage directly with non-UN entities in the country and the region to obtain information for the SitRep, as appropriate. JOC staff shall also have access to relevant

incoming and outgoing code cables, and draw on information from cables for integrated daily SitReps and other relevant reports.

21. The JOC shall make efforts to verify and validate information received. JOC staff must cross-check inputs from different components to ensure that the SitRep is internally consistent and accurate. If several components of the mission report on the same incident, the information must be consolidated, validated and be reflected as a single write-up in the integrated SitRep. In peacekeeping missions where the Sage event and incident tracking system is deployed, Sage should be used for entering, storing, verifying and validating information.

22. The draft SitRep must be uploaded in Word format to the ORR. Once the draft SitRep is registered in the ORR a notification will be sent to authorised personnel to approve the SitRep. The SitRep must then be approved by the Chief of Staff in the ORR. Annex E contains additional information on the use of the ORR. In exceptional circumstances, when the ORR is not available or is temporarily disabled, the mission may transmit SitReps via the separately managed Code Cable system; when received by DPO, DPPA-DPO Information Management Unit staff will, on missions' behalf, scan and upload the SitReps into the ORR (see Annex E).

23. When a SitRep is approved in the ORR, it automatically becomes accessible to authorised users in the mission and at UNHQ. Those users who have set up email alerts will receive a notification when the SitRep becomes available. The UNHQ recipients of SitReps include the UNOCC, senior staff and desk officers in DPO, including DPPA-DPO Regional Structure, and DOS, and authorised staff in the Executive Office of the Secretary-General, Department of Political and Peacebuilding Affairs (DPPA) and the Department of Safety and Security (DSS). UNHQ staff access can be authorised by a DPO or DOS staff member at the D1 level or above, the relevant DPPA-DPO Regional Structure Director or Team Leader, or the Chief of the DSS Peace Operations Support Section. Mission staff access is authorised by the Head of Mission or through delegated authority. Access is obtained by the relevant Director or Mission Chief of Staff contacting the DPPA-DPO Information Management Unit at dppa-dpo-imu@un.org noting the requested missions and staff member recipients.

24. The mission JOC must track and otherwise ensure the timeliness and accuracy of reporting, and should be the first point-of-contact for UNHQ feedback / questions on integrated reporting content.

Deadlines

25. SitRep content is used by the UNOCC in the preparation of early morning updates for UNHQ senior staff, desk officers and others. Due to the short timeframe within which the UNOCC must collect, verify and summarise relevant information for its daily products, **it is imperative that missions observe the deadlines set out below**.

26. Daily SitRep content shall cover the 24-hour period up to midnight Local Time (LT) preceding the date of issuance of the report and must be released to the UNOCC via the ORR system **by no later than 0500 hrs New York time (NYT) every morning, Mondays to Fridays (inclusive)**. On Monday, or in certain missions Sunday, the report must include relevant developments over the preceding weekend and the day before the weekend. Missions in which Fridays are non-working days need not release a SitRep on Fridays but shall release a SitRep covering the Thursday, Friday and Saturday period instead. Weekly SitReps shall cover the period from 0001 hrs Tuesday to 2400 hrs Monday. Weekly SitReps, must be released to the UNOCC via the ORR system by 0900 hrs NYT on Tuesdays. Individual arrangements may be made to adjust the period covered by integrated SitReps to ensure that information reaching UNHQ is as current as possible. Such arrangements must be agreed between the mission and the UNOCC.

27. When Daylight Saving Time is in effect at UNHQ (from the second Sunday in March until the first Sunday in November), clocks in New York are set ahead by one hour. During this period there is a corresponding requirement for missions to adjust their reporting timeline, advancing it by one hour to ensure UNHQ's continued receipt of daily SitReps by the 0500 hrs deadline. The UNOCC will notify missions when Daylight Saving goes into effect and when it is discontinued.

Information Security

28. The default security classification for all SitReps is CONFIDENTIAL[1]. This classification is automatically captured in the document's ORR metadata and must also be marked on each page of the document. SitReps are internal documents and may not be published, even in edited form, in any open source environment. The Secretary-General's bulletin on Information Sensitivity, Classification and Handling (ST/SGB/2007/6) provides further detail.

Special Incident ('Flash') Reports

29. Flash Reports (and any necessary updates) are used to provide short and operationally focused information in the event of an incident of foremost urgency, such as a significant and/or critical event, an emergency, crisis or other rapidly deteriorating situation (e.g. a noteworthy change in the operational situation, a mission-area event that has immediate or potential impact on the mission's operations or preliminary information about UN personnel death or serious injury / illness). Flash Reports may be issued following significant incidents or events, including but not limited to, significant political events (e.g., election announcements or results, and progress made on peace agreements), operational incidents, safety and security incidents (e.g., air crash), significant disease outbreak (e.g., Ebola outbreak), and natural disasters (e.g., earthquake). Flash Reports should be transmitted to the UNOCC as soon as possible following the incident and may be preceded by a verbal report provided to the UNOCC. Flash reports should be supplemented by written and verbal updates provided to the UNOCC as additional information becomes available. While it is understood that information should be verified to ensure its accuracy, the timely issuance of Flash Reports is vital if DPO and DOS are to effectively support peacekeeping missions and fulfill their responsibility to keep the Secretary-General, the Security Council and countries that contribute military, police and corrections personnel informed.

30. In cases of UN personnel death or serious injury / illness, Flash Report(s) should be followed by a more comprehensive report, as described in the DPKO-DFS-DPA-DM SOP on Notification of Casualties (NOTICAS) in Peacekeeping Operations and Special Political Missions. Updates on casualty statistics should be reported to the UNHQ in subsequent updates of Flash Report(s) or SitReps.

31. Like integrated daily SitReps, Flash Reports should answer the basic questions of '**Who**, **What**, **When**, **Where**, **Why** and **How**'. Ideally, geographic information, as described under paragraph 17(g) of this SOP, should be included. Flash Reports should also include visualization, as described under paragraph 17(h), as appropriate. Information should be reported in a sex-disaggregated fashion, when available.

32. Updates to Flash Reports should be submitted whenever additional time-sensitive information on the original incident becomes available, or to provide contextual information about the incident. If unverified information needs to be included in a Flash Report, this should be clearly stated and the information verified as soon as possible.

33. Flash Reports do not follow any prescribed format and are transmitted to the UNOCC by clear or encrypted e-mail, depending upon the sensitivity of the material. The UNOCC will

[1] As defined in Secretary-General's bulletin on Information Sensitivity, Classification and Handling (ST/SGB/2007/6; 12 February 2007).

ensure appropriate dissemination of the information to key UNHQ staff, including during silent hours.

34. The mission JOC is responsible for drafting and releasing Flash Reports and associated updates, based on information provided by mission components / units, the UNCT and external sources.

Reporting During Enhanced Monitoring and Crisis Response

35. When a peacekeeping mission activates or de-activates crisis-related procedures, the mission JOC or JOC-equivalent unit is required to report to the UNOCC the activation/de-activation through Flash Reports.[2] When enhanced monitoring or crisis response procedures are activated, there may be a need for additional reporting in order for UNHQ to effectively support the mission and to respond to the public information demands of peacekeeping leadership and of the Secretary-General. During crises, there is also a requirement for more detailed reporting on the safety, security and location of UN personnel. In some instances, there may be a need to alter the reporting format or procedure, such as for reports to be accompanied by a map indicating the geo-referenced location of incidents. Changes in reporting shall be agreed to between the mission, relevant DPPA-DPO Regional Structure personnel and the UNOCC, as required by the circumstances. The DPKO-DFS SOP on Headquarters Crisis Response in Support of Peacekeeping Operations provides further guidance on responsibilities and procedures during these times.

36. In response to the need for authoritative, integrated personnel reporting during crises involving mass casualties such as a natural disaster or aircraft crash, daily statistics pertaining to mission and UNCT personnel must be provided by relevant mission components and DSS in the field, and compiled into a 'Status of Mission Personnel and Others' reporting table, as set out in Annex B. This is to ensure that UN public statements are based on a common set of statistics.[3]

37. The mission's Chief of Staff shall designate the post in the mission responsible for compiling the personnel status reporting table and transmitting it to the JOC. The table must be annexed to each daily SitRep prepared while crisis response procedures involving mass casualties are activated. It must include daily and cumulative figures. The cumulative figures should commence from the crisis event or from the activation of crisis response procedures. The cumulative figures start date shall be recorded in every table. Due to the sensitivity of personnel reporting, accuracy is important, and every effort must be made to verify the figures reported. It should be indicated in the table when verification has not been possible. Casualty reporting must also accord with reporting undertaken pursuant to the DPKO-DFS-DPA-DM SOP on Notification of Casualties (NOTICAS) in Peacekeeping Operations and Special Political Missions.

F. TERMS AND DEFINITIONS

38. **Crisis**: An incident or situation, whether natural or human-made that, due to its magnitude, complexity or gravity of potential consequence, requires a United Nations-wide coordinated multi-dimensional response. Such situations include two or more of the following: a) presents an exceptional risk to the safety and security of United Nations personnel, premises and assets, b) presents an exceptional threat to the effective functioning of a United Nations mission or other field presence, c) presents an exceptional threat to the effective implementation of the mandate of a United Nations mission or other field presence, d) may have a significantly negative humanitarian impact, or e) may give rise to serious violations of international human

[2] DPKO-DFS SOP on Headquarters Crisis Response in Support of Peacekeeping Operations (Ref.2016.17), para. 23.
[3] Based on lessons learnt from the crisis response to Haiti earthquake in 2010.

rights or humanitarian law. In addition to major crises as defined above, missions may activate crisis response procedures at the mission level following a critical event or incident that requires mission-level coordinated response.

39. **Crisis Response:** Crisis response refers to the spectrum of activities undertaken to respond to a crisis situation. As defined in the DPKO-DFS SOP on Headquarters Crisis Response in Support of Peacekeeping Operations, when the situation in a mission area rapidly and significantly deteriorates, or in the event of the sudden onset of a crisis, crisis response procedures are activated for accelerated and streamlined decision-making, operational coordination, information flow, and communications across the pillars of the United Nations.

40. **Enhanced Monitoring:** Enhanced monitoring refers to a heightened status within DPO in response to a deteriorating situation, or a situation that has the potential to evolve into a crisis, in a mission setting, as defined in the DPKO-DFS SOP on Headquarters Crisis Response in Support of Peacekeeping Operations. While enhanced monitoring does not involve a departure from standard decision-making procedures, measures below shall be put in place to further enhance the preparedness of DPO and the affected peacekeeping mission(s).

41. **Joint Operations Centre:** A jointly staffed 24-hour information hub established at mission headquarters to ensure mission-wide situational awareness through integrated reporting on current operations. During a crisis, the JOC will operate as the primary facility to support mission crisis management.

42. **Operations Reports Repository (ORR):** A secure, web-based tool for the registration, approval, authorised access and storage of peacekeeping operational reports, including daily and weekly SitReps.

G. REFERENCES

43. **Normative or superior references**

a. DPKO-DFS Policy on Joint Operations Centres (Ref.2014.11; 1 May 2014)

b. DPKO-DFS Policy on Joint Mission Analysis Centres (Ref.2015.03; 1 March 2015)

c. DPKO-DFS Policy on Authority, Command and Control in United Nations Peacekeeping Operations (Ref.2008.4; 15 February 2008)

d. Secretary-General's bulletin on Information Sensitivity, Classification and Handling (ST/SGB/2007/6; 12 February 2007)

e. Secretary-General's bulletin on Use of Information and Communication Technology Resources and Data (ST/SGB/2004/15; 29 November 2004)

f. OHCHR-DPKO-DPA-DFS Policy on Human Rights in United Nations Peace Operations and Political Missions (Ref.2011.20; 1 September 2011)

44. **Related procedures or guidelines**

a. Guidelines for Communications between DPKO Headquarters and Field Operations (Outgoing Code Cable No. 1561, 23 May 2002)

b. Directives to SRSGs

c. Directives to Force Commanders/Police Commissioners

d. DPKO-DFS Guidelines on Joint Operations Centres (Ref.2014.11; 1 May 2014)

e. DPKO-DFS Joint Mission Analysis Centre Field Handbook (Ref.2018.03; 15 February 2018)

f. DPKO-DFS SOP on Headquarters Crisis Response in Support of Peacekeeping Operations (Ref.2016.17; 1 January 2017)

g. DPKO-DFS-DPA-DM SOP on Notification of Casualties (NOTICAS) in Peacekeeping Operations and Special Political Missions (Ref.2017.22; 1 December 2017)

H. MONITORING AND COMPLIANCE

45. All peacekeeping operations are expected to comply with this SOP. The Head of Mission is ultimately accountable for ensuring mission compliance with this SOP. The Chief of Staff and Chief JOC each hold responsibilities for its effective execution in the field.

46. At UNHQ, the UNOCC Director is responsible for monitoring the ongoing implementation of this SOP.

I. CONTACT

47. The point of contact officer for this SOP is the UNOCC Director.

J. HISTORY

48. This SOP supersedes the 2012 DPKO-DFS SOP on Integrated Reporting from DPKO-Led Field Missions to UNHQ (Ref.2012.01).

APPROVAL SIGNATURE:

DATE OF APPROVAL:

12.06.19

ANNEX A
Mission 'Reporting Directive' Template and Sample

Template

REPORTING DIRECTIVE

A. PURPOSE

[This section should articulate the purpose of the Directive.]

B. SCOPE

[This section should set out the scope and applicability of the Directive. The HOM may decide to issue a single directive pertaining to all mission reporting, i.e. integrated and technical reporting within the mission and from the mission to UNHQ. The applicability will depend on the purpose and scope.]

C. ROLES AND RESPONSIBILITIES

[This section should set out applicable roles and responsibilities including of the Chief of Staff; heads of mission components/units; heads of regional offices; the JOC; the JMAC; and the UNCT, as appropriate.]

D. PROCEDURE

[This section should set out the procedures for reporting/sharing of information including direction on content, methods, and deadlines.]

E. MONITORING AND COMPLIANCE

[This section should indicate which posts in the mission are responsible for monitoring and ensuring compliance with the procedures set out in the Directive.]

F. POINT OF CONTACT

[This section should indicate which post in the mission is the point of contact for the Directive.]

Sample

REPORTING DIRECTIVE

A. PURPOSE

The intent of this Directive is to inform all Mission components of their obligations regarding the provision of timely integrated reporting from this Mission to United Nations Headquarters, New York (UNHQ). This Directive provides clarity on intra-mission arrangements and language regarding the preparation, content, format and transmission of daily and weekly integrated Situation Reports (SitReps) and Special Incident ("Flash") Reports to ensure that information flow within the Mission is provided to the Joint Operations Centre (JOC) in a consistent and timely fashion.

B. SCOPE

The Directive is addressed to the senior management of this Mission, including the Head of Mission, Chief of Staff, Chief JOC and all Heads of Mission Components/Units.

C. ROLES AND RESPONSIBILITIES

Head of Mission. The Head of Mission, through the Chief of Staff, is responsible for directing Mission components/units on their reporting contributions to the JOC to enable the production of integrated and accurate SitReps and Flash Reports. The Head of Mission or DSRSG is also responsible for coordinating information exchange arrangements with the UN Country Team (UNCT), including for purposes of incorporating UNCT perspectives and reporting into the Mission's own integrated reporting.

Chief of Staff. The Chief of Staff is responsible for approving the Mission's integrated daily and weekly SitReps. The Chief of Staff will also direct whether the JOC or the Joint Mission Analysis Centre (JMAC) will be responsible for the production of integrated weekly SitReps.

Heads of Mission Components/Units. Each Head of Component/Unit must submit inputs to the JOC in time to meet the integrated SitRep submission deadlines to UNHQ, reflecting the Mission's substantive areas of work (military, police, political, civil, human rights, humanitarian, development, administration, logistics, DDR, mine action, security sector reform, justice and corrections, electoral, gender, child protection, etc.). Mission components/units must also provide information on critical incidents to enable the JOC's production of Flash Reports.

UNCT. The JOC and UNCT should share information, as appropriate. The UNCT should provide information of operational significance to the JOC for inclusion in the Mission's integrated SitReps. The UNCT should also provide information on critical incidents to the JOC to inform the JOC's timely release of Flash Reports.

JOC. The JOC reports on all matters pertaining to the Mission's mandate. It ensures Mission-wide situational awareness through integrated reporting and monitoring by collating, evaluating and deconflicting relevant information. This includes the management of distribution lists for the dissemination of products and the undertaking of data quality control functions, in the context of this Mission's use of the Sage incident and event tracking database. The JOC is tasked with obtaining information from Mission components/units, the UNCT and from external sources, in support of its preparation of integrated daily SitReps for approval and transmission to UNHQ by the stipulated deadline. Chief JOC is responsible for approving the Mission's Flash Reports and for coordinating the Mission's interactions with UNHQ during crisis management situations.

JMAC. The JMAC generates integrated analytical products and assessments of cross-cutting issues and threats and opportunities that may affect the implementation of the Mission's mandate. Given the heavier analytical content of the weekly SitReps, the Chief of Staff may determine that the JMAC is responsible for preparing or providing substantial input into the integrated weekly SitRep, for approval

and transmission to UNHQ by the stipulated deadline.

United Nations Operations and Crisis Centre (UNOCC). The UNOCC is the JOC's 24/7 counterpart at UNHQ and is responsible for fostering close relations with Mission JOCs; the UNOCC also has dedicated analysts who rely on insights provided by JMAC counterparts. UNOCC staff are tasked with contacting Mission counterparts in support of senior decision-making requirements at UNHQ level.

D. PROCEDURES

Integrated reporting, by its nature, requires contributions from multiple Mission components so that information can be contextualized through multiple lenses and then fused into a cohesive product; as such, cooperation from all relevant actors is critical. Contributors' responsibilities to the production of integrated reporting, through their provision of information, do not affect other reporting obligations that offices may have to select mission leadership, to UNHQ or to other headquarters (e.g. OHCHR). All contributing offices are responsible to ensure that reporting staff are available to the JOC during regular business hours, as well as outside of regular business hours, if possible, through staff on-call arrangements, for follow-up and cross-checking as part of the quality control process.

Although ensuring gender analysis in this Mission's reporting is the responsibility of all contributing offices, the Gender Adviser will supplement this reporting by submitting information regarding the promotion and support to gender-responsive approaches in implementing the Mission's mandate.

In preparing the mandatory daily SitRep, the JOC will draw upon the Mission's Sage incident and event database. Contributing offices should submit their contributions into the Sage system by XX.XX hrs Local Time. If a contributing office has entered several items into Sage for that day, it can signify the priority of importance of items for inclusion in the SitRep.

Outside of formal inputs for regular reports, all offices should ensure that the JOC and JMAC are included in the flow of substantive information that relates to Mission mandate issues and developments. If the information requires a restricted distribution, then it should be shared directly with the respective Chiefs/OiCs of the Mission JOC and JMAC. This is especially important in cases where the information may be relevant to early warning of events that will require issuance, to the UNOCC, of a potential Flash Report.

In discharging their responsibilities to this Mission's integrated reporting mechanism, and recognizing the sensitive nature of information being transmitted, collated and disseminated by, between and within Mission components, contributors must apply UN policies on information sensitivity, security, handling and sharing. This includes, but is not limited to, the Secretary-General's Bulletin on Information Sensitivity, Classification and Handling and all principles contained in the UN Policy on Peacekeeping Intelligence.

E. MONITORING AND COMPLIANCE

The Chief of Staff has designated the Chief of JOC to oversee the implementation of this Directive in accordance with the DPKO/DFS SOP on Integrated Reporting from DPKO Field Missions to UNHQ. Each contributing office is responsible for informing and training its staff on the contents of this Directive and for ensuring its implementation. The JOC shall support joint efforts in developing training exercises and materials upon request.

F. POINT OF CONTACT

The point of contact for this Directive is the Chief JOC.

ANNEX B
Format for 'Status of Mission Personnel and Others' Reporting Table
-To be completed daily and annexed to daily SitReps during crises involving mass casualties-

Status of Mission Personnel and Others

[MISSION NAME]

Reporting for the period: [Date] [Hour] - [Date] [Hour]
Cumulative reporting for the period: [Date] [Hour] - [Date] [Hour]

		Total assigned as at initiation of reporting[i]	Accounted for						Unaccounted for[ii]
			Casualties[iii]		Location[iv]				
			Deceased	Injured	In mission area		Out of mission area		
					Relocated	Not relocated	Designated safe haven	Other locations[v]	
		A	B	C	D	E	F	G	H
Mission Personnel									
Military personnel	Contingent members								
	Experts on mission								
Police personnel	FPU members								
	Individual police officers								
Civilian personnel	International								
	Locally recruited								
	Experts on mission								
UNVs									
UNCT[vi]									
Agency, Fund, Programme personnel									

Others[vii]								
Dependants								
Others								
TOTAL:								
CUMULATIVE TOTAL:								

The figures in column A should equal the sum of the figures in columns D, E, F, G and H. The figures in columns B and C (casualties) should be incorporated in the figures in D, E, F and G (location). A = D + E + F + G + H

i The number of personnel in each category at the time of the crisis event or the activation of crisis response procedures involving mass casualties.
ii Personnel must be recorded as 'unaccounted for' until their actual status and location have been confirmed through direct contact.
iii Casualty reporting must accord with reporting undertaken pursuant to the DPKO-DFS-DPA-DM SOP on Notification of Casualties (NOTICAS) in Peacekeeping Operations and Special Political Missions. Deceased and injured personnel must also be recorded in the location reporting.
iv Location reporting must include the number of deceased and injured personnel in each location category.
v This category covers personnel who were out of mission area at the time of the crisis event or activation of enhanced monitoring or crisis response procedures and told to hold in place, including people on leave, R&R or TDY. This category also includes those personnel who have departed the mission area, including those who have been medically evacuated. Personnel should only be included in this category once the mission has confirmed their actual location through direct contact.
vi Reporting on the status of UNCT personnel is required from integrated missions in which the DSRSG is also the head of the UNCT.
vii The categories of other personnel for which the mission assumes security responsibility, and upon which it must report will differ between missions in accordance with the UN Security Management System. These may include independent contractors, consultants, NGO personnel, non-recognised dependants etc. Additional rows should be added to, or removed from, this table to reflect the spectrum of personnel for whom the mission assumes security responsibility.

ANNEX C
Template and Example for 'Daily Situation Reports'

Template

CONFIDENTIAL

DAILY SITUATION REPORT

[MISSION NAME]

Daily Situation Report Covering Period: [Date] (00:01-24:00hrs)

HIGHLIGHTS

[The purpose of this section is to provide a holistic overview of the situation and draw attention to key developments and events that would be of concern to the SRSG, USGs DPO and DOS, and the Secretary-General. Three or four bullet points should summarise the overall situation including the most significant events during the reporting period. In addition (and as appropriate), specific mention should be made under '**HIGHLIGHTS**' of any developments pertaining to:

New challenges to mandate implementation [indicate either NSTR or reference relevant report section]
Protection of civilians [indicate either NSTR or reference relevant report section]
Human rights, child protection and conflict-related sexual violence [indicate either NSTR or reference relevant report section]
Security of peacekeepers [indicate either NSTR or reference relevant report section]

POLITICAL

[This section should cover events, incidents or developments with a notable political impact as well as activities and/or actions taken by missions in response to the developments.]

OPERATIONAL

[This section should cover events, incidents or developments with a notable operational impact, irrespective of the mission component(s) affected, e.g. humanitarian, human rights, civil affairs, logistics, military, police, mine action and others, as applicable, as well as activities and/or actions taken by missions in response to the developments.]

SECURITY/SAFETY

[This section should cover incidents or developments with a significant impact on the safety and security of UN personnel. It should cover any new threats to personnel, special security measures established or lifted during the reporting period, and an update on any personnel missing, seriously wounded or killed during the reporting period, where applicable.]

[OTHER SUB-HEADINGS IF REQUIRED]

[Additional sections, such as socio-economic, humanitarian, human rights, gender, environmental and logistics, can be added if considered necessary for purposes of clarity. However, the most simplified reporting format is preferable.]

COMMENTS

[This section is optional. Comments can also be added to specific events described in the main text as long as they are clearly indicated as such. Comments should be italicized.]

Example

CONFIDENTIAL

DAILY SITUATION REPORT

UNMEK

Daily Situation Report DSR #114 Covering Period: 25 October 2018 (00:01-24:00hrs)
Kundu City, Equatorial Kundu

HIGHLIGHTS

- ***Reactions to announced electoral calendar, legislative election preparations;***
- ***One peacekeeper injured in indirect fire attack on UNMEK camp in central Kundu;***
- ***Violations against children increase 64 per cent in 2018 as of 30 September, compared to the same period last year;***
- ***President spokesperson says oil deal with Republic of Hina nears final stage, stakeholders express concerns about impact on existing insecurity in Makundu State.***

INCIDENT MAP

<< Screen shot insert from Sage incident / events database >>

POLITICAL *(Including reference to Sage map, as applicable)*

1. Stakeholders across the political spectrum reacted to the announcement of the electoral calendar on 20 October. Opposition leader Joseph Olenghi welcomed the announcement of a "realistic and consensual" calendar. In a statement issued on 24 October, he urged all opposition parties to assume their responsibilities in respect of the electoral calendar. On the same day, the Chairperson of the African Alliance (AA), Moussi Ahmad, took note of the publication of the electoral calendar and underscored the need to ensure transparency and credibility. Ahmad stressed the importance of restoring confidence between the actors involved and to defuse the political tension according to the 31 December 2015 Agreement.
2. On 24 October, UNMEK met with Prime Minister Malik to discuss preparations for the upcoming legislative elections at the end of December 2018. The Prime Minister gave an update on the status of the ballot printing, which should be finalised by 16 November. He recalled some initial disputes with civil society groups, who requested to monitor the printing procedure (see DSR #113)[4]. Following engagement by the Utopian Union (UU) through UNMEK's mediation, the civil society groups agreed for the UU's observer mission to monitor and report on the printing process.

OPERATIONAL *(Including reference to Sage map, as applicable)*

3. On 24 October, security sources informed[5] UNMEK that on 22 October, at around 1130, an Equatorial Kundu Force (EKF) escort vehicle hit an improvised explosive device (IED) or a

[4] See SOP Section E, Paragraph 17b, 17i.
[5] See SOP Section E, Paragraph 17e.

mine near Bimby village, on Foni-Bombori axis, approximately 30 km east of Foni town, Qumar State. Two EKF soldiers were injured and subsequently transferred to Boni health center for medical treatment. EKF reportedly arrested three suspects near the area of the attack and handed them over to the Gendarmerie in Foni.

4. On 24 October, suspected Mutu reportedly killed 12 Maluo in Kakolo (18km north-east of Qarth) in Makundu State. Reportedly, around 60 houses were also set on fire. Religious leaders informed an UNMEK partner NGO in Qarth that local population has fled towards Dibrizi (50km south of Qarth); the Mission deployed a verification patrol on 25 October and is working with the partner NGO to engage Mutu and Maluo in reconciliation activities.[6]

SAFETY / SECURITY *(Including reference to Sage map, as applicable)*

5. On 24 October, at around 0525, UNMEK Dikal Super Camp (6km south of Kundu City, Central Kundu) came under indirect fire attack by alleged Akundu youth. UNMEK Force reported that eight mortar shells were launched, of which six landed inside UNMEK premises. One peacekeeper was slightly injured and received medical care at UNMEK Level II Hospital. A prefabricated building and two UNMEK vehicles were damaged. All civilian staff took refuge in the bunkers. A UNMEK Explosive Ordnance Disposal team cleared all impact sites inside the camp, while the Mission is increasing patrols around the camp and in Kundu City (Central Kundu). *Comment: This is the fifth attack by Akundu youth this year and the second attack in October; UNMEK is verifying information from local sources suggesting that the attacks are based on the perception that UNMEK is not providing enough employment opportunities for the local youth.*[7]
6. In the evening of 24 October, at around 1930 hrs Local Time, five unidentified armed individuals broke into and looted an INGO field hospital in Kalindi village, Makundu State (25km south-east of the regional capital, Qarth). UNMEK is negotiating access with local religious leaders to investigate and secure the area.

HUMANITARIAN *(Including reference to Sage map, as applicable)*

7. On 24 October, the Food Security and WASH Clusters warned of aggravated needs between November 2018 and March 2019, as El Niño conditions will increase the likelihood for floods during the big rainy season in isolated areas, notably in the north of the country.

HUMAN RIGHTS, CHILD PROTECTION AND CONFLICT-RRELATED SEXUAL VIOLENCE *(Including reference to Sage map, as applicable)*

8. On 24 October, UNMEK presented major trends in grave violations against children in the monthly human rights press conference in Kundu City (Central Kundu). By the end of September, the Child Protection Section documented 3,823 violations, an increase of 64 per cent from the same period last year, mainly as a result of increased violence in the Qumar Mountains and in neighbouring Makundu State. A record-breaking number of children were newly-recruited and used so far this year (1,049 – 128 girls, 921 boys)[8], double the number reported in the same period last year. Child casualties increased by 42 per cent compared to the previous year, with 160 children (57 girls, 103 boys) killed and 178 (52 girls, 126 boys) maimed. State agents, including the EKF, were responsible for 40 per cent of child casualties (85 children killed and 73 children maimed), six times more than during the same period last year. Makundu State remains the most affected, reporting nearly 40 per cent of all violations, followed by Kundu State, which reported around 26 per cent of all violations.
9. On 24 October, in Qarth, local human rights activists staged a non-violent protest in front of the mayor's office to voice their concerns about the prevailing insecurity in Makundu State. Reportedly, at least 72 activists (including at least 18 women) were arrested by the Gendarmerie. Following the intervention of UNMEK's Human Rights Division, 22 individuals

[6] See SOP Section E, Paragraph 17c.
[7] See SOP Section E, Paragraph 17k.
[8] See SOP Section E, Paragraph 17c.

(8 women, 14 men) were released. *Comment: UNMEK is still verifying the number of protesters who were arrested by the Gendarmerie and will follow up on the situation of those who remain in detention*[9].

SOCIO-ECONOMIC

10. On 23 October, the spokesperson of the president announced that ongoing negotiations with the Republic of Hina (RoH) on an oil deal were entering the final phase, with an agreement expected to be signed before the end of the year. The agreement, which would allow companies from RoH to drill and refine oil in Makundu State until 2021, has triggered strong criticism by opposition parties, including candidates running for the upcoming legislative elections, national civil society groups, and the wider International Community. *Comment: The opponents of the agreement worry that the swift and non-transparent negotiations leave many opportunities for RoH to exploit the resources without due diligence regarding taxes, local contractors, and the environment. Recent tensions and upcoming legislative elections in Makundu State are considered further factors to mutually reinforce insecurity in the region.*

[9] See SOP Section E, Paragraph 17d.

ANNEX D
Template and Example for 'Weekly Situation Reports'

Template

CONFIDENTIAL

WEEKLY SITUATION REPORT

[MISSION NAME]

Weekly Situation Report Covering Period: Tuesday [Date] (00:01hrs) to Monday [Date] (24:00hrs)

SUMMARY

[The purpose of this section is to provide a holistic overview of the situation and draw attention to key developments and events that would be of concern to the SRSG, USGs DPO and DOS, and the Secretary-General. The section should summarise and analyse the overall situation including the most significant events during the reporting period and provide contextual information, trend analysis and predictive assessments, gender analysis, where applicable.]

POLITICAL

[This section should provide a summary and analysis of events, incidents or developments with a notable political impact.]

OPERATIONAL

[This section should provide a summary and analysis of events, incidents or developments with a notable operational impact, irrespective of the mission component(s) affected, e.g. humanitarian, human rights, civil affairs, logistics, military, police, mine action and others, as applicable.]

SECURITY/SAFETY

[This section should provide a summary and analysis of incidents or developments with a significant impact on the safety and security of UN personnel. It should cover any new threats to personnel, special security measures established or lifted during the reporting period, and an update on any personnel missing, seriously wounded or killed during the reporting period, where applicable.]

[OTHER SUB-HEADINGS IF REQUIRED]

[Additional sections, such as socio-economic, humanitarian, human rights, gender, environmental and logistics, can be added if considered necessary for purposes of clarity. However, the most simplified reporting format is preferable.]

COMMENTS

[This section is optional and may not be necessary given that the main body of the text should have an analytical focus. Comments should be italicized.]

Example

CONFIDENTIAL

WEEKLY SITUATION REPORT

UNMEK

Weekly Situation Report WSR #49 Covering Period: Tuesday 23 October 2018 (00:01hrs) to Monday 29 October 2018 (24:00hrs)
Kundu City, Equatorial Kundu

Summary

- ***Opposition rifts, associated protests and security concerns; call for 1 November opposition-wide march in Kundu City.***
- ***Political and security concerns in Makundu State, actors seeking political influence ahead of local elections.***
- ***Limited access, increased AWD/Cholera cases in Makundu State have potential to result in a national and regional crisis, with El Niño conditions between Nov-March exacerbating humanitarian needs;***
- ***Equatorial Kundu economy grew 1.8 per cent in 2017, outstanding oil agreement could pose significant opportunity or threat to the country's economy and overall stability.***

POLITICAL

1. Following opposition leader Joseph Olenghi's 24 October statement, where he welcomed the announcement of the electoral calendar and urged all opposition parties to assume their responsibilities, opposition figure Filip Walamu called for an opposition-wide march on 1 November in Kundu City in protest of the ballot printing process. Despite agreement reached among civil society groups, following UNMEK-mediated talks to have the Utopian Union (UU) observer mission monitor and report on the ballot printing process, it is understood that the Walamu-led opposition faction is trying to jeopardise election preparations, in response to Olenghi's alleged efforts to form a coalition with members of the ruling party.
2. Given growing rifts between Joseph Olenghi and Filip Walamu's opposition factions – and recalling the persistent threat posed by *'anti-Kundu'* (aK) militants – the situation in Makundu State deserves continued close monitoring. Makundu State has experienced a sharp deterioration in the security situation, with politicians leveraging the situation there in hopes of gaining political influence – and there are increasing inclinations to do so, recalling the discovery of oil there in April of this year and noting a further escalation of tensions arising from the 20 October announcement of the electoral calendar. Potential shifts in alliances in Makundu State should be closely monitored, as some local politicians have been known in the past to collaborate with aK in exchange for ensuring security in their respective districts, while others have sought increased political influence by siding with the government.
3. On 23 October, the spokesperson of the president announced that an agreement allowing the Republic of Hina to drill and refine oil in Makundu State until 2021 is expected to be signed before the end of the year. It is yet to be seen how the oil agreement, once signed, will be implemented and therefore impact socio-economics and security in Makundu State. In anticipation of the elections and the finalisation of the oil agreement, as well as ongoing health and protection concerns in Makundu State, UNMEK has increased engagement and advocacy efforts with local actors in Makundu State and is working towards negotiating greater access into the region. In that context, the visit by the well-respected African Alliance Special Envoy, Malinda Mugobi, between 16-20 November, with a potential field visit to Makundu City, has raised hopes and expectations to exercise a positive effect on election preparations and potentially allow for progress in negotiations with local militia in Makundu

State. The Mission has been asked to accompany Mrs. Mugobi for parts of her visit, but it is still unclear whether that will include the field visit to Makundu City.

SECURITY

4. Authorised or not, the planned 1 November opposition march in protest of the ballot printing process has potential to result in outbreaks of public disorder. Members of Olenghi's own Kundu-in-Opposition (K-iO) party have voiced disagreement with his allegedly arbitrary rapprochement with the government; there is also a risk of agitators intermingling with protesters and initiating a provocation with security forces which could, in turn, prompt an attempt by security forces to suppress this demonstration.
5. As reported by the JMAC on 17 September 2018 (see WSR #43)[10], aK insurgents have increasingly sought to infiltrate and attack urban centres, especially in Kundu City (Central Kundu) and Qarth (Makundu State), seeking concealment among the local population. The aK's recent increase in activity and its shift in selected targets exemplifies the group's continued ability to conduct complex attacks at high-profile locations; it is also indicative of the importance that the aK's leadership attaches to the perceived propaganda value in the conduct of such operations. Most importantly, these insurgent efforts highlight the persistent security vulnerabilities in Equatorial Kundu's capital and in Qarth.

HUMANITARIAN

6. As of 29 October, the past month has seen a 52 per cent increase in reported cases of Acute Watery Diarrhea (AWD)/Cholera, with 2,001 (1,109 female, 892 male)[11] known cases and 329 (171 female, 158 male) related deaths – three times the number of fatalities reported at the end of September (see Chart 1). In addition, health experts warn that the suspected numbers of cases and related deaths are likely to be significantly higher, given that available information is based on third-party reporting from local NGOs and cannot currently be verified. These circumstances are further compounded by increased restrictions imposed upon UNMEK patrol movements and peacekeepers' associated efforts to provide security and otherwise facilitate a humanitarian response. Should the already-volatile political and security context in Equatorial Kundu's northerly and north-easterly regions – most notably in Makundu State – remain unaddressed or escalate further, the current AWD/Cholera outbreak could evolve further and metastasise into a critical health and security risk with potential to spread further, including across the border into neighbouring Wakanda.
7. The projected El Niño conditions, which currently hold a likelihood of 75-80 per cent of occurring between November and January, and 60-70 per cent until March, are expected to increase cases of AWD/Cholera, as floods will become likely in the northern regions. As a result of El Niño, the overperforming rainy season is expected to destroy 15-25 per cent of the crops for 2019, which will increase food security needs for 2019. Humanitarian partners, under the lead of OCHA, are currently working on updating the Humanitarian Response Plan for 2018/19.

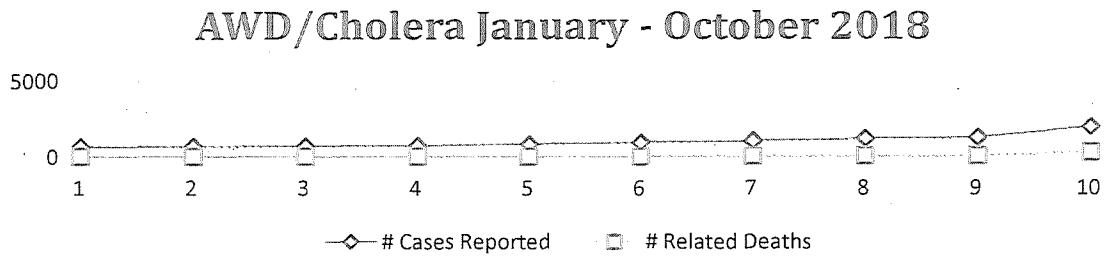

Chart 1: Reported and confirmed AWD/Cholera cases[12]

[10] See SOP Section E, Paragraph 17b, 17i.
[11] See SOP Section E, Paragraph 17c.
[12] See SOP Section E, Paragraph 17h.

SOCIO-ECONOMIC

8. The latest report by the Global Bank on GDP growth, published on the 25 October, shows Equatorial Kundu's economy has grown by 1.8 per cent in 2017, a slight increase from 1.6 per cent in 2016. The increase has largely been attributed to the two well-performing rainy seasons in 2017, resulting in increased agricultural production, as well as a stable environment of the whole region, which has allowed for constant exports to neighbouring states. Government analysts have suggested that as soon as oil production starts, GDP growth could amount up to 4.5 per cent over the coming four to five years.
9. Should the oil production be undertaken in a sustainable and fiscally responsible way, the revenues could significantly improve the poverty rate in Makundu State and for the whole country, which was at 76 per cent nationally, and 89 per cent in Makundu State as of the beginning of 2018.

ANNEX E

USE OF THE OPERATIONS REPORTS REPOSITORY

The Operations Reports Repository (ORR) is a secure web-based tool for the registration, approval, authorised access and storage of mission situation reports. Authorised mission and UNHQ users may access the ORR directly through the UNHQ or UN mission networks. The ORR supports the following tasks: document uploading with automated notifications, document browsing, full-text document search, and secure, long-term document storage as well as user administration.

ORR user access

All users will require webmail accounts to access the ORR. In new missions, once webmail accounts are established, users should contact the DPPA-DPO Information Management Unit, Office of the Director for Coordination and Shared Services/DPPA-DPO at dppa-dpo-imu@un.org for registration, access and guidance on the use of the system. In existing missions, users should contact the mission ORR administrator to access the system.

The log in information for ORR is as follows: URL: https://orr.dfs.un.org/
Username: The first part of the user's UN e-mail address (i.e. 'name' for name@un.org).
Password: The user's UN e-mail password.

Procedures for SitRep upload and approval in the ORR

Uploading SitReps in the ORR:
1. Users must log in with username and password.
2. Click 'Register Document' on the top right-hand corner.
3. Upload the SitRep in Word format.
4. The only two fields that need to be entered are (i) the document date; and (ii) the document type (daily or weekly SitRep). The document title and other fields are automatically completed based on this information.
5. E-mail addresses of approving officers will automatically appear. Click 'Submit'. This will send an e-mail notification to approving officers for approval of the document.

Approval of SitReps in the ORR:
1. Upon receipt of email notification of a SitRep available for approval click the ORR link.
2. Users must log in with username and password.
3. Right-click on the document to be approved.
4. Select 'Approve/Reject', then click 'Approve' to approve the report.
5. A non-editable version of the SitRep will then be released to those with authorised access in the mission and at UNHQ.

Mission ORR administrators also have the access necessary to approve SitReps if required.

ANNEX F

UNOCC CONTACT INFORMATION

Reporting Officer, Desk 1 – Middle East & North Africa:

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Desk 4	+1 212 751 2063

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