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**GUIDELINE on
THE ROLE OF THE INTERNATIONAL ORGANIZATIONS AND FOREIGN
NON-GOVERNMENT ORGANIZATIONS DURING EMERGENCY RESPONSE**

**NATIONAL AGENCY FOR DISASTER MANAGEMENT
(BNPB)**

CHAPTER I INTRODUCTION

A. Background

During the past decade, natural disasters at various scales continue to increase by the year. Experience has shown that local government and holders with their capacity have proved their ability to handle small and medium scale emergency response. For large scale and mega scale disaster mitigation beyond the capacity of the local stakeholders as demonstrated in the Aceh tsunami (2004), Nias earthquake (2005), and West Sumatera (2009), it was realized that the efforts from the Government and other stakeholders including the community so far still require the support and assistance of international organizations and foreign non-government organizations.

The occurrence of disasters in Indonesia as well as other countries has drawn the attention as well as support and assistance from the international community. As part of commitment towards partnership and Local as well as global cooperation, especially if the disaster involves the loss of many lives and is beyond the capacity of the affected country, no country may refuse to accept the international assistance without due reason. The role and contribution of the international organizations and foreign non-government organizations whether from the UN Agencies, Red Cross and Red Crescent Society, foreign government, and non-government international organizations has been supporting the enrichment and strengthening disaster mitigation efforts, reduce disaster hazards and risks, reduce the suffering of affected people and accelerate community recovery.

The law Number 24 Year 2007 on Disaster Management provides opportunity for various stakeholders to actively participate in disaster management including the international organizations and foreign non-government organizations. The role of the international organizations and non government organizations regulated distinctly in Chapter III Article 7 Item 1 sub-item 2 and Chapter VI Article 30 Law No.24/2007, and Government Regulation No. 21 and 23/2008 on Participation of International Organizations and Foreign non-government Organizations in Disaster Management.

The international organizations and foreign non-government organizations may be allowed to take their role on disaster management in case that the Government of Indonesia announces the needs and/or accept the offer of assistance in line with the regulation and needs in the affected area.

In order to manage such assistances and facilitate reception for speedy and appropriate use for the maximum benefit of the affected communities while complying with prevailing regulations, specific regulations are needed to guide the implementation of international humanitarian assistance in the form of Guideline on the Role of the International Organizations and Foreign non-

government Organizations during Emergency Response. This Guideline was a result of coordinated efforts of relevant government institutional or agencies regulating the assistance of goods and personnel from the international organizations and foreign non-government organizations.

B. Legal Basis

- 1 1945 Basic Constitution
- 2 Law Number 6 Year 1962 on Epidemics
- 3 Law Number 7 Year 1983 on Income Tax
- 4 Law Number 8 Year 1983 on Value Added Tax and Goods and Services Sales Tax on Luxury Goods
- 5 Law Number 9 Year 1992 on Immigration
- 6 Law Number 16 Year 1992 on Quarantine
- 7 Law Number 10 Year 1995 as revised by Law Number 17 Year 2006 on Revised Law Number 10 Year 1995 on Customs
- 8 Law Number 11 Year 1995 on Import Duties as revised by Law Number 39 Year 2007 on Revised Law Number 11 Year 1995 on Import Duties/Tax
- 9 Law Number 7 Year 1996 on Food
- 10 Law Number 20 Year 1997 on Non Tax Government Revenue
- 11 Law Number 37 Year 1999 on External Relations
- 12 Law Number 24 Year 2000 on International Agreements
- 13 Law Number 2 Year 2002 on the Indonesian National Police
- 14 Law Number 3 Year 2002 on National Defence
- 15 Law Number 17 Year 2003 on State Financing
- 16 Law Number 1 Year 2004 on State General Treasurer
- 17 Law Number 29 Year 2004 on Medical Practices
- 18 Law Number 32 Year 2004 on District Governments
- 19 Law Number 33 Year 2004 on Balanced Funding of Central and District Governments
- 20 Law Number 34 Year 2004 on The Indonesian National Army
- 21 Law Number 24 Year 2007 on Disaster Management
- 22 Law Number 17 Year 2008 on Shipping
- 23 Law Number 1 Year 2009 on Aviation
- 24 Law Number 22 Year 2009 on Road Traffic and Transportation
- 25 Law Number 36 Year 2009 on Health
- 26 Presidential Decree Number 8 Year 2008 on the National Disaster Management Agency.
- 27 Presidential Decree Number 32 Year 2008 on Ratification of the ASEAN Agreement on Disaster Management and Emergency Response
- 28 Presidential Decree Number 18 Year 2003 on Visa Exemption for Short Visits
- 29 Presidential Instruction Number 5 Year 2002 on Intelligence Coordination

C. Purpose and Objective

1. Purpose

The Guideline on **the Role of the International Organization and Non-governmental International Organizations during Emergency Response** is intended to become the guideline for stakeholders on the management of international assistance during emergency response as stipulated in articles 7 and 30 of the Law Number 24 Year 2007 on Disaster Management.

2. Objective

This Guideline is developed to facilitate the support from the international organizations and foreign non-government organizations, facilitate arrangement and appropriate monitoring as well as clarify the role and responsibilities of relevant institutions in disaster management during emergency response in Indonesia consisting of three following stages:

- a. Initiation of the international assistance
- b. Management of the international assistance
- c. Termination of the international assistance

D. Scope

This Guideline includes coordination, administration, supervision, security and proper handling of assistance in terms of personnel and goods for disaster affected people during emergency response.

E. Definitions

1. **Transportation vehicles** refer to the carriers (road, sea, air) that function to carry personnel, logistics and assistance equipments. These transportation vehicles include carriers from donor countries to point of disembarkation in donor recipient country, including the Supporting Post and from the Supporting Post to disaster area.
2. **Disaster** refers to the event or series of events that threatens and disrupts lives and livelihoods caused either by natural and/or non-natural dan man-made factors to claim toll, environmental damage, loss of assets, and psychological impact.
3. **Disaster emergency assistance** refers to the efforts to provide assistance to meet basic needs during emergency situations.
4. **Goods** refer to the items which consist of logistics and equipments that are to be donated to the affected communities, and operational equipments used by the international organizations/foreign non-government organizations to carry out disaster response during the emergency.
 - a. Logistics refer to all physical items that are used to meet the basic needs of people which include clothing, food and shelter or its derivatives.

Included under logistics are consumable goods, i.e. *Sembako* (nine basic needs), medicine, clothing and accessories, water, tents, pyjamas, etc.

Medicine refers to materials or combination of materials, including biologic products used to influence or investigate physiologic systems or pathologic conditions in view of determining the diagnosis, prevention, cure, rehabilitation, health improvement and contraception of human beings.

- b. Equipments refer to all forms of tools and equipments that could be used to assist the rescue and evacuation of affected communities, meet the basic needs and immediate rehabilitation of vital facilities and infrastructures. Included under this category are:
 - 1) **Medical supplies** which refer to all materials and equipments needed to carry out medical services.
 - 2) **Medical equipments** which refer to the instruments, apparatus, machines and/or implants not containing medicines used to prevent, diagnose, cure and lessen disease, care of patients, restore people's health, and/or develop structure and improve body function.
 - 3) **Motor vehicles** which refer to the road, sea and air vehicles, imported by international organizations and foreign non-government organizations for humanitarian assistance during emergency response and operations of agencies providing assistance.
 - 4) Also inflatable rafts/boats, rescue tactical vehicles, field kitchen vehicles, water trucks, tents, pumps, medical equipments, communication equipment and heavy equipment.
5. **Grant and in-kind donation** refer to contributions received by the Central Government from international organizations/agencies or individuals, foreign governments, foreign organization/agencies, international organization/agencies in the form of foreign currency, rupiah or in kind, including expert staff and trainings that do not require reimbursement by the government.
6. **Initiation** refers to the moment when the Government declares the needs for international assistance during emergency response and/or when the Government accepts the offer from the international community to provide their assistance.

7. **International organizations** refer to the international organizations within the organizational structure of United Nations or which undertakes tasks representing United Nations or other international organizations.
8. **International non government organizations** refer to foreign non-government organizations which are organized functionally free of and non-representative of government of certain state or international organizations which are formed separately from certain state where the organization is set up.
9. **Non proselytization** refers to the provision of assistance basic needs that are not made to propagate a particular religion or belief.
10. **Providers of Assistance** refers to the international institutions and non-governmental international organizations providing humanitarian assistance to the Government of Indonesia during the emergency response.
11. **Stakeholders** refer to persons, groups, or organizations that have direct or indirect interest in humanitarian activities during emergency response and can influence or be influenced by the organization's actions, objectives and policies.
12. **Central Government**, here and so forth is called as the Government, refers to the President of the Republic of Indonesia holding the authority of the governing the Republic of Indonesia as stipulated in the 1945 Constitution of the Republic of Indonesia.
13. **Local Government** refers to the governor, head of district/mayor, or local government apparatus having to govern the respective level of local government.
14. **Cluster Approach** refers to a model of coordination by grouping the clusters based on the work of humanitarian actors for a more definitive provision of better emergency response by determining the 'leaders' of group/cluster. Cluster leaders together with government sectors build coordination in the planning as well as execution. The cluster approach aims to provide more coordinated emergency response among actors from both government and non-government institutions. The cluster approach is implemented on a large scale disaster or in case the government needs the international assistance in multi-sector response with broad participation of international humanitarian actors.
15. **Management of assistance** refers to a series of efforts to handle the assistance from the international organizations and foreign non-government organizations covering the area of work on receiving, recording, distribution and monitoring.

16. **Direct beneficiary** refers to a person or groups of people who receive direct assistance from the international institutions and non-governmental international organizations to meet their needs during emergency.
17. **Indirect beneficiary** refers to the Government of Indonesia through the National Disaster Management Agency (BNPB).
18. **Emergency response personnel** refers to the staff and volunteers from international organizations and or foreign non-government organizations who provide emergency response assistance.
19. **Emergency Response Command Post** refers to the centre for coordination, controlling, monitoring, and evaluation the emergency response activities with the authority to provide data and information on disaster emergency response.
20. **Field Command Post** refers to a similar Emergency Response Command Post handling a certain administrative area smaller than the Emergency Response Command Post.
21. **Supporting Post** refers to a command post supporting the Emergency Response Command Posts as entry points for personnel, logistics and equipment where the administration and permits from relevant institutions are processed, and act as coordination venue for relevant institutions/ministries coordinated by BNPB.
22. **Emergency response period** refers to the period when the Government declares the emergency response phase until the expiry of it which is formally expressed through the statement of the Government.
23. **Termination** refers to the moment when the Government declares the end of the international assistance at the end of the emergency response period.
24. **Experts** refer to personnel possessing specific expertise with the standard criteria set by authorized government institution or agency needed during emergency response.

F. Principles

To ensure alignment, effectiveness and efficiency in the implementation of humanitarian assistance activities of international institutions and foreign non-government organizations, there is a need to have the following operating principles agreed by the Aid providers and aid recipients to be applied at the initial stage of the emergency response until the termination of international assistance:

1. Provision of humanitarian assistance must respect the sovereignty of the Republic of Indonesia.
2. Equal partnership and coordination;
3. Distributed through coordination and cooperation between local and international actors under the command of BNPB and coordination of BPBD adhering to the principles of accountability and transparency;
4. Implemented to impart positive impact on the economy, market and local environment.
5. Assistance is provided through effective communications between the Government of Indonesia, international organizations and foreign non-government organizations with benefit recipients to ensure that assistance is provided according to needs.
6. Whenever possible, such assistance as motor vehicles, medicine, consumable goods, medical equipments should use Indonesian products unless unavailable in Indonesia.
7. Assistance given must be qualified and able to support the rehabilitation and reconstruction process.
8. International organizations and non-governmental international organizations that provide assistance should be independent in providing and distributing aid without creating difficulties to the aid recipients.
9. International organizations and non-governmental international organizations that provide assistance should appoint a representing institution in Indonesia who is also responsible for their emergency assistance.
10. All parties involved in the emergency response activity in Indonesia must work together to prevent transfer of, abuse of or counterfeit of disaster management materials, equipment or illegal resources and conduct actions according to regulations.
11. Provided in accordance with national laws and international laws, including the UN General Assembly resolutions related and relevant guideline;
12. Implemented according to the relevant skills of personnel involved and organization capacity.
13. Non-proselytization.
14. Distributed with due consideration of the different needs of men and women according to local cultures;
15. Allocated according to needs and based on assessment of needs;
16. Compatible with local value and culture, supports independence, adequately meets the needs of affected communities and according to existing national and international standards of quality.
17. Respect and protect the dignity and rights of affected persons, including meeting the needs of vulnerable groups which consist of babies, infants, children, pregnant and lactating women, diffable and the elderly.

G. Structure

The structure of the Guideline on the Role for the International Organizations and Foreign non-government Organizations is as follows:

- CHAPTER I INTRODUCTION** contains the background, legal basis, purpose and objective, scope, definition, principles and structure.
- CHAPTER II INITIATION OF THE INTERNATIONAL ASSISTANCE** covering the initiation of international assistance, organizational arrangement of the international assistance, types of assistance, permits, and distribution of goods.
- CHAPTER III MANAGEMENT OF INTERNATIONAL ASSISTANCE** covering contains coordination, protection and security, costs, and accountability and reporting.
- CHAPTER IV SANCTIONS**
- CHAPTER V TERMINATION OF INTERNATIONAL ASSISTANCE** covering the provision for the termination of the international assistance.
- CHAPTER VI CLOSING**

CHAPTER II

INITIATION OF THE INTERNATIONAL ASSISTANCE

A. Initiation

The initiation or commencement of international assistance during emergency response includes triggers for the entry of international assistance, mechanisms, and permits for the entry of international assistance, that is permit for organizations and personnel as well as for goods.

1. Triggers for the Entry of the International Assistance

Humanitarian assistance from international organizations and foreign non-government organizations may be accepted by the following triggers:

- a. The magnitude of the disaster exceeds the government's ability to overcome thereby requires the assistance of international organizations and foreign non-government organizations;
- b. Statement from the government to accept the offer from the international organizations and foreign non-government organizations in compliance with the needs of the affected area.

2. Mechanism for the Entry of the International Assistance

- a. The entry of international aid begins with formal statement from the Government on the acceptance of international assistance.
- b. The type and amount of international aid is based on the results of a rapid assessment coordinated by BNPB and/or BPBD.
- c. The National Disaster Management Agency (BNPB) will send a circular letter of the initiation of international aid to international institutions and foreign non-government organizations using Forms 1 and 2 containing:
 - a. Summary report on the disaster
 - b. Length of emergency response period
 - c. Information on urgent need for logistics and equipment (based on reports from District Disaster Management Agencies (BPBD) and Rapid Assessment Team)
 - d. Information on the professional personnel needed.
- d. To handle emergency response in a certain area, BNPB in cooperation with relevant government institutions/ministries at the national level, relevant offices of local government at provincial level or district/city to establish the Emergency Response Command Post (or Main Command Post).

- e. To facilitate the entry of international assistance, BNPB in cooperation with relevant government at national and local levels of province or district/city will:
 1. Determine the military base, airport and seaport as entry point for international assistance (entry point).
 2. Establish the Supporting Post at each military base, airport and seaport already set up as the entry point for international assistance which consists of representatives from:
 - a. The National Disaster Management Agency (BNPB)
 - b. Ministry of Defence
 - c. Ministry of Health
 - d. Ministry of Agriculture (Quarantine Division)
 - e. Ministry of Law and Human Rights (Directorate General of Immigration)
 - f. Ministry of Finance (Directorate General of Duties and Excises)
 - g. Ministry of Foreign Affairs
 - h. The National Police of the Republic of Indonesia (POLRI)
 - i. Ministry of Trade (Director General of Foreign Trade)
 - j. Ministry of Transportation
 - k. National Intelligence Agency (BIN)
 - l. Food and Drugs Surveillance Agency
 - m. Local Governments/Local Agency for Disaster Management

Functions of the Supporting post include:

- Registration Center:
 - i. Registration of international agencies and foreign non-government organizations is done at the Supporting post by filling up Form 3. Registration is done with the support of local governments in coordination with the Indonesian National Military Force (TNI), National Police (POLRI) and the National Intelligence Agency (BIN) who will organize placements and activities as well as empower communities to monitor foreign personnel during the emergency response.
 - ii. Registration for exit of foreign personnel from disaster-affected area.
 - iii. Registration of goods to be re-exported to the assisting country.
- Place for handling the issues of permit and monitoring, immigration, excise, security clearance personnel and equipment as well as quarantine.
- Place for issuance of Identity Card (ID – Form 4)

- Centre for logistics and equipment prior to distribution to disaster affected people.

The supporting Post will be equipped with at least communication tools, ID making machine, facsimile and administrative equipment.

The Supporting Post will provide routine report to the Emergency Response Command Post.

B. Management of the International Assistance

International assistance should be intended to help disaster management authorities during the emergency response period covering rapid assessment, rescue and evacuation, provision basic needs, protecting vulnerable groups, and immediate rehabilitation of vital facilities and infrastructure.

1. Conduct rapid and accurate assessments on the location, damages and resources available.
 - a. International organizations and foreign non-government organizations need to know the results of such assessments and information available at the BNPB and district government before deciding to conduct individual assessments.
 - b. International organizations and foreign non-government organizations need to coordinate with Rapid Assessment Team of BNPB/BPBD in carrying their assessment to avoid burdening the community with too much questions/surveys.
 - c. International organizations and foreign non-government organizations must report their assessment result to BNPB/BPBD as the input for rapid assesment of BNPB/BPBD in accordance with their authority.
2. Rescue and Evacuation
 - a. In general, international assistance for rescuing disaster affected people causing a number of victims.
 - b. International aid for rescuing disaster affected people terminates with the issuance of statement from the government.
3. Provision of basic needs
 - a. Provision of basic needs includes shelters/temporary accommodation/shelter, food, non food items, clothing, water and sanitation and medical services.
 - b. Standard basic needs refers to Head of BNPB Regulation Number 7 Year 2008 on Procedures for the Provision of Basic Needs Assistance.
4. Protecting vulnerable groups
 - a. The vulnerable group includes infants, under five, children, pregnant and lactating mothers, invalids and the elderly.

- b. The categorization of vulnerable group as mentioned in Article B.4.a. may be added to field reality and in accordance with the applicable rules and regulations.
5. Immediate rehabilitation of vital facilities and infrastructure
These activities are, among others, clearing rubble, garbage, sludge, damaged and toxic material, and repair of urgent facilities and infrastructure.

C. Type of Assistance

The type of assistance from the international organizations and foreign non-government organizations may be in the form of funding and grant, goods, as well as experts.

1. Funding and Grant Assistance

In the case that international organizations and foreign non-government organizations provide humanitarian support in the form of funds, such funds may be donated directly to BNPB (Form 5). Such assistance will be recorded according to the governing regulations.

On grants, the management shall be done through the mechanisms for grant management within BNPB and recorded according to the prevailing Ministry of Finance Grant Accounting System (SIKUBAH) in Indonesia.

International organizations and foreign non-government organizations are not allowed to conduct fundraising activities in Indonesia.

2. Goods

The following are main points for international organizations and foreign non-government organizations to take into consideration:

- a. Goods have to be packed, categories, and marked with clear address for distribution according to needs.
- b. When selecting beneficiaries with certain criteria, such selection should be coordinated with the local government up to the grass root levels. Whenever possible, communities should be involved in determining the criteria and distribution of in kind assistance.
- c. Distribution of in-kind assistance should not provoke/heighten conflict between members of the community.

3. Expert

The international support in terms of experts has to meet the required qualifications set by the government through related technical ministries. Whenever possible, technical experts should be accompanied by Indonesian counterparts to allow capacity development.

D. Permit

All international aid must obtain permission from the government. Permits can be processed by the Government appointed Supporting Posts. In terms of international aid come after the emergency response period, permissions process will be done in accordance with the applicable rules and regulations.

1. General Provisions

- a. During the emergency response phase, international agencies or foreign non-government organizations may provide their assistance directly without applying procedure of submission of proposal, MOUs or workplans.
- b. Foreign assistance in the form of foreign personnel, equipment or logistics will be provided easy access and processing in immigration, excise and quarantine.
- c. The government has the authority to accept or refuse entry of personnel from countries.
- d. Personnel from countries having no diplomatic relations may not carry out humanitarian assistance in Indonesia.
- e. The providers of assistance may carry foreign and rupiah currencies to and from Indonesia according to monetary regulations and obtain legal exchange value in accordance with the disaster emergency operations.
- f. Should foreign personnel need to open personal bank accounts for operational needs in carrying out their humanitarian activities, a coordination with their respective embassies in Indonesia should be confirmed.
- g. To facilitate provision of humanitarian assistance from international organizations and foreign non-government organizations, the relevant government ministries and institutions may provide services beyond the normal working hours.
- h. Legal domestic facility may be granted for international aids for their activities related to humanitarian assistance.
- i. The state providing assistance who would like to bring in military assistance must obtain Security Clearance issued by the Indonesian Military Forces Headquarters (Mabes TNI).
- j. Equipment to be used by the assisting state, in the form of plane or ship, must have Security Clearance issued by the Indonesian Military Forces Headquarters (Mabes TNI).
- k. During emergency, administration process could be done manually (non electronic).

2. Process

The permits for organizations, personnel, and logistics are granted by the Supporting Post with the following process:

a. Organization and Personnel

1. Aid providers submit the list of personnel and operational support facilities before, during, or just after the assistance arrive in Indonesia.
2. Incoming personnel has to meet required qualifications according to government needs as mentioned in the initiation letter for foreign assistance, among others: health, SAR, construction, communications, water experts, liaison officer, and any other expert as needed.
3. The international organizations and foreign non-government organizations must register their organizations by submitting the list and expertise of their personnel/specific professionals as well as location of activities (Form 6), and attaching photocopy of passport, visa, complete with 2(two) exemplars colourful photograph 4 x 6 cm for each of their personnel to be deployed in Indonesia.
4. Foreign personnel as mentioned in point 2 must be based on assignments and recommendation of the country of origin and the international organization or foreign non-government organization assigning them.
5. Foreign personnel who carry out their activities for emergency response in Indonesia as mentioned in point 2 will be given easy access on immigration matters in the form of visa handling and processing, entry permits, limited stay permits, and exit permits.
6. The state providing assistance who would like to bring in military assistance must obtain approval from the Ministry of Defence by submitting written request to the Ministry of Defence and the National Army in coordination with the BNPB. The request letter has to be completed with the list of personnel, logistics or funds (Forms 5 and 6).
7. Based on the list of personnel as mentioned in point 2, BNPB in coordination with relevant institution, shall give its approval in compliance with the need of emergency response.
8. Visa, entry permits, limited stay permits, and exit permits for the personnel of international organizations and foreign non-government organizations are granted upon recommendation of BNPB through the Supporting Post.
9. Limited stay permit is granted within a period of time in accordance with the emergency response period.
10. The Supporting Post will equip foreign personnel with Identity Card (ID card) to be taken during their stay in disaster affected areas and returned to the Supporting Post upon completion of their tasks.
11. The permit is only valid during emergency period.

b. Goods

1. International organizations and foreign non-government organizations must register their organizations by submitting a list of types and amount of goods as well as location of activity (Form 6).
2. Based on the above list and amount of goods as mentioned in point 1, BNPB shall give its approval in compliance with the need of emergency response.

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3. In executing the regulations as stipulated in point 2, BNPB will coordinate with the relevant institution/agencies.
4. Specifically for foreign military asset, entry permit will refer to the applicable regulation at the TNI Headquarters (Mabes TNI).
5. Request for entry permit of goods should be equipped with certificate for supplies assistance and quarantine documents.
6. In the case of goods for emergency response imported by international organizations and foreign non-government organizations, the following facilities may be given:
 - (a) Exemption or waiver for import duties and excise according to prevailing regulations for customs and excise.
 - (b) Exemption of import tax (PDRI – Pajak dalam Rangka Impor) according to prevailing tax law;
 - (c) Facility for permit procedure on imported good restriction
 - (d) Facility on import and export procedures.
7. Submit a request to BNPB to obtain the facilities as mentioned in point 6.a., 6.b., 6.c., and 6.d.
8. In the case where imported goods are damaged, unused and/or no longer needed, as well as not meet the requirements, the Government of Indonesia will permit the re-export of those imported goods.
9. To obtain facilities as mentioned in point 6, in each consignment the aid providers must:
 - (a) clearly appoint the recipient of the goods as the responsible party in Indonesia (taking the role of the importer).
 - (b) follow the agreed international standards;
 - (c) Pack the goods according to terms and conditions of the goods to be sent;
 - (d) Categorize and mark all the goods;
 - (e) Include:
 - Manifests
 - Invoice
 - Airway bill or Bill of Lading
 - Grant letter (*gift certificate* or *certificate of donation*)
 - Certificate of Analysis (specifically for medical supplies and equipments)
 - Certificate of Analysis, Health Certificate, Certificate of Free Sale (specifically for food items)
 - Certificate of Type Testing from originating country (specifically for motor vehicles).
10. In the event that goods will be re-exported, aid provider has to include letter of statement indicating that the goods will be re-exported within a certain period of time.

11. The government may provide permits to international organizations and foreign non-government organizations regarding the temporary use of road, sea and air transport during the emergency response period within the disaster affected areas.
12. Aid providers must guarantee that the quality, compatibility and safety of imported foods, medicines/drugs, and consumable medical supplies and equipment, and specifically guarantee the foods and drugs bequeathed to have:
 - (a) Expiry period of at least 2 years for drugs/medicines, and a minimum of 6 months for foods at time of delivery;
 - (b) labels in English if not available in Bahasa Indonesia/Melayu;
 - (c) Check, consign, protect and guarantee good conditions to maintain its safety and quality.
13. As part of the permit process, inspections will be conducted on all goods to ensure the quality and compatibility with the needs of affected communities, and in line with national and international legal standards.
14. On the issue of quarantine:
 - (a) Any carrier of plant and animal disease or plant infecting organisms should meet quarantine criteria.
 - (b) Shipments that meet quarantine criteria should follow the following requirement:
 - i) Completed by health certificate from country of origin and transit country for animals, substances derived from animal, product derived from animal, plant and other part of plants, except carrier which are categorized as other objects.
 - ii) Pass through predetermined entry and exit points in compliance on the applicable rules and regulations.
 - iii) Reported and submitted to quarantine officials at points of entry for quarantine treatment.
15. Re-export will be done based on the applicable rules and regulation in Indonesia as well as in the origin country.

E. Goods Distribution

- . Distribution of goods is the responsibility of Local Government and may be carried out in three approaches:
 1. Handed over to the Government or Local Government, once relief goods arrive and permission granted.
 2. Work together with partners from the Indonesian.

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3. Direct distribution to direct beneficiaries through the activities of aid by international institutions and foreign non-governmental organizations with individual coordination with the Supporting Post. Organizations may work together with other international organizations and non-governmental foreign institutions to meet the needs of the affected communities as a whole at a disaster site.

CHAPTER III MANAGEMENT OF INTERNATIONAL ASSISTANCE

A. **Coordination**

In order to coordinate the activities of international organizations and foreign non-government organizations providing assistance during the emergency response phase, mechanisms for coordination must be followed through:

1. BNPB coordinates rapid assessment with related institutions including the international organizations supported by an international agency having the coordination function for the international community (Form 8).
2. The Commander of Emergency Response Command prepares the operational plan together with related institutions including the international organizations and foreign non-government organizations.
3. Routine *cluster coordination* meetings to report the activities of humanitarian operation from each cluster referring to the operational plan set by the government and evaluation result which can be done at national, provincial or field levels to discuss progress of assistance done by the international community under the coordination of BNPB and authorized departments/institutions.
4. Each cluster lead is encouraged to share information through possible information management facility (mailing list, website) or manually for dissemination of report.

Protection and Security

To ensure the international assistance are accepted by the direct beneficiaries and in line with their needs, thus:

1. Personnel of the international organization and foreign non-government organizations conducting disaster emergency activities are protected for security purpose by the government in compliance with rules and regulations.
2. Movement of goods (storing and distribution) of the international organizations and foreign non-government organizations participating in the emergency response activities are protected for security purpose in compliance with rules and regulations.
3. International organizations and foreign non-government organizations participating in disaster management are prohibited from conducting political or security breaching activities
4. In the case of violation to regulation as mentioned in point 3, BNPB is obligated to coordinate with intelligence and security agencies.
5. International organizations and foreign non-government organizations participating in emergency response activities must consider and respect the

social, cultural and religious background of the local communities and help maintain its security.

C. Costs

Costs for the provision of emergency response assistance, ground handling for logistics personnel and equipment, packaging operations, labelling, distribution of assistance, and destruction of non compliant materials shall be borne by the respective aid provider.

D. Immunity

The Government of Indonesia shall not be held responsible for any loss suffered by international organizations and foreign non-government organizations resulting from acts of violation or neglect during the implementation of humanitarian activities in Indonesia.

E. Monitoring, Reporting and Evaluation

Monitoring, reporting, and evaluation of the international assistance is to be done together by the government and community.

Brief reports on the implementation of emergency response activities is compiled and submitted by international organizations and foreign non-government organizations to BNPB and local government regularly in writing (Form 9) routinely in coordination meetings to evaluate progress of activities.

Reports to be submitted to the BNPB and local government are:

1. Periodic reports
2. Final reports
3. Incidental reports requested by BNPB for government purposes.

Each cluster has the obligation to routinely evaluate their activities involving related institutions and community including beneficiary.

BNPB will report to the public the assistance from the international organizations and foreign non-government organizations.

Mechanism of monitoring and reporting is in line with the applicable rules and regulations.

CHAPTER IV

SANCTIONS

To ensure that the humanitarian response activity are running well and can be properly conducted with the applicable rules and regulation, in the event that international organizations and foreign non-government organizations do not meet existing regulations, the sanction will be given in compliance with the existing rules and regulation.

In case of any violation committed by international organizations or foreign non-government institutions against the working principles referred to in Chapter I, point F, the settlement of the problem will be discussed in the coordination meeting to agree on actions to be applied.

CHAPTER V TERMINATION OF INTERNATIONAL ASSISTANCE

The termination of assistance from the international organizations and foreign non-government organizations is arranged as follows:

1. At the time when the Government issues the statement on the termination of emergency response phase.
2. Before the deadline set at the initiation of the international assistance for the emergency. The Government may decide to terminate the international assistance differently with the termination date set at the initiation by observing the development at disaster affected area as well as the national situation.

Upon completion of the emergency response phase ends, BNPB shall issue a circulation letter terminating international assistance during the emergency response period (Form 10) which contains:

1. A summary report of latest situation and condition.
2. Progress of emergency response conducted by the Indonesian government and international organizations and foreign non-government organizations.
3. Fixed date signifying the end of the emergency response phase and decision to end international humanitarian assistance.
4. Letter of appreciation for the international organizations and foreign non-government organizations.

The brief report will serve as the input for BNPB's evaluation on international assistance during emergency to decide future international assistance needs, if necessary.

**CHAPTER VI
CLOSING**

Every effort to support and assist the emergency response activities done by international organizations and foreign non-government organizations and coming from their on-going humanitarian programs on disaster management, must conform to all provisions of these guideline.

This guideline comes into effect on the date of promulgation for every relevant institution/organization both inside and outside of the country to adjust themselves to the characteristics and needs.

Enacted in ... on.....

**HEAD
NATIONAL AGENCY FOR DISASTER MANAGEMENT**

**signed
DR. SYAMSUL MAARIF, M.Si.**