

**COMISSÃO DA CEDEAO**



**ECOWAS COMMISSION**

**COMMISSION DE LA CEDEAO**

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**PLAN OF ACTION OF THE ECOWAS HUMANITARIAN POLICY  
(2012 – 2017)**

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# PLAN OF ACTION OF THE ECOWAS HUMANITARIAN POLICY 2012-2017

## STRATEGIC OBJECTIVE 1

Ensuring Appropriate Legal and Policy Frameworks for Preventing and Responding to Emergencies and Disasters

| ACTIVITIES   | Success Indicators   | Responsible Institution  | Sources of Verification   | Timeframe   |
|--|--|--|---|-------------|
| <p>1 Member States to adopt and implement:</p> <ul style="list-style-type: none"> <li>• A Policy on National Disaster Management</li> <li>• Plans of Action</li> </ul> <p>in the area of Humanitarian Affairs issues, inclusive of Disaster Risk Reduction and Emergency Management issues<sup>1</sup></p> | <p>Number of states that have adopted</p> <p>A National Disaster policy and</p> <p>National Action Plans on Disaster Risk Reduction and Emergency issues</p> | <p>National Platforms</p> <p>National Emergency Management Agencies</p>                                    | <p>Copies of Policy and National Action Plans on Disaster Risk Reduction and Emergency Management Issues developed</p> <p>Reports of meetings</p> | 2012-2013   |
| <p>2 <b>Member States shall create a specific National Agency for Disaster Management. The Agency shall be established, preferably, at the highest levels of government</b></p>  | <p>National Agency for Disaster Management established</p> <p>Implementation of plans by the Agency</p>  | <p>ECOWAS</p> <p>Member States</p> <p>National Platforms</p> <p>National Emergency Management Agencies</p> | <p>Copy of government gazette</p> <p>Report of establishment</p> <p>Programme and Implementation reports</p>                                      | 2012 – 2014 |
| <p>3 Member States to promote disaster</p>   | <p>Number of states that have</p>  | <p>National Assembly</p>   | <p>Gazetted copies of laws</p>  | 2012-2015   |

<sup>1</sup> ECOWAS and Member States shall integrate into all humanitarian activities cross cutting issues including HIV/AIDS, gender issues and SGBV, disabilities and child protection.

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|   | <p>management legislation in the following areas amongst others:</p> <ul style="list-style-type: none"> <li>• Core emergency management and financing</li> <li>• Engineering, industry and building related safety issues</li> <li>• Aviation and transport related safety concerns</li> <li>• Areas of environmental safety</li> </ul> | <p>enacted Disaster Management legislation</p> <p>Compliance of the legislation with the ECOWAS models and International best practices</p>   | <p>National Platform</p> <p>National Emergency Management Agencies</p>   | <p>enacted legislation</p> <p>Information Education and Communication Materials (IEC)</p>                    |           |
| 4 | <p>ECOWAS and Member States to promote and codify core instruments and standards for the protection of civilians within the context of crisis and emergencies and ensure compliance</p>   | <p>Codification of standards/instruments for civilian protection by ECOWAS and MS</p> <p>Number of Member states that have conducted sensitization/advocacy meetings on the need for civilian protection during emergencies</p> <p>Number of Member States that have codified instruments and standards for civilian protection</p> | <p>ECOWAS EERT</p> <p>ECOWAS Standby Force</p> <p>National Platforms</p> <p>National Emergency Management Agencies</p> | <p>Copies of codified instruments</p> <p>Reports of sensitization/advocacy meetings</p> <p>IEC Materials</p> | 2012-2015 |

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| 5 | ECOWAS and Member States to establish and implement standards and guidelines for the use of military assets in emergencies | <p>ECOWAS development of standards and guidelines</p> <p>Number of Member states that have established and have begun implementation of guidelines for the use of military assets in emergencies</p> | <p>ECOWAS</p> <p>National Emergency Management Agency</p> | Copies of the Guidelines developed | 2012-2017 |
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## STRATEGIC OBJECTIVE 2

### Development and strengthening of Institutions for Managing Emergencies and Responding to humanitarian challenges

| ACTIVITIES  | Success Indicators   | Responsible Institution   | Sources of Verification   | Time frame       |
|---|--|---|---|------------------|
| <p>1 Member States to establish National Platforms in compliance with ECOWAS guidelines in close collaboration with the Disaster Risk Reduction and Emergency Response Programs of ECOWAS</p> | <p>Guidelines developed</p> <p>Platforms established and operational</p>                     | <p>ECOWAS</p> <p>Member States</p> <p>National Emergency Management Agencies</p>      | <p>Copies of guidelines</p> <p>Report on establishment of the National Platforms</p>                | <p>2012-2013</p> |
| <p>2 ECOWAS and Member States to implement capacity building programmes for National Platforms</p>  | <p>Capacity building programmes held</p> <p>Improvement in capabilities of the platforms</p> | <p>ECOWAS</p> <p>National Platforms</p> <p>National Emergency Management Agencies</p> | <p>Reports of capacity building events</p> <p>Assessment reports of improvement of capabilities</p> | <p>2012-2017</p> |
| <p>3 Member States to integrate, strengthen and coordinate existing Early Warning Systems for timely and effective response</p>   | <p>Establishment of Early Warning Systems</p> <p>Early warning systems</p>                   | <p>National Platforms</p> <p>National</p>   | <p>Reports of ECOWAS Field assessments</p>  | <p>2012-2017</p> |

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|   |  | effectively coordinated  | Emergency Management Agencies   | Periodic reports of Member States   |           |
|   |  | Effective operationalization of Early Warning Systems by Member States   |   | Assessment reports on functioning of early warning systems  |           |
| 4 | Member States to put in place adequate resourcing for disaster management and effective utilization of resources, including: Budgetary allocations; and Disaster funds | Member states that establish Disaster Management Funds<br><br>Member States that make adequate budgetary appropriations for disaster management<br><br>Establishment of effective national financial control systems | National Platforms<br><br>National Emergency Management Agencies                                      | Copies of legislation establishing such funds<br><br>Copies of financial rules, regulations and procedures governing application of funds<br><br>Assessment reports of government funding for disaster management | 2012-2015 |
| 5 | Member States to conduct research on disaster management and integrate findings into the application of the disaster management cycle                                  | Research studies undertaken by MS<br><br>Integration into Disaster Management  | National Platforms<br><br>National Emergency Management Agencies<br><br>Research Institutions and the | Report of research study<br><br>Evaluation of specific research applications to disaster management   | 2012-2017 |

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|   |  |  | academia          |                                  |           |
| 6 | ECOWAS to develop and publish an Emergency Management handbook and provide training in disaster management for Member States, including disaster risk reduction. | Emergency Handbook developed and published | ECOWAS Commission | Copies of the Emergency Handbook | 2012-2015 |

### STRATEGIC OBJECTIVE 3

#### Enhancing the capacities of Social Actors in responding to Humanitarian issues

| ACTIVITIES  | Success Indicators  | Responsible Institution   | Sources of Verification   | Time Frame       |
|---|---|---|---|------------------|
| <p>1 ECOWAS and Member States to enhance their leadership capacities for humanitarian affairs issues; including skills training and knowledge acquisition for emergency disaster managers and emergency responders.</p> | <p>Leadership development mainstreamed into curricula of emergency management training programmes</p> <p>Leadership training events held</p> <p>Improvement in management of emergencies</p> <p>Capacities in skills and knowledge acquired</p> | <p>ECOWAS</p> <p>National Platforms</p> <p>National Emergency Management Agencies</p> | <p>Copies of tools for mainstreaming developed</p> <p>Revised curricula</p> <p>Reports of training events</p> <p>Critical incident reports</p> <p>Management evaluation reports</p> | <p>2012-2017</p> |
| <p>2 Member States to promote volunteerism as a part of existing capacity to provide a first line response and strengthen local preparedness;</p>   | <p>ECOWAS Disaster Management Day observed</p> <p>Increase in contributions of volunteers in disaster</p>   | <p>ECOWAS</p> <p>National Platform</p> <p>National Emergency Management</p>           | <p>Report of activities of the ECOWAS Disaster Management Day</p> <p>Recruitment Rosters</p>  | <p>2012-2015</p> |



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|   |  | management<br><br>Data base of volunteers established   | Agencies  | Baselines and evaluation reports on involvement of volunteers in disaster management<br><br>Copy of database of volunteers.  |             |
| 3 | ECOWAS and Member States to advocate for and promote CSO involvement in disaster management. | Increased awareness and knowledge of CSO's about disaster management<br><br>Improved contribution of CSO's to management of disasters | ECOWAS<br><br>National Platforms<br><br>Emergency Management Agencies | Baseline reports on CSO knowledge and awareness on disaster management<br><br>Reports of sensitization and awareness events.<br><br>Post disaster Assessment reports of operations | 2012 - 2015 |
| 4 | ECOWAS and Member States to strengthen local resilience of the population against disasters  | Local Vulnerability and Capacity Assessments tools developed and utilized<br><br>Local capacities improved                            | ECOWAS<br><br>National Platforms<br><br>National Emergency Management | Copies of the local Vulnerability and Capacity Assessments Tools<br><br>Reports of capacity building activities  | 2012-2017   |

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|   |   |  | Agencies<br>Local populations  |   |           |
| 5 | ECOWAS and Member States to promote work place safety programmes to cover both the formal and informal sectors  | Guidelines for work place safety programmes developed<br>Sensitization and capacity building carried out<br>Monitoring and Evaluation of performance of programmes | ECOWAS<br>National Platforms<br>National Emergency Management Agencies<br>Formal and Informal sector organizations               | Copies of guidelines<br>Reports on sensitization and capacity building<br>M & E Reports | 2012-2017 |
| 6 | Member States to integrate emergency awareness into schools programs / curricula, and promote emergency management training at post graduate level and for technical and professional education . | Curricula reviewed to include Emergency Management issues  | National Platforms<br>National Emergency Management Agencies<br>Ministries of Education<br>Professional Educational Institutions | Copies of revised curricula   | 2012-2015 |

## STRATEGIC OBJECTIVE 4

Ensuring Member States and Citizens compliance with International Humanitarian Law as a means of preventing or mitigating conflict related impacts on the civilian populace.

| STRATEGIES / ACTIVITIES   | Success Indicators  | Responsible Institution              | Sources of Verification   | Time Frame |
|---|---|--------------------------------------|---|------------|
| 1   ECOWAS to develop and implement a Regional Plan of Action on Implementation of International Humanitarian Laws; | POA developed and adopted by ECOWAS authorities<br><br>POA implemented by ECOWAS and MS | ECOWAS<br>National IHL<br>Committees | Report of adoption of IHL POA<br><br>Progress and Implementation Reports<br><br>Monitoring and Evaluation Reports | 2012-2015  |

## STRATEGIC OBJECTIVE 5

Promoting Special Measures for Protection of Vulnerable Persons , especially Women and Children and the physically challenged persons during emergency situations.

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| 1 | Member States are to ensure domestication and implementation of appropriate International Instruments related to minimum age for recruitment into armed forces and prohibitions against the use of children in armed conflicts. | Number of MS that have national legislation on recruitment of children into armed forces and prohibit the use of children in armed-conflict | Member States<br><br>National parliament                                      | Gazetted copies of national Legislation<br><br>Copies of assessment reports on compliance | 2012-2017 |
| 2 | ECOWAS and Member States to establish monitoring mechanisms to address child protection and gender issues as might arise in humanitarian situations.  | Number of MS with national monitoring mechanisms that address child protection and gender issues  | ECOWAS<br><br>National Platform<br><br>National Emergency Management Agencies | Copies of monitoring reports<br><br>Activity reports                                      | 2012-2017 |
| 3 | ECOWAS and Member States are to ensure speedy and effective registration and tracking of the movement of women and children affected by   | Number of MS with registration and tracking systems on movement of women and children affected  | ECOWAS<br><br>National Platform   | Copies of monitoring reports<br><br>Field reports on women and children                   | 2012-2017 |

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|   | emergencies  | by emergency<br><br>Effective tracking and registration of women and children in emergency situation   | National Emergency Management Agencies  |   |           |
| 4 | ECOWAS and Member States to provide support services in line with the needs of women and children in humanitarian situations   | Number of women and children beneficiaries of support services in member states.<br><br>Type and quality of support services provided to women and children in humanitarian situations | ECOWAS<br><br>National Platform<br><br>National Emergency Management Agencies | Field monitoring reports on women and children in humanitarian situations | 2012-2017 |
| 5 | ECOWAS and Member States to provide regular training addressing vulnerabilities especially in gender and child protection for all humanitarian response officials taken into account cross-border dimension. | Number of training workshops on gender and child protection<br><br>Number of trained response officials  | ECOWAS<br><br>National Platform<br><br>National Emergency Management Agencies | Training reports  | 2012-2017 |
| 6 | ECOWAS and Member States to  | MS with national emergency   | ECOWAS  | Emergency Plans   | 2012-2017 |

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|   | integrate gender analysis into emergency planning   | plans integrating gender analysis   | National Platform<br><br>National Emergency Management Agencies                                 | Field reports  |             |
| 7 | Member States to designate Ombudsmen for the protection of children especially in emergency situations  | Number of MS with child's Ombudsmen<br><br>Appointment/designation of authority responsible for the protection of children. | National Platform<br><br>National Emergency Management Agencies                                 | Field reports  | 2012-2017   |
| 8 | ECOWAS and Member States to ensure the domestication and implementation of all International Instruments relating to the prohibition of discrimination against disabled persons , especially in situations of emergency | Number of Member States that domesticate and implement international instruments on protection of disabled persons.         | ECOWAS<br><br>National Platforms<br><br>National Emergency Agencies<br><br>National Parliaments | Gazetted copies of domesticated statutes on protection of the rights of the disabled.<br><br>Copies of government policies and directives on protecting the rights of the disabled in emergencies<br><br>Assessment reports on the protection of the disabled in emergency situations. | 2012 -2014  |
| 9 | ECOWAS and Member States to integrate needs and vulnerability   | Needs and vulnerability   | ECOWAS  | Copies of Needs and Vulnerability  | 2012 – 2017 |

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| <p>assessment in ensuring that special needs groups are adequately catered for during emergencies.</p> | <p>assessment tools developed</p> <p>Integrated methodology developed</p> <p>Needs of vulnerable groups addressed during emergencies</p> | <p>National Platforms</p> <p>National Emergency Management Agencies</p> | <p>Assessment tool</p> <p>Copies of Standard Operating Procedures</p> <p>Reports of field operations.</p> |  |
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## STRATEGIC OBJECTIVE 6

Maximizing the use of media and communication capabilities for highlighting humanitarian issues and as a strategic tool for emergency management.

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|---|---|---|--|---|-------------|
| 1 | ECOWAS to assist Member States to formulate national communication policies and support mechanisms for emergency management                           | Number of MS with national communication policies for emergency management  | National Platforms<br><br>National Emergency Management Agencies                               | Copies of national policies Reports                                       | 2012-2013   |
| 2 | ECOWAS to conduct high level visits to Member States and work with the media to promote implementation of the Humanitarian Policy and Plan of Action. | Number of Member States visited<br><br>Number of media events held  | ECOWAS<br><br>National Platforms<br><br>National Emergency Management Agencies                 | Reports of visits to Member States<br><br>Reports by media on the events. | 2012 - 2014 |
| 3 | ECOWAS and Member States to carryout training and sensitization for media organizations on humanitarian issues  | Number of training workshops.<br>Number of of journalist networks established<br><br>Number of sensitization/ advocacy sessions on information, education and communication | ECOWAS<br><br>National Platforms<br><br>National Emergency Management Agencies<br><br>National | Press report<br><br>Radio broadcasting                                    | 2012-2015   |



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|   |   |  | institutions in charge of communication<br><br>Media Associations  |  |           |
| 4 | ECOWAS to advocate for the establishment/reactivation of networks of journalists in all MS for emergency management   | MS with journalist networks for emergency management                                 | ECOWAS<br><br>National Communication Institutions network of communication professionals<br><br>Media Associations | Decentralized Communication Bureaus and Structures<br><br>Field reports  | 2012-2013 |
| 5 | ECOWAS and Member States to collaborate with the media and specialized groups to hold sensitization and promotion events for public safety in the areas of engineering, industry, transport and aviation and infrastructure | Number of event on sensitization and promotion on public safety                      | ECOWAS<br><br>National Platform<br><br>National Emergency Management Agencies                                      | Event reports<br><br>Press releases                                      | 2012-2017 |
| 6 | ECOWAS and Member States to ensure the integration of the media into regional and national early warning systems to ensure effective coverage of  | Existence of EW Systems<br><br>ECOWAS MS with EW System integrating media strategies | ECOWAS (ECOWARN)<br><br>National   | Reports on meetings and actions taken to integrate media into EW Systems | 2012-2013 |

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|   | humanitarian issues   | Number of meetings on EW Systems               | Platforms<br>National<br>Emergency<br>Management<br>Agencies                      |  |           |
| 7 | ECOWAS and Member States in collaboration with the media to ensure translation of technical report findings on humanitarian issues, for timely and accurate reporting, for public consumption | Number of technical report findings translated | ECOWAS<br>National<br>Platform<br>National<br>Emergency<br>Management<br>Agencies | Copies of translated technical report findings | 2012-2017 |
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## STRATEGIC OBJECTIVE 7

### Enhancing national and regional capacities for response to humanitarian concerns

| STRATEGIES / ACTIVITIES   | Success Indicators   | Responsible Institution  | Sources of Verification  | Time Frame |
|---|--|--|--|------------|
| 1 ECOWAS to establish ECOWAS Humanitarian Relief Fund;  | <ul style="list-style-type: none"> <li>- Regional Humanitarian Relief Fund established and available for response.</li> <li>- Humanitarian Relief Mechanism established.</li> </ul>  | ECOWAS   | ECOWAS Decision to establish Humanitarian Relief Fund<br><br>Copy of the Mechanism for Humanitarian Relief   | 2012-2013  |
| 2 ECOWAS to establish and operationalise a Regional Disaster Observatory System in collaboration with the DRR Division; to build a "hazards profile" for the region and its MS, constant update of the profile and integration into policy development and review in MS and contingency planning; | <ul style="list-style-type: none"> <li>- Regional Disaster Observatory System established.</li> <li>- Disaster Observatory Centres/Sites established at National level and network of observatory sites is created</li> <li>- Country Vulnerability and Hazards profile established and system instituted and linked to strategic and operational planning at regional and national levels.</li> </ul> | ECOWAS<br><br>National Platforms<br><br>National Emergency Management Agencies<br><br>Research Institutions and Academia | <ul style="list-style-type: none"> <li>- Reports of establishment of Regional Observatory System</li> <li>- Reports of establishment of sites at national level</li> <li>- Reports and websites of country vulnerability profile</li> <li>- Copies of Regional Contingency Plan</li> </ul> | 2012-2017  |

|   |   |  |  |  |           |
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|   |   | <ul style="list-style-type: none"> <li>- Regional Contingency Plan for emergency response is developed</li> </ul>  |  |  |           |
| 3 | <p>ECOWAS to identify Centers of Excellence for comprehensive capacity building programme for training humanitarian affairs personnel and also conduct research, evaluation and other activities designed to enhance preparedness capacity;</p> | <ul style="list-style-type: none"> <li>- Centres of Excellence identified, designated and in use.</li> <li>- Humanitarian Affairs personnel trained.</li> <li>- In-country training for National Platforms conducted.</li> </ul> | <p>ECOWAS</p> <p>National Platforms</p> <p>National Emergency Management Agencies</p> <p>Centres of Excellence</p> | <ul style="list-style-type: none"> <li>- Reports of establishment</li> <li>- Training Reports</li> </ul>   | 2012-2017 |
| 4 | <p>ECOWAS to strengthen the ECOWAS Emergency Response Team as a critical operational facility for the delivery of emergency relief assistance, and incorporating lessons learned in future capacity building strategies;</p>                    | <ul style="list-style-type: none"> <li>- EERT evaluation carried out</li> <li>- EERT Capacity enhanced</li> <li>- EERT Operational tools and equipment provided</li> </ul>   | <p>ECOWAS Emergency Response Team</p> <p>National Platforms</p> <p>National Emergency</p>                          | <ul style="list-style-type: none"> <li>- Evaluation report</li> <li>- Copies of Training Strategy and Training Manuals</li> <li>Minutes of OMC and EERT meetings</li> <li>- Copies of communication</li> </ul> | 2012-2017 |

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|   |   | <ul style="list-style-type: none"> <li>- Early warning linkages with EERT are strengthened</li> </ul>   | <p>Management Agencies</p> <p>ECOWAS Early Warning Department</p> | <p>from OMC to EERT</p>   |           |
| 5 | ECOWAS to establish ECOWAS Humanitarian logistics Depot                                       | <ul style="list-style-type: none"> <li>- ECOWAS Humanitarian Logistics Depot established</li> <li>- Technical Partners are collaborating and providing support</li> <li>- Infrastructural development, staffing and stockpiling</li> </ul>        | <p>ECOWAS,</p> <p>Operational Partners</p>                        | <ul style="list-style-type: none"> <li>- Signed copies of agreements with the Host Government (Mali)</li> <li>- Signed copies of agreements with Partners</li> <li>- Reports of meetings with Partners</li> <li>- Progress reports on development of the depot</li> </ul> | 2012-2015 |
| 6 | ECOWAS to establish a coordination and implementation system for relevant ECOWAS Directorates | <ul style="list-style-type: none"> <li>- Humanitarian Affairs Coordination system established</li> <li>- Procedures for mainstreaming of measures within the Policy and Plan of Action concretized</li> <li>- Effective monitoring and</li> </ul> | ECOWAS  | <ul style="list-style-type: none"> <li>- Report of Inaugural meeting</li> <li>- Copy of terms of reference</li> <li>- Copies of procedural manuals and other documents</li> </ul>   | 2012- 15  |

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|   |  | evaluation of actions carried out   |   | - M&E report  |           |
| 7 | ECOWAS to establish coordination systems with Member State and with partners to ensure effective implementation of the Policy and Plan of Action | <ul style="list-style-type: none"> <li>- Coordination systems established</li> <li>- Procedures related to optimization of integrated implementation of the Policy and plan of Action set out</li> <li>- Effective monitoring and evaluation systems established</li> </ul> | <p>ECOWAS,<br/>Partners</p> <p>National<br/>Platforms</p> <p>National<br/>Emergency<br/>Management<br/>Agencies</p> | <ul style="list-style-type: none"> <li>- Reports of establishment</li> <li>- Copies of terms of reference</li> <li>- Copies of procedures</li> <li>- M&amp;E reports</li> </ul> | 2012-2015 |