



Ministry of Interior
Humanitarian Aid Commission
Technical Committee for Humanitarian Aid



Directives for Humanitarian Work 2013



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February 2013



Reference:

- 1) Sudanese laws and regulations and guidelines for humanitarian affairs.
- 2) With reference to the meeting of the Technical Committee for Humanitarian Aid No. :(47) with the Minister of Interior on: 12/12/2012 and the decision of the Technical Committee for Humanitarian Aid in meeting No.: 49 dated: 18/12/2012 to review fast-track procedures for Darfur and humanitarian work directives for South Kordofan and Blue Nile States and other States in Sudan.

Based on the above and after consultation with the relevant humanitarian affairs parties, the Technical Committee for Humanitarian Aid has prepared directives for humanitarian work in 2013. The matrix below has been prepared according to the following general guidelines:

1	Funding and implementation of projects of voluntary and humanitarian work for national and international non-governmental organizations should be through Technical Agreements approved by the Commissioner General.
2	Mandatory partnership between international non-governmental organizations (INGOs) and national non-governmental organization (NNGOs) in the implementation of projects through Technical Agreements.
3	Commitment of United Nations agencies and International Organizations to submit a plan of action for humanitarian activities, projects and programmes based on their mandate and according to Country Agreement signed with to the Ministry of Foreign Affairs to be delivered to the Humanitarian Aid Commission for approval by the Commissioner-General.
4	All Humanitarian Partners should work towards: a- Facilitating the procedures for access and delivery of the humanitarian assistance to the affected peoples and enhancing the Monitoring and Evaluation systems b- Enhancing the capacity building for the Humanitarian Aid Commissions and the relevant national institutions and complementing the computerization process in the Joint Procedures Centre(JPC)

Concerned Entities:

State institutions related to humanitarian affairs at the federal, regional and state level, United Nations agencies and international organizations and institutions, national and international NGOs and international and national partners.

Endorsed by: Dr. Suleiman Abdelrahman

HAC Commissioner General,

4th March 2013

(A) United Nations Agencies and International Organizations

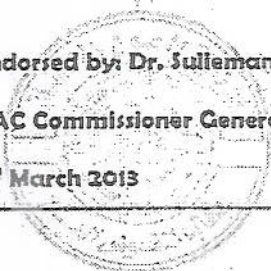
1. Darfur States:

Procedures	Directives
(1) Immigration Procedures for United Nations agencies and international organizations	<ul style="list-style-type: none"> • Grant entry visas to those organizations related to humanitarian work through embassies and Sudanese missions abroad based on the approval of: Ministry of Foreign Affairs (Peace and Humanitarian Affairs Directorate) for United Nations agencies and international organizations.
(2) Customs Procedures	<ul style="list-style-type: none"> • Continuation of the system to accelerate customs procedures for the humanitarian needs for Darfur.
(3) Travel Procedures	<ol style="list-style-type: none"> 1) Issue <u>travel notification</u> to the capitals of the states of Darfur for a year for all foreign resident workers in Sudan from United Nations agencies, donors, and international organizations through the Ministry of Foreign Affairs as follows: <ol style="list-style-type: none"> a) All United Nations agencies, donors and international organizations operating in Darfur to send lists of names of the foreign workers to the Ministry of Foreign Affairs (Peace and Humanitarian Affairs Department) to be delivered to the Humanitarian Aid Commission (Joint Procedures Centre) for approval. b) <u>Travel notification</u> for a year will be issued according to the approved lists. c) In the case of travel a copy of the travel notification should be submitted to the Joint Procedures Centre before (3 working days) from the date of travel. d) Once notification has been submitted to the JPC, unless informed otherwise, the staff member will travel to the stated destination. e) Deliver a copy of the <u>travel notification</u> to the airlines by the organization. 2) In the case of visitors not resident in Sudan, issuance of a <u>travel permit</u> will be in accordance with the following procedures: <ol style="list-style-type: none"> a) Request a <u>travel permit</u> after obtaining a visa before (3 working days) from the date of travel. f) Deliver a copy of the <u>travel permit</u> to the airline by the organization. 3) Movement within the state is arranged in coordination with the state authorities.

Endorsed by: Dr. Julleman Abdelrahman

HAC Commissioner General,

4th March 2013



2. South Kordofan and Blue Nile States:

Procedures	Directives
(1) Work of UN agencies and international organizations	<ul style="list-style-type: none"> UN agencies and international organizations working in the field of relief and humanitarian assistance to provide a plan of action in accordance to directive (3) in the reference to the Humanitarian Aid Commission for the implementation of projects taking into account the developments of the situation in the state concerned.
(2) Receipt of relief and distribution	<ul style="list-style-type: none"> Regarding relief, receipt and distribution to be done in coordination with the Humanitarian Aid Commission and through the Sudanese Red Crescent and national non-governmental organizations.
(3) Travel Procedures	<ol style="list-style-type: none"> Issue <u>travel permit</u> to the capitals of the two states through the Humanitarian Aid Commission (Joint Procedures Centre) according to the following: <ol style="list-style-type: none"> All United Nations agencies, donors and international organizations operating in the two States to send lists of names of the resident foreign workers in Sudan to the Ministry of Foreign Affairs (Peace and Humanitarian Affairs Department) to be delivered to the Humanitarian Aid Commission (Joint Procedures Centre) for approval. <u>Travel permits</u> with duration of three weeks will be issued according to the approved lists. Extension of the period will be according to need. In the case of travel a copy of the <u>travel permit</u> should be submitted to the Joint Procedures Centre before (3 working days) from the date of travel. Once <u>travel permit</u> has been submitted to the JPC, unless informed otherwise, the staff member will travel to the stated destination. Deliver a copy of the <u>travel permit</u> to the airline by the organization. In the case of visitors not resident in Sudan issuance of a <u>travel permit</u> will be in accordance with the following procedures: <ol style="list-style-type: none"> Request a travel permit after obtaining an entry visa before (3 working days) from the date of travel from the Humanitarian Aid Commission (Joint Procedures Center). Deliver a copy of the <u>travel permit</u> to the airline by the organization. Movement within the state is arranged in coordination with the state authorities.



3. Other States in Sudan:

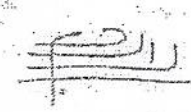
Procedures	Directives
(1) Travel procedures	<p>1) Issue <u>travel notification</u> to the capitals of the states for a year for all <u>resident foreign workers</u> in Sudan from <u>United Nations agencies, donors and international organizations</u> through the <u>Ministry of Foreign Affairs</u> as follows:</p> <p>a) All <u>United Nations agencies, donors and international organizations</u> to send lists of names of the foreign workers that need to travel to the other states in Sudan to the <u>Ministry of Foreign Affairs (Directorate General of Protocol)</u> to be delivered to the <u>Humanitarian Aid Commission (Joint Procedures Centre)</u> for approval.</p> <p>b) <u>Travel notification</u> for a year will be issued according to the approved lists.</p> <p>c) In the case of travel a copy of the <u>travel notification</u> should be submitted to the <u>Ministry of Foreign Affairs (Directorate General of Protocol)</u> to be delivered to the <u>Joint Procedures Centre</u> before (3 working days) from the date of travel.</p> <p>d) Once <u>notification</u> has been submitted to the <u>JPC</u>, unless informed otherwise, the staff member will travel to the stated destination.</p> <p>e) Deliver a copy of the <u>travel notification</u> to the airlines by the organization.</p> <p>2) In the case of <u>visitors not resident in Sudan</u> issuance of a <u>travel permit</u> will be in accordance with the following procedures:</p> <p>a. Request a <u>travel permit</u> after obtaining an <u>entry visa</u> before (3 working days) from the date of travel.</p> <p>b. Deliver a copy of the <u>travel permit</u> to the airlines by the organization.</p> <p>3) <u>Movement within the state</u> is arranged in coordination with the state authorities.</p>
(2) Immigration, labour and customs procedures	<ul style="list-style-type: none"> United Nations agencies and international organizations (in accordance with the directives of the Ministry of Foreign Affairs).
(3) Other administrative procedures	<ul style="list-style-type: none"> United Nations agencies and international organizations (in accordance with the directives of the Ministry of Foreign Affairs).

Endorsed by: Dr. Sulleman Abdelrahman

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HAC Commissioner General

4th March 2013



B) National and International Non-governmental Organizations

1. Darfur States:

Procedures	Directives
(1) Registration of international non-governmental organizations	<ul style="list-style-type: none"> • Regularization of temporary registration of international non-governmental organizations into permanent registration. • Organizations working in Darfur (temporary registration) to submit a request to the Humanitarian Aid Commission (Office of the General Registrar) by latest 30/04/2013. • Signing of the country Agreement with HAC.
(2) Immigration Procedures for national and international non-governmental organizations	<ul style="list-style-type: none"> • Grant entry visas to those related to humanitarian work through embassies and Sudanese missions abroad based on the approval of: Humanitarian Aid Commission (Joint Procedures Center) for national and international non-governmental organizations within (5) working days.
(3) Residence for national and international non-governmental organizations	<ul style="list-style-type: none"> • Within (3) working days through Humanitarian Aid Commission (Joint Procedures Center).
(4) Exit and entry for national and international non-governmental organizations	<ul style="list-style-type: none"> • Within (2) working days through Humanitarian Aid Commission (Joint Procedures Center).
(5) Labour Procedures for national and international non-governmental organizations	<ul style="list-style-type: none"> • Work permit within (5) working days through Humanitarian Aid Commission (Joint Procedures Center).
(6) Customs Procedures	<ul style="list-style-type: none"> • Continuation of the system to accelerate customs procedures for the humanitarian needs of Darfur.
(7) Travel Procedures	<ol style="list-style-type: none"> 1) Issue <u>travel notification</u> to the capitals of the states of Darfur for a year for all resident foreign workers in Sudan from national and international non-governmental organizations through the Joint Procedures Centre according to the following: <ol style="list-style-type: none"> a) All national and international non-governmental organizations operating in Darfur to send lists of names of the foreign workers to the Humanitarian Aid Commission (Joint Procedures Centre) for approval. b) <u>Travel notification</u> for a year will be issued according to the approved lists. c) In the case of travel a copy of the <u>travel notification</u> should be submitted to the Joint Procedures Centre before (3 working days) from the date of travel. d) Once <u>notification</u> has been submitted to the JPC, unless informed otherwise, the staff member will travel to the stated destination. e. Deliver a copy of the travel notification to the airlines by the organization. 2) In the case of visitors not resident in Sudan issuance of a <u>travel permit</u> will be in accordance with the following procedures: <ol style="list-style-type: none"> b. Request a <u>travel permit</u> after obtaining a visa before (3 working days) from the date of travel. c. Deliver a copy of the travel <u>permit</u> to the airlines by the organization. 2) Movement within the state is arranged in coordination with the state authorities.

Endorsed by: Dr. Sulleman Abdelrahman

HAC Commissioner General,

4th March 2013

2. South Kordofan and Blue Nile States:

Procedures	Directives
(1) Work of international non-governmental organizations	<ul style="list-style-type: none"> • Continuation of international non-governmental organizations working now in both states with national cadres and work in partnership with national non-governmental organizations.
(2) Receipt of relief and distribution	<ul style="list-style-type: none"> • Regarding relief, receipt and distribution is through the Humanitarian Aid Commission and the Sudanese Red Crescent and national non-governmental organizations.
(3) Travel Procedures	<ol style="list-style-type: none"> 1) Issue <u>travel permits</u> to the capitals of the two states through the Humanitarian Aid Commission (Joint Procedures Centre) according to the following: <ol style="list-style-type: none"> a) All national and international non-governmental organizations to send lists of names of the resident foreign workers that need to travel to the two States to the Humanitarian Aid Commission (Joint Procedures Centre). b) <u>Travel permit</u> with duration of three weeks will be issued according to the approved lists. Extension of the period will be according to need. c) In the case of travel a copy of the <u>travel permit</u> should be submitted to the Joint Procedures Centre before (3 working days) from the date of travel. d) Deliver a copy of the <u>travel permit</u> to the airlines, by the organization. 2) In the case of visitors not resident in Sudan issuance of a <u>travel permit</u> will be in accordance with the following procedures: <ol style="list-style-type: none"> a. Request a <u>travel permit</u> after obtaining an entry visa before (3 working days) from the date of travel from the Humanitarian Aid Commission (Joint Procedures Center). b. Deliver a copy of the <u>travel permit</u> to the airlines by the organization. 3) Movement within the state is arranged in coordination with the state authorities.

Endorsed by: Dr. Julieman Abdelrahman

HAC Commissioner General ,

4th March 2013

3. Other States in Sudan:

Procedures	Directives
(1) Travel procedures	<p>1) Issue <u>travel notification</u> to the capitals of the states for a year for all resident foreign workers in Sudan from national and international non-governmental organizations and donors through the Joint Procedures Centre according to the following:</p> <p>a) All national and international non-governmental organizations to send lists of names of the resident foreign workers to the Humanitarian Aid Commission (Joint Procedures Centre) for approval.</p> <p>b) <u>Travel notification</u> for a year will be issued according to the approved lists.</p> <p>c) In the case of travel a copy of the <u>travel notification</u> to be delivered to the Joint Procedures Centre before (3 working days) from the date of travel.</p> <p>d) Once <u>notification</u> has been submitted to the JPC, unless informed otherwise, the staff member will travel to the stated destination.</p> <p>e) Deliver a copy of the <u>travel notification</u> to the airlines by the organization.</p> <p>2) In the case of non-resident visitors issuance of a travel permit will be in accordance with the following procedures:</p> <p>a) Request a <u>travel permit</u> after obtaining an entry visa before (3 working days) from the date of travel.</p> <p>b) Deliver a copy of the <u>travel permit</u> to the airlines by the organization.</p> <p>3) Movement within the state is arranged in coordination with the state authorities.</p>
(2) Immigration, labour and customs procedures	<ul style="list-style-type: none"> National and international non-governmental organizations (according to the Voluntary and Humanitarian Work Act and regulations and guidelines of the General Directory of Procedures, Humanitarian Aid Commission).
(3) Other administrative procedures	<ul style="list-style-type: none"> National and international non-governmental organizations (according to the Voluntary and Humanitarian Work Act and regulations and guidelines of the General Directory of Procedures, Humanitarian Aid Commission).

4. Implementation and follow-up mechanisms:

The Technical Committee for Humanitarian Aid is the entrusted authority for implementation and follow-up with the assistance of the following entities:

1.	Ministry of Foreign Affairs.
2.	Humanitarian Aid Commission (Joint Procedures Center).
3.	Coordination Committee between the Humanitarian Aid Commission and the United Nations in Sudan.
4.	Any other structures concerned with humanitarian affairs at the federal, regional and state levels.

Endorsed by: Dr. Sulleman Abdelrahman

HAC Commissioner General,

4th March 2013