UNHRD – UNITED NATIONS HUMANITARIAN RESPONSE DEPOT

STANDARD OPERATING PROCEDURES

UNHRD Network

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1. Overview

1.1 Introduction

In 2000, WFP established the first Humanitarian response Depot in Brindisi. Based on WFP's own operational requirements and at its own cost, WFP embarked on the project of replicating the success of its Brindisi depot by establishing four additional hubs in strategic locations around world: Panama City (Panama), Accra (Ghana), Dubai City (UAE) and Subang (Malaysia).

UNHRD is now a preparedness tool that supports the strategic stockpiling efforts of United Nations, International, Governmental and non-Governmental organizations. The Network holds strategic stock reserves of emergency relief goods such as medical kits, shelter items, IT equipment and operations support assets to support relief organizations to respond to emergencies. The Network is also set up to facilitate WFP's capacity to respond to multiple large-scale emergencies at any given time.

1.2 Purpose and Coverage

The purpose of these SOPs is to provide guidelines and procedures for access to, and usage of, any of the depots within the UNHRD network (individually referred to as "HRDs"). These SOPs cover:

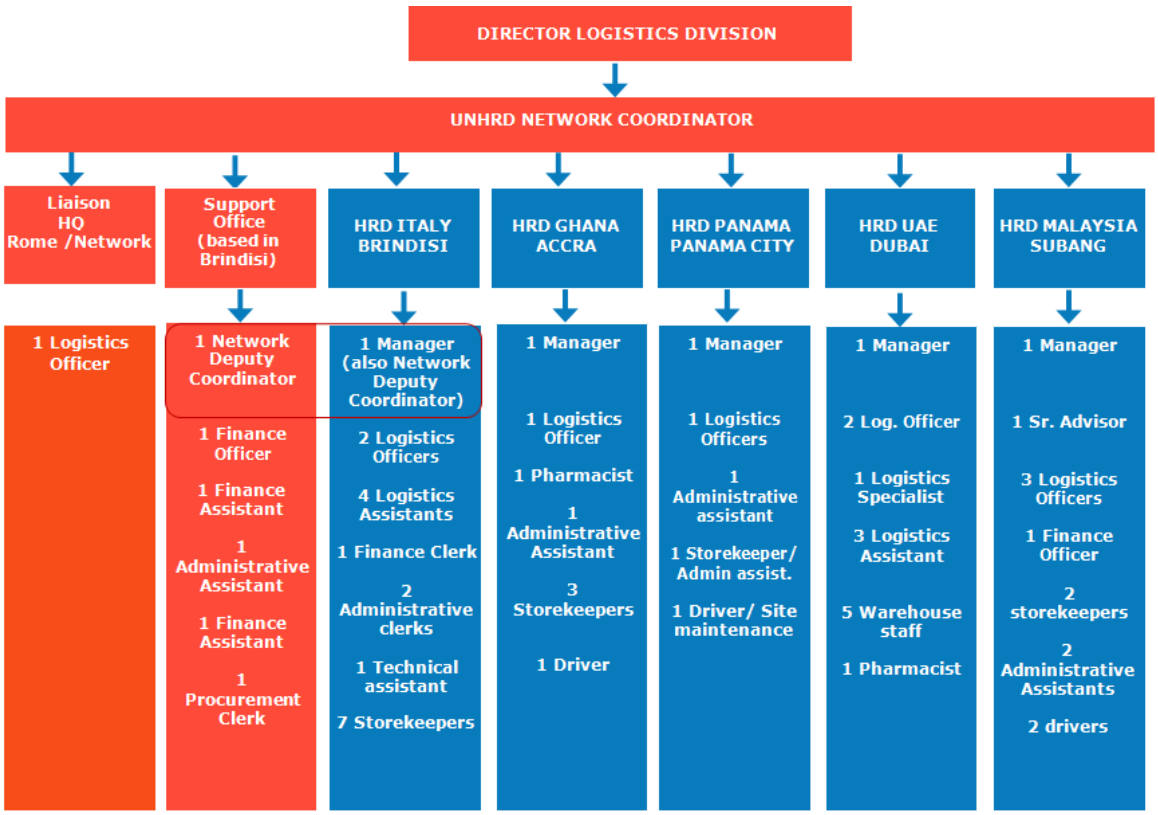
- General Guidelines
- Structure of the UNHRD and related premises
- Authorized Users of the UNHRD network
- Activation of HRD Services and the UNHRD Customer Service
- Financial Procedures
- Services offered by WFP corporate system
- Type of stocks allowed to be stored within the HRD Network; maximum acceptable stocks; loaning/borrowing stocks; and access to "white stocks"
- Delivery of stocks into the HRDs and technical details on import documentation and packaging details
- Exporting stocks from the HRDs
- Stocks management and disposal
- Quality Indicators for both Standard and Specific Services
- Overview of WFPs procurement rules and regulations

2. The Organizational Structure and the Facilities

2.1 The UNHRD Organigram

UNHRD falls within the administrative framework of WFP and therefore undergoes regular auditing according to WFP rules and regulations.

WFP provides the administration and financial management of the entire UNHRD network through the Support Office headed by the UNHRD Network Coordinator. Each HRD has a Manager who reports directly to the UNHRD Network Coordinator. The Network Coordinator, reports directly to WFP's Director of the Logistics Division (ODL). An organisational chart is annexed.



2.2 The Facilities

The HRDs are located within or near Airport Perimeters and include a minimum of 5,000 sq. m. covered storage and of 5,000 sq. m open storage. Every facility has a temperature controlled storage area and training centre facilities. For details on the premises of each HRD please refer to the factsheet in Annex 7.

3. The Authorized users

UNHRD "Authorized Users" are Humanitarian UN and non-UN Organizations, Humanitarian Agencies, Governmental and Non Governmental Organizations, that have signed a Technical Agreement (TA) with WFP to use the UNHRD Network. The TA shall be read in conjunction with these SOPs and the two documents represent the legal framework between WFP and the Authorized User for the provision of services within the UNHRD network. Authorized Users may have stocks based in one or more HRDs and may request services from any individual HRD. Authorized Users may request services even if they don't have stocks stored in any of the HRDs. For example, procurement services are offered by the UNHRD network to all Users.

Other humanitarian organizations / entities wishing to use UNHRD facilities and specific services (at cost), may request services on ad hoc basis.

All users authorized or ad hoc, are required to comply with these Standard Operating Procedures.[1]

[1] A proforma invoice, representing the contract, will be issued to all users, authorized or ad hoc. The financial obligation of the transaction will be confirmed through an advance payment, which will be requested of the user.

4. The Services

4.1"One-Stop-Shop" – UNHRD Customer Service

The UNHRD Customer Service mailbox represents the entry point for all users to access the UNHRD's services. All requests for services should be sent by email to one of the following dedicated email addresses: **UNHRD.customerservice@wfp.org** and, for the Dubai Hub only, **wfp.ghs@wfp.org**[2]. The manager of the HRD involved in the transaction should be copied on the email (please see relevant contacts – in particular, the Releasing authorities for HRD stocks - in the factsheets in Annex 5 and/or the UNHRD web site: **www.unhrd.org**). In the subject line of the email, the name of the involved country/destination should always be mentioned. Customer Service representatives are available in all HRDs and they will follow up requests regardless of the HRD concerned.

Customer Service is permanently available, holidays and weekends included. Each request coming through the UNHRD Customer Service mailbox is assigned with a reference number which is used in all subsequent e-mail's subject-lines to identify the transaction.

All HRDs have a duty officer on call and contactable 24 hours a day, 7 days a week. The contact details for each such duty officer can be found in the restricted area of the UNHRD Web-site.

4.2 Standard Services

Standard Services are those related to offloading, receipt, inspection, small repairs, customs document process financial costs excluded, warehousing, routine maintenance, stock management and administration. More detailed information on Standard Services is set out in Annex 1. Upon signing the TA, the Authorized Users automatically receive these services free of charge and in accordance with the quality indicators and timeframes detailed in Annex I. There is no need for the Authorized Users to request any of the Standard Services.

4.3 Specific Services and Payment

Specific Services are those additional services that UNHRD is able to provide to its users, upon request and on the basis of full cost recovery, i.e. the cost of the service plus a management recovery fee. Specific Services are considered major repairs, extraordinary maintenance of equipment, offloading of un-palletized cargo, procurement of non-food items (NFI) and services, transport of NFIs, technical missions to the field, insurance, stock disposal and any other service requiring

[2] The Global Humanitarian Service (GHS) was instituted as of 01 June 2011 in Dubai, where various WFP service centres, in addition to the UNHRD Dubai Hub, are based.

financial commitment by WFP. These services will be provided in accordance with the quality indicators and timeframes detailed in the Annex 2.

When a Specific Service is requested, the UNHRD Customer Service submits a Proforma Invoice (PI) to the user specifying the related costs and management recovery costs.

The user's approval and signature of the PI represents a formal financial engagement up to the amount indicated in the document (except for WFP, for whom the posting and release of a Purchase Order (PO) in favor of the UNHRD Vendor is also required). Once returned by the user to the Customer Service, the PI represents the formal request and allows for immediate action by UNHRD to execute the request.

If during the purchasing process, the cost of the service is higher than the estimated PI, a revised PI would be issued and submitted for acceptance by the user. No service will be performed if the cost exceeds the original PI estimate, unless formally approved by the user.

As mentioned above, the cost of each Specific Service has 2 components: the cost of the service or Direct Operational Costs (DOC) and the management recovery fee or Management Recovery Costs (MRC):

- DOC represents the direct operating cost of the service. Only for indicative purposes, a price list of Specific Services per hub is posted in the restricted area of the UNHRD web site and it represents an indicative guideline for preparing and approving the PIs.
- MRC represents the cost of providing and managing the Specific Service and it is recovered through a fixed percentage of 7% (this percentage is subject to be changed by WFP and any change will be communicated to UNHRD users).

The PI also includes a 10% safety margin calculated on the total of DOC to compensate for possible differences in the exchange rates recorded during the implementation of the service as well as differences between the estimate and the actual DOC. MRCs are calculated on top of both DOC and the safety margin;

> **NB:** There is no obligation for Authorized Users to use the Specific Services provided by UNHRD. Users are free to arrange for these services independently with their own suppliers. However where UNHRD staff and/or equipment are used for loading, the published prices will apply.

The following details are included in the Proforma Invoice:

- The Proforma Invoice No;
- The date of issuance;
- A complete and clear description of the service or goods being requested;
- The quantity of the service or goods being requested;
- The total price of the service or goods being requested (and unit price where

applicable);
- The currency in which the service or goods will be sold (US dollars);
- The physical address of both UNHRD and the user;
- The estimated delivery schedule and delivery terms, where applicable;
- The INCOTERM to be used together with the transit/delivery time from the point of origin to the final destination, when applicable;
- The UNHRD Customer Service tracking number assigned to the transaction;
- Any other information relevant to the order.

Settlement of the Invoice (Debit Note): Settlement of the Debit Note will be via bank transfer according to the banking instructions provided by UNHRD. The payment terms are within 30 days from the issuance of the Debit Note.[3]

Other services offered by the WFP corporate system to the humanitarian community: WFP can offer other services to the humanitarian community. These services include:

- Air transport services (through the Aviation service of the Logistics Division)
- Sea shipments (through the Shipping service of the Logistics Division)
- Procurement of non food items, including IT and communications equipment (through Dubai Office and its FITTEST service)
- Light and armored Vehicles (through the Global Vehicle Leasing Programme - GVLP Dubai Office).

Users can request such services through UNHRD under the TA umbrella and in line with the same terms and conditions reported in the TA and these SOPs. These extra services will be gathered under a joint WFP service catalogue and made available to all users.

[3] The terms Debit Note and (Final) Invoice are used interchangeably: they are both synonymous with a document submitted to a customer, identifying a transaction for which the customer owes payment to the issuer, i.e., a demand or request for payment.

5. The Assets

5.1 Type of Stocks

The UNHRD network is designed to support emergency response hence assets are readily available for deployment within a 24/48 hour time frame. However, UNHRD network facilities are not long-term storage sites or convenient drop-off sites for equipment which has no emergency value or is unserviceable. In this context, Users are responsible for ensuring their stocks are rotating frequently. Users will be requested to take back any stock for which no movement has been recorded after 24 months. UNHRD can, if required, arrange for prolonged storage as a specific service.

HRD Network emergency stocks can include:

- **Physical Stocks** (new and refurbished)
  - Authorized User's Stocks;
  - Suppliers stocks on-site ("**White Stocks**");
  - Shared Stocks.
- **Virtual stocks** (held by the supplier)

Users can access the list of all users stocks in all hubs on a real time basis on the UNHRD website at www.unhrd.org. Additional details such as estimated costs of each items are available to authorized users on the restricted area of the UNHRD website (credentials required).

Users' stocks are specific to the organizational mandate of the User. These stocks can either be procured directly by the Users or, upon request, through UNHRD as a Specific Service.

"White Stocks" are Suppliers' stocks stored within the network premises pursuant to a Long Term Agreement (LTA) with WFP. These LTAs establish product specifications, price, expected delivery timeframe within the UNHRDs and related availability. These stocks are not 'owned' by any one agency and are not guaranteed to be permanently in-stock at each HRD; they are still owned by the supplier and they are not marked with any logo/emblems, hence they are identified as UNHRD White Stocks. WFP may offer these stocks to its Users under the same terms and conditions and pending their availability in the UNHRD network.

Users are allowed loan, sell or exchange stocks with other users, subject to a bilateral agreement between parties. These are considered **shared stocks**. The most common way to access another Users' stocks is through a sale, e.g. "User A" may buy items which are part of "User B's" stocks and takes possession of them upon issuance by "User B" of a releasing authority (see par. 5.3 below). Upon request from the lending/selling User, UNHRD may take care of the procurement for the replenishment of the sold stock; alternatively the User may replenish its own stock. The access documentation is the responsibility of the Users. The HRD managers will ensure that the manifest of the discharge is duly recorded and available for review by either party.

The HRDs are designed to utilize new stocks and process the movement of stocks one-way from the supplier to the emergency. However, there are exceptions and items can be refurbished and brought back to certifiably acceptable status, e.g. armored vehicles. Demobilizing equipment from deactivated missions will be at the cost of the User and require appropriate certification that the refurbishment was successful. The decision of whether or not the item(s) can be returned to the HRDs will be mutually agreed between the HRD Manager and the User. The final decision on the matter will remain with the HRD Manager.

Virtual Stocks refer to those items not physically present in the HRD but that have a 'virtual' place in the facility through a WFP Long-Term Agreement while they are physically positioned within the suppliers' premises. These stocks are released to UNHRD upon the issuance of a Purchase Order. This mechanism allows prices to be negotiated prior to the requirement of the stock and includes a 'guaranteed' delivery timeframe. UNHRD will not be held responsible if the selected supplier does not meet the delivery time.

Stock valuation will be based on the actual invoiced amount or, in the case of approved second-hand items, value will be the one indicated by the User. Indeed, the stock valuation remains under the sole responsibility of the stock's owner.

Reports of stock positions are prepared by UNHRD and each change/movement in stock are notified to the Users on a regular basis. Stock reports are available on the UNHRD Web-site (www.unhrd.org) on a real time basis.

In addition to the above stock reports, an electronic catalogue of all items stored at each HRD is being finalized and will be posted on the UNHRD website.

Stock levels per HRD will be established by the HRD Manager through (i) storage space requested and expressed in volume and (ii) type and quality of stock needed in the region served by each HRD. The storage space requested is subject to revision and it will be based on (a) stock rotation (b) recognized needs in the region of the type of relief items stored by each User, based on a research supported by the Lead Cluster Agencies (c) storage space availability. In case of space limitation priorities will be determined in line with the region's exigencies as per (b) above and is at the ultimate discretion of the HRD Manager.

5.2 Physical Stock Count

Every year in December, each HRD will carry out a physical count of its stocks. The annual physical count is considered a Standard Service. Any request by Users for an additional physical count exercise –or for a physical count to be held at a different time of the year (i.e., other than December) –will be treated as a Specific Service, which will be performed on a full cost-recovery basis, the cost of which is not negotiable. See Annex 2 for additional details.

5.3 Releasing authority and access to other Users' stocks

Each User is responsible for indicating the releasing authority for its stock, i.e. which official(s) within its own organization has(ve) the authority to authorize UNHRD to release its stocks. The releasing authority list is detailed in Annex 5. Any change of the

releasing authority will be reported in these SOPs and published in the UNHRD website's restricted area.

No one has access to release, loan, borrow, sell or use the stock of another User without the written consent of the Releasing Authority for such stock(s).

5.4 Stock Disposal

In the event that stocks have expired, the User will be notified of the actions required. These items will be destroyed or disabled in a way that is in line with national regulations and international protocols on disposal of expired stocks. The cost of such disposal will be at the stock owner's expense.

If a User cannot maintain its stock in a useable and acceptable manner, the HRD Manager will propose to the owner to sell, destroy or return the goods and will facilitate the decision of the User. Again, the cost will be at the stock owner's expense.

If a User abandons its stock or is unable to meet the financial requirements of maintaining the stocks, the HRD Manager, after giving proper notification to the owner, will dispose of the stocks in the most appropriate and cost-effective manner for UNHRD.

6. Shipments

6.1 Import Procedures to any of the HRDs

Stocks delivered into the HRDs must be delivered using the INCOTERM DAP. Any additional cost related to non-DAP deliveries will be borne by the User/stock owner. Notification of the delivery must be given to, the UNHRD.CustomerService@wfp.org and the responsible HRD Manager. At least a one-week notice should be given to each HRD prior to the ETA of the shipment. Should sufficient space not be available at the required hub, UNHRD will inform the User accordingly and reserves the right to refuse the shipment. The hub manager may propose alternative solutions including the provision of dedicated storage space as a specific service.

Original shipping documents must show "UNHRD + Country" as Consignee of the cargo for customs clearance purposes.

The stocks should arrive with appropriate packaging that allows HRD staff to process the offloading, inspection, location and preparation for later rapid dispatch. All stocks should be delivered packed, wrapped, strapped and palletized on Euro pallets or other standard pallets not exceeding the maximum height of 1.1 m - 2.10 m.

The documents and information listed below are the basic requirements for all UNHRD Users to import items into an HRD:

- Notification of Shipment by User specifying the INCOTERMs and cargo/ packaging description
- Shipping documents necessary for import (copy by email and originals by courier for ocean shipments, prior to cargo arrival) including:
    1. AWB, BoL or CMR depending on mode of transportation
    2. Commercial Invoice or Gift Certificate
    3. Packing List
    4. Certificate of Origin (including HS code for relevant products, thereby allowing proper customs clearance)
    5. Any other certificate relevant to the specific cargo (confirm with HRD Manager in advance)
- Estimated delivery time
- Inventory value (in case of WFP, for the second hand items only)
- Copy of the Purchase Order and, in particular, technical specifications
- Material Safety Data Sheet as required (see Annex 6 of these SOPs)
- Shipping Unit Label (items description, number of units, dimensions, weight, User reference number, etc.).

All of the above should be provided to the concerned HRD Manager. UNHRD reserves the right to request any additional certificate/documents which might be required for import of stocks into the HRD host country.

Each HRD acknowledges receipt of stocks via e-mail, as per the Quality indicators and will issue an inspection report confirming receipt of cargo and its conformity with the purchase order. HRD stocks should arrive pre-packaged in a manner suitable for rapid export. When the items delivered are not in line with the Purchase Order or when their

packaging is not appropriate the inspection report will include recommendations as for actions that need to be taken.

6.2 Export Procedures from any of the HRDs

Requests for export from an HRD should be submitted to the aforementioned mailbox, UNHRD.CustomerService@wfp.org, and to the responsible HRD manager (please also refer to paragraph 5.3 above).

The documents and information listed below are the basic requirements for all Users to export items from an HRD:

The User or their designated recipient shall provide in advance

- Written authorization from the stock owner releasing authority
- Stock (cargo) description
- Quantity
- Consignee, Destination and Delivery terms
- Cargo delivery address
- Shipping documents delivery address
- Point of contact at destination to be included in the packing list
- Type of Specific Service, if requested
- Any import authorization or agreement established with the recipient country authorities for tax exemption or any other import fees
- Any certificate needed for import procedures in the recipient country or for transport purpose (e.g. Certificate of origin/IATA Certificate for dangerous goods)
- Any other particular recommendation
- Signed pro-forma invoice (for WFP User, released PR/PO in WINGS) as described in 4.3 of these SOPs)
- Spending authorization, for Users who have granted advanced Specific service funding to UNHRD
- Where applicable, delivery to Door or to Airport (the type of service varies amongst hubs).

<u>Upon receipt of goods</u>

- Acknowledgement of receipt by returning a copy of the relevant, signed cargo document (waybill, delivery note, other cargo receipts, etc.). A duly signed Packing List-Proforma Invoice should supplement these documents and, in exceptional circumstances, can be used as receipt acknowledgement in lieu of the afore-mentioned cargo documents.

In the absence of the above (i.e., receipt acknowledgement by consignee), the proof of delivery will be posted in the system seven (7) days after the freight forwarder has confirmed proper delivery of cargo.

UNHRD will provide

1. Shipping documents (1 original and 2 copies) including:
   - Packing List and pro-forma invoice
   - AWB/BoL or CMR as per means of transport requested
   - Gift Certificate
   - Export Customs Declaration and Clearance
   - Any other certificate if available and needed (e.g. IATA Certificate for dangerous goods/Health Certificate/Certificate of origin)

2. UNHRD (consignor) point of contact

NB: Goods will have to be custom-cleared at destination by the Consignee indicated by the user.

Export orders are processed on a first-come, first-served basis based on requests and funded transportation. UNHRD will facilitate the pooling of transport assets whe- re possible and appropriate.

ANNEX 1
STANDARD SERVICES

Standard Services are offered at no cost to the Authorized Users. These are services include the "routine" management of stock from the point of receipt at the HRD and during the period of storage at the HRD.

The list of the Standard Services can be summarized as follows:

- Offloading of cargo received (packaged according to the SOPs)
- Issuance of inspection reports
- Import Customs procedures
- Placing stocks in store
- Providing storekeeping services
- Regularly issue stock reports
- Preparing cargo for dispatch
- Preparing export documentation package
- Preparing activity reports (on receipt/dispatch)
- Annual stock inventory

The services will be regularly granted to all Authorized Users in line with the Quality Indicators and timeframe below.

#	Service	Output expected	Timeframe
1	Receipt of stocks at HRD	Acknowledge receipt	• 24/48 hrs
2	Inspection of stocks at HRD	Inspection as per form #6 attached	• One week
3	Storage	In appropriated space	• Same date of the inspection
4	Regular/Routine Storekeeping	Annual Physical count Check perishable items data	• December each year • Regularly shown in the stock report with expiry date/batch#
5	Handling within the premises	Offloading Loading preparation	• As soon as delivered at HRD • Upon receipt of a dispatch request
6	Minor repairs	Minor repairs on packaging	• As soon as inspected • Before storing items
7	Customs procedures in and out	Documentation IN and OUT	• In line with agreement with host government

#	Service	Output expected	Timeframe
8	Storage of Drugs including those under International control and drugs subject to cold chain	Appropriate storage location /Storage in the refrigerated cell. Appropriate packaging before shipping	• As soon as delivered • Before departure
9	Access to other common services	Contacts with the concerned focal points	• Within 24/48 hrs of request
10	Facilitate communication among Users on loan/borrowing	Contacts with the releasing authorities Provision of relevant recommendations	• 24/48 hrs • 24/48 hrs
11	Identify suitable packaging	Submit technical proposal on the packaging configuration and technical specs on the packaging to be adopted	• Upon request and within one week of request
12	Issuing of stock reports	Updated stock report	• Monthly, via e-mail • Weekly, published on the restricted area of the web-site
13	Access to the web-site	Passwords and User Names Issued Regular maintenance of website	• Within one week of Users request • As required
14	Access to HRD premises	Access ensured	• Within 24 hrs

ANNEX 2
SPECIFIC SERVICES

A) Definition: "Specific Services" are those activities and tasks which require a financial engagement by the Authorized Users. The Specific Services mainly relate to:

- Maintenance of assets during their storage period in a HRD
- Maintenance/management of vehicles and drugs, including those under international control
- Handling and repackaging of stocks received (not in compliance with SOPs)
- Procurement of stock and services (including transport services) on behalf of Users.
- Kitting, palletizing, loading out, technical missions, use of training facilities, stock insurance, etc.
- Any service provided by other WFP Services/Branches and requested through UNHRD, under the TA umbrella and related SOPs.

B) Purpose: To offer an alternative solution to the Users other than commercial options.

C) Optional: The Specific Services are offered to the Users as an option.

D) Negotiability: the cost of the services provided by HRD is not negotiable.

#	Services	Output expected	Timeframe
1	Management of Drugs including those under Inter- national Control and requiring cold chain Professional Pharmacist service	Registered as appro-priate and as requested by user and / or MOH. Request Authorization from the MOH of the recipient country Request authorization for export to the MOH Clearing documentation	As soon as delivered. As soon as indicated by recipient country but always prior to cargo arrival. Upon receipt of clearance by MOH of recipient country
2	Management of dangerous goods	Verify appropriate packaging and documentation	As soon as delivered

3	Handling and Ramp Assistance for air operations	Financial proposal based on cargo Gross Weight. Loading according to flight plan.	Immediately, as soon as airlift is decided
4	Handling of sea/land shipment	Financial Proposal Loading according to the departure schedule	As soon as means of transport is available
5	Kitting	Assembled items according to the kitting composition	Within deadline agreed
6	Repackaging due to major damage	Repackaging as per Inspection Report	Within deadline estimated in Inspection Report
6a	Procurement of NFI	Bid exercise and PO according WFP rules and regulations	Bid launched (in case of LTAs, PO issued), within one week of receipt of a signed PI
6.b	Procurement of Transport Service	Bid exercise and PO in line with WFP rules and regulations Instructions for particular items requiring cold chain or under DGR	Action within 24/48hrs of request
6.c	Repair/Refurbishment of 2nd hand assets	Estimated proposal and timeframe of works	Bid within one week of receipt of signed PI
6.d	Disposal of assets	Local PSB and recommendations PI issued	One month from Users approval
7	Technical Assistance in the field	TOR for the mission Mission Report	As soon as approved and Visas/security clearances obtained, if needed Within 10 days of end of mission
8	Extraordinary Physical Count	Updated stock report and PI issued	3 days

9	Training Centre Facilities	Training schedule and PI provided	3 days
10	Insurance	Technical and Financial Proposal	As and when required
12	Vehicle maintenance	Update checklist card for vehicles	Monthly
13	Any Other Service	Evaluation on a case by case basis	As appropriate

ANNEX 3
WFP PROCUREMENT RULES AND REGULATIONS

Procurement Objectives

The overall objective of procurement in WFP is the effective purchasing of goods and services to support WFP development projects and emergency operations.

The specific objectives are to obtain the best value for expense incurred, effective and efficient use of resources in a competitive and transparent manner, and sound procurement processes that contribute to operational and strategic goals.

Procurement Principles

The procurement policy of WFP is **competition**. Competition is met if at least three suppliers are invited to submit Quotations / Bids / Proposals, regardless of how many offers are received. It is desirable to invite as many qualified suppliers as practical, based on the WFP Roster of Potential Suppliers. WFP may also formally advertise its procurement needs on an international basis if necessary.

All procurement undertaken by WFP is subject to obtaining competitive Quotations / Bids / Proposals. It is the most transparent mode to procure goods and services at the most advantageous cost and terms.

However, there may be situations in which competition is not possible or practicable. In those cases direct procurement may be approved by the appropriate authority without following a competitive selection.

Competition may be waived for the following reasons:

- when prices or rates are fixed pursuant to national legislation or regulatory bodies;
- when WFP, on the basis of competent technical advice, has approved the standardization of supplies, equipment, spare parts and other items and where the related services pertaining to these standardized items make competition impractical;
- when the requirements of emergency operations, or other operational needs, do not permit the delay attendant on the execution of a competitive process;
- when only one source can reasonably meet WFP's requirements or the procurement relates to perishable supplies;
- when competition for identical items has been obtained during the preceding three months, unless there has been a substantial change in price or market trends in the meantime;
- when the proposed contract is for services of individuals other than staff members.

A written Justification for Waiving Competition is required. It shall be requested by the Requesting Officer and approved and signed by the appropriate Procurement

Authority before the purchase / contract action can proceed. Abuse of this competitive procurement exception may result in the withdrawal of Procurement Authority.

The separation of duties in the procurement function is an important principle of internal control. A procurement professional, or the staff member assigned to procurement, must not be responsible for requesting a procurement action, writing the technical specifications or scope of work, soliciting Bids or Proposals or approving award and payment.

Regional Managers and Country Directors shall at all times be aware of and ensure the separation of duties in procurement. The Regional Procurement Officer plays an important role in advising Regional Managers / Country Directors on operational practices to abide by the principle of separation of duties. The Director, Management Services Division, is responsible for ensuring that the separation of duties in the procurement function is maintained at Headquarters.

CHILD LABOUR & ANTIPERSONNEL MINES

The following are included in the WFP purchase order terms and conditions:

ANTIPERSONNEL MINES

The Supplier guarantees that it is not engaged in the sale or manufacture, either directly or indirectly, of anti personnel mines or any components produced primarily for the operation thereof. Any breach of this representation and warranty shall entitle WFP to terminate the Purchase Order immediately upon notice to Supplier, at no cost to WFP.

CHILD LABOUR

The Supplier represents and warrants that neither it, nor any suppliers it retains, is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health and physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle WFP to terminate the Purchase Order immediately upon notice to the Supplier, at no cost to WFP.

ANNEX 4
TOR HRD "RRT" (Rapid Response Team)

A) Team composition and charging costs:

- RRT normally consists of a minimum of two persons, one of whom acts as team leader.
- Cost of travel expenses, DSA, replacement in the hub while on mission and any other related costs, will be charged to the User.
- HRD does not recommend the use of RRT for long term missions or for the full installation of the equipment, but rather to train local staff build capacity.

B) General tasks:

- Support the User in, as requested by the user, receiving, storing, training on installation, maintenance and repackaging of equipment and assets sent out from UNHRD;
- If needed, support the User in the assessment of the areas where the equipment will be installed;
- In case of requests for demobilization of second hand equipment into an HRD, support the User during the project's phasing out;
- as required, management of staging areas/cargo center/transshipment point for large WFP specific or interagency operations.
- Within 10 days from the end of the mission, issuing of mission reports including lessons learned, recommendations and actions to be taken.

C) Detailed tasks:

Option 1)

- Carry out a quick assessment of the areas previously identified by the User, analyze constraints as well as any unforeseen need for additional equipment/material to reach the best set up;
- Support the User in designing a distribution, training and installation plan;
- Support in the selection and identification process of the most suitable local staff to be trained to install, maintain, dismantle and/or re-package the equipment/assets provided by UNHRD;
- Train local staff on the above mentioned activities and identify the most skilled people to be recommended to the User for future installation/maintenance plans;
- Ensure that all installation and maintenance manuals are handed over to the User on site;
- Provide a final inventory list of the equipment installed.

Option 2)

- Quick assessment of the equipment for which the demobilization into an HRD has been proposed;
- Cost estimate of the transport to the closest facility;
- Cost estimate and timing for the refurbishment; Reasons for suggesting/re-commending the demobilization in lieu of their write-off.

Option 3)

- In coordination with other Inter-agency and Logistics mechanisms /organizations, set-up and manage a cargo center/transshipment point/staging areas, including management of incoming and outgoing shipments;
- Record incoming, out-going and balances of relief items;
- Prepare relief items and required documentation for outbound shipments;
- Issue reports on the incoming-outgoing-balances movements, as required;

ANNEX 5
Releasing Authority for Stocks held by UNHRD

Names/contacts of persons authorized to release stocks from their respective organization are available in the restricted area of the UNHRD Website (www.unhrd.org).

This list should be updated regularly by each User.

ANNEX 6
Material Safety Data Sheet (MSDS)

General Description

In special circumstances and when required a material Safety Data Sheet is required, refer below for further information on (MSDS's).

A material safety data sheet (MSDS) is a specially designed form containing data regarding the properties of a particular substance. An important component of product stewardship and workplace safety, it is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill handling procedures. The exact format of an MSDS can vary from source to source within a country depending on how specific is the national requirement. MSDS (material safety data sheets) are a widely used system for cataloging information on chemicals, chemical compounds, and chemical mixtures. MSDS information may include instructions for the safe use and potential hazards associated with a particular material or product. MSDS can be found anywhere chemicals are being used.

Below a specimen example of a Material Safety Data Sheet

DEGESCH AMERICA, INC.

MATERIAL SAFETY DATA SHEET: ALUMINUM PHOSPHIDE, PHOSTOXIN®

PROPER DOT SHIPPING NAME: ALUMINUM PHOSPHIDE, 4.3 UN1397 PG I DANGEROUS WHEN WET, POISON LABELS APPLY

SECTION I - PRODUCT INFORMATION

Manufacturer:

DEGESCH America, Inc.
275 Triangle Dr.
P. O. Box 116
Weyers Cave, VA 24486 USA

Telephone: (540) 234-9281
Telefax: (540) 234-8225
Internet Address:
http://www.degeschamerica.com

EMERGENCY TELEPHONE NOS.:

Emergency - Chemtrec (800) 424-9300
Emergency and Information - DEGESCH America, Inc. (540) 234-9281

Phostoxin is available as 0.6g pellets and 3.0g tablets. Tabletized Phostoxin is also available in gas permeable packages called Prepacs and Ropes. Products are packed in gas-tight containers.

Date of Revision: March 1999

SECTION II - HAZARDOUS INGREDIENTS INFORMATION

Identity:

Phostoxin, Aluminum Phosphide, AlP - reacts with water to produce phosphine, hydrogen phosphide, PH_3 as shown in Equation 1. Phostoxin is formulated with 55% aluminum phosphide and also contains ammonium carbamate and inert ingredients. Ammonium carbamate releases ammonia and carbon dioxide as shown in Equation 2.

1) $AlP + 3H_2O \rightarrow Al(OH)_3 + PH_3$ 2) $NH_2COONH_4 \rightarrow 2NH_3 + CO_2$

AlP CAS No. 20859-73-8 NH_2COONH_4 CAS No. 1111-78-0

PH_3 CAS No. 7803-51-2 NH_3 CAS No. 7664-41-7

CO_2 CAS No. 124-38-9

NFPA Chemical Hazard Ratings:
Flammability Hazard 4
4
Reactivity Hazard 2
Special Hazard W

SARA Physical and Health Hazards:
Fire Health Hazard
Reactivity
Immediate (Acute)

Inhalation Exposure Limits:

Component	OSHA PEL TWA (ppm)	ACGIH TLV TWA (ppm)	ACGIH TLV STEL (ppm)	NIOSH IDLH (ppm)
Hydrogen Phosphide*	0.3	0.3	1.0	50
Ammonia	50	25	35	300
Carbon Dioxide	5,000	5,000	30,000	40,000

*EPA limits are 0.3 ppm TWA during fumigation and 0.3 ppm ceiling at all other times.

SECTION III - PHYSICAL CHARACTERISTICS

Boiling Point:
AlP >1000°C
PH_3 -87.7°C

Specific Gravity of Vapors (Air = 1):
AlP N/A
PH_3 1.17

Vapor Pressure:
AlP 0mm Hg
PH_3 40mm Hg @-129.4 °C

Solubility in Water:
AlP Insoluble, reacts
PH_3 26cc in 100 ml water at 17 °C

Appearance and Odor:

Phostoxin and aluminum phosphide have a greenish-gray color and the hydrogen phosphide (phosphine, PH_3) gas produced by these chemicals has an odor described as similar to garlic, carbide or decaying fish.

Specific Gravity:
AlP 2.85

Melting Point:
AlP >1000°C
PH_3 -133.5°C

SECTION IV - FIRE AND EXPLOSION HAZARD DATA

Flash Point:
Aluminum phosphide and Phostoxin are not themselves flammable. However, they react readily with water to produce hydrogen phosphide (phosphine, PH_3) gas which may ignite spontaneously in air at concentrations above its LEL of 1.8% v/v. UEL of hydrogen phosphide is not known.

Extinguishing Media:
Suffocate flames with sand, carbon dioxide or dry extinguishing chemicals.

Special Fire Fighting Procedures:
Do not use water on metal phosphide fires.

Respiratory Protection:
Wear NIOSH/MSHA approved SCBA or equivalent respiratory protection.

Protective Clothing:
Wear gloves when handling Phostoxin tablets, pellets or dust.

Unusual Fire and Explosion Hazards:
Hydrogen phosphide-air mixtures at concentrations above the lower flammable limit of 1.8% v/v, PH_3 may ignite spontaneously. Ignition of high concentrations of hydrogen phosphide can produce a very energetic reaction. Explosions can occur under these conditions and may cause severe personal injury. Never allow the buildup of hydrogen phosphide to exceed explosive concentrations. Open containers of metal phosphides in open air only and never in a flammable atmosphere. Do not confine spent or partially spent dust from metal phosphide fumigants as the slow release of hydrogen phosphide from these materials may result in the formation of an explosive atmosphere. Spontaneous ignition may occur if large quantities of aluminum phosphide or magnesium phosphide are piled in contact with liquid water. This is particularly true if quantities of these materials are placed in moist or spoiled grain which can provide partial confinement of the hydrogen phosphide gas liberated by hydrolysis.
Fires containing hydrogen phosphide or metal phosphides will produce phosphoric acid by the following reaction:

$$2PH_3 + 4O_2 \longrightarrow 3H_2O = P_2O_5 \longrightarrow 2H_3PO_4$$

SECTION V - REACTIVITY DATA

Stability:
Phostoxin and aluminum phosphide are stable to most chemical reactions, except for hydrolysis. They will react with moist air, liquid water, acids and some other liquids to produce toxic and flammable hydrogen phosphide gas. Hydrogen phosphide may react vigorously with oxygen and other oxidizing agents.

Incompatibility:
Avoid contact with water and oxidizing agents.

Corrosion:
Hydrogen phosphide gas may react with certain metals and cause corrosion, especially at higher temperatures and relative humidities. Metals such as copper, brass and other copper alloys, and precious metals such as gold and silver are susceptible to corrosion by phosphine. Small electric motors, smoke detectors, brass sprinkler heads, batteries and battery chargers, fork lifts, temperature monitoring systems, switching gears, communication devices, computers, calculators and other electrical equipment may be damaged by this gas. Hydrogen phosphide will also react with certain metallic salts and, therefore, sensitive items such as photographic film, some inorganic pigments, etc., should not be exposed.

Hazardous Polymerization:
Will not occur.

SECTION VI - HEALTH HAZARD INFORMATION

Routes of Entry:
The dermal toxicity of aluminum phosphide is very low. The LD_{50} via the dermal route is greater than 5,000 mg per kilogram for a 1-hour exposure. Primary routes of exposure are inhalation and ingestion.

Acute and Chronic Health Hazards:
Phostoxin is a highly acute toxic substance. The LC_{50} for hydrogen phosphide gas is about 190 ppm for a one-hour inhalation exposure. The acute oral toxicity of the Phostoxin formulation was found to be 11.5 mg/kg of body weight. Phostoxin is not known to cause chronic poisoning.

Carcinogenicity:
Phostoxin is not known to be carcinogenic and is not listed as such by NTP, IARC or OSHA.

Signs and Symptoms of Exposure:
Aluminum phosphide tablets, pellets and dust react with moisture from the air, acids and many other liquids to release hydrogen phosphide (phosphine, PH_3) gas. Mild exposure by inhalation causes malaise (indefinite feeling of sickness), ringing in the ears, fatigue, nausea and pressure in the chest which is relieved by removal to fresh air. Moderate poisoning causes weakness, vomiting, pain just about the stomach, chest pain, diarrhea and dyspnea (difficulty in breathing). Symptoms of severe poisoning may occur within a few hours to several days resulting in pulmonary edema (fluid in lungs) and may lead to

dizziness, cyanosis (blue or purple skin color), unconsciousness, and death.

Emergency and First Aid Procedures:

Symptoms of overexposure are headache, dizziness, nausea, difficult breathing, vomiting, and diarrhea. In all cases of overexposure get medical attention immediately. Take victim to a doctor or emergency treatment facility.

If the gas or dust from aluminum phosphide is inhaled:
Get exposed person to fresh air. Keep warm and make sure person can breathe freely. If breathing has stopped, give artificial respiration by mouth-to-mouth or other means of resuscitation. Do not give anything by mouth to an unconscious person.

If aluminum phosphide pellets, tablets or powder are swallowed:
Drink or administer one or two glasses of water and induce vomiting by touching back of throat with finger, or if available, syrup of ipecac. Do not give anything by mouth if victim is unconscious or not alert.

If powder or granules of aluminum phosphide get on skin or clothing:
Brush or shake material off clothes in a well ventilated area. Allow clothes to aerate in a ventilated area prior to laundering. Do not leave contaminated clothing in occupied and/or confined areas such as automobiles, vans, motel rooms, etc. Wash contaminated skin thoroughly with soap and water.

If dust from pellets or tablets gets in eyes:
Flush with plenty of water. Get medical attention.

SECTION VII - PRECAUTIONS FOR SAFE HANDLING

Spill Cleanup Procedures:

If possible, dispose of spilled Phostoxin by use according to label instructions. Freshly spilled material which has not been contaminated by water or foreign matter may be replaced into original containers. Punctured flasks or containers may be temporarily repaired using aluminum tape. If the age of the spill is unknown or if the Phostoxin has been contaminated with soil, debris, water, etc., gather up the spillage in small open buckets having a capacity no larger than about 1 gallon. Do not add more than about 1 to 1.5kg (2 to 3 lbs.) to a bucket. If on-site wet deactivation is not feasible, transport the uncovered buckets in open vehicles to a suitable area. Wear gloves when handling Phostoxin.

Respiratory protection may be required during cleanup of spilled material. If the concentration of hydrogen phosphide is unknown, NIOSH/MSHA approved SCBA or its equivalent must be worn.

Small amounts of spillage, from about 4 to 8 kg (9 to 18 lbs.) may be spread out over the ground in an open area to be deactivated by atmospheric moisture. Alternatively, spilled Phostoxin may be deactivated by the wet method as described in the following.

Wet Deactivation of Spilled Phostoxin:

1. Deactivating solution is prepared by adding the appropriate amount of low sudsing detergent to water in a drum or other suitable container. A 2% solution or 4 cups of detergent in 30 gallons is suggested. The container should be filled with deactivating solution to within a few inches of the top.

2. The material is added slowly to the deactivating solution and stirred so as to thoroughly wet all of the Phostoxin. This should be carried out in open air and respiratory protection may be required. At no time should the deactivation drum be covered.

3. No more than about 45 to 50 lbs. of Phostoxin should be added to 15 gallons of water-detergent mixture. Prepacs and Ropes may ignite during wet deactivation if they are allowed to float to the surface. Add weights or otherwise ensure that Prepacs and Ropes stay submerged until deactivation is completed.

4. Allow the mixture to stand, with occasional stirring, for about 36 hours. The resultant slurry will then be safe for disposal.

5. Dispose of the slurry of deactivated material, with or without preliminary decanting, at a sanitary landfill or other suitable site approved by local authorities. Where permissible, this slurry may be poured into a storm sewer or out onto the ground.

For Assistance:

Contact - DEGESCH America, Inc.
Telephone: (540) 234-9281
Telefax: (540) 234-8225
Internet address: http://www.degeschamerica.com
or

Chemtrec: (800) 424-9300

Disposal of Spent Phostoxin:

When being disposed of, spilled or partially reacted Phostoxin is considered a hazardous waste under existing Federal Regulations. If properly exposed, the grayish-white residual dust after a fumigation will not be a hazardous waste and normally contains only a very small amount of unreacted aluminum phosphide. This waste will be safe for disposal. However, the spent residual dust from incompletely exposed Phostoxin may require special care.

Triple rinse flasks and stoppers with water. Then offer for recycling or reconditioning, or puncture and dispose of in a sanitary landfill, or by other procedures approved by state and local authorities. Rinsate may be disposed of in a storm sewer, sanitary landfill or by other approved procedures. Or, it is permissible to remove lids and expose empty flasks to atmospheric conditions until the residue in the flasks is reacted. Then puncture and dispose of in a sanitary landfill or other approved site, or by other procedures approved by state and local authorities.

Some local and state waste disposal regulations may vary from the following recommendations. Disposal procedures should be reviewed with appropriate authorities to ensure compliance with local regulations. Contact your State Pesticide or Environmental Control Agency or Hazardous Waste

Specialist at the nearest EPA Regional Office for guidance.

1. Confinement of partially spent residual dust, as in a closed container, or collection and storage of large quantities of dust may result in a fire or explosion hazard. Small amounts of hydrogen phosphide may be given off from unreacted aluminum phosphide, and confinement of the gas may result in a flash.

2. In open areas, small amounts of spent residual dust may be disposed of on site by burial or by spreading over the land surface away from inhabited buildings.

3. Residual dust from Phostoxin may also be collected and disposed of at a sanitary landfill, incinerator or other approved sites or by other procedures approved by Federal, State or Local authorities.

4. From 2 to 3 kg (4 to 7 lbs.) of spent dust from 2 to 3 flasks of Phostoxin may be collected for disposal in a 1-gallon bucket. Larger amounts, up to about one-half case, may be collected in burlap, cotton or other types of porous cloth bags for transportation in an open vehicle to the disposal site. Do not collect dust from more than 7 flasks of tablets or 10 flasks of pellets (about 11 kg or 25 lbs.) in a single bag. Do not pile cloth bags together. Do not use this method for partially spent or "green" dust. **Caution:** Do not collect dust in large drum, dumpsters, plastic bags or other containers where confinement may occur.

Deactivation of Partially Spent Phostoxin Prepacs and Ropes:

Phostoxin Prepacs and Ropes which are only partially spent may be rendered inactive by either a "dry" or "wet" deactivation method. The "dry" method entails holding the Prepacs and Ropes out of doors in locked, 30-gallon wire baskets which are available from DEGESCH America, Inc., or your supplier. Protect the partially spent Phostoxin from rain. The deactivated Prepacs and Ropes may then be taken to an approved site for incineration or burial at periodic intervals or whenever the wire container is full. **Caution:** Storage of partially spent Prepacs and Ropes in closed containers may result in a fire hazard.

Alternatively, partially spent Prepacs and Ropes and residual dust from Phostoxin fumigation may be treated by the "wet" deactivation method as follows:

1. Deactivating solution is prepared by adding the appropriate amount of low sudsing detergent or surface active agent to water in a drum or other suitable container. A 2% solution or 4 cups of detergent in 30 gallons is suggested. The container should be filled with deactivating solution to within a few inches of the top.

2. Immerse spent Prepacs and Ropes or slowly pour residual dust into the deactivating solution while stirring so as to thoroughly wet all of the spent Phostoxin. This should be done in the open air and not in the fumigated structure. Dust from Phostoxin tablets or pellets should be mixed into no less than about 10 gallons of water-detergent solution for each case of spent material.

3. Dispose of the deactivated Prepacs and Ropes or dust-water suspension, with or without preliminary decanting, at a sanitary landfill or other suitable site approved by local authorities. Where permissible, the slurry may be poured into a storm sewer or out onto the ground.

4. **Caution:** Respiratory protection may be required during wet deactivation. Do not cover the container at any time. Do not dispose of dust in a toilet. Do not allow quantities of dry, spent dust from Phostoxin to be collected or stored without deactivation.

Precautions to be Taken in Handling and Storage:

Store Phostoxin products in a locked, dry, well-ventilated area away from heat. Post as a pesticide storage area. Do not store in buildings inhabited by humans or domestic animals.

Other Precautions:

1. Do not allow water or other liquids to contact Phostoxin.
2. Do not pile up large quantities of Phostoxin during fumigation or disposal.
3. Once exposed, do not confine Phostoxin or otherwise allow hydrogen phosphide concentration to exceed the LEL.
4. Open containers of Phostoxin only in open air. Do not open in a flammable atmosphere. Hydrogen phosphide in the head space of containers may flash upon exposure to atmospheric oxygen.
5. Phostoxin is a restricted use pesticide due to acute inhalation toxicity of highly toxic hydrogen phosphide (phosphine, PH_3) gas. For retail sale to and use only by certified applicators or persons under their direct supervision and only for those uses covered by the certified applicator's certification.
6. See EPA approved labeling for additional precautions and directions for use.

SECTION VIII - CONTROL MEASURES

Respiratory Protection:

NIOSH/MSHA approved full-face mask with approved canister for phosphine (hydrogen phosphide, PH_3) may be worn at concentrations up to 15 ppm. At levels above this or when the hydrogen phosphide concentration is unknown, NIOSH/MSHA approved SCBA or equivalent must be worn.

Protective Clothing:

Wear gloves when handling aluminum phosphide tablets, pellets or dust.

Eye Protection:

None required.

Ventilation:

Local ventilation is generally adequate to reduce hydrogen phosphide levels in fumigated areas to below the TLV/TWA. Exhaust fans may be used to speed the aeration of silos, warehouses, shipholds, containers, etc.

We believe the statements, technical information and recommendations contained herein are reliable, but they are given without warranty or guarantee of any kind, expressed or implied, and we assume no responsibility for any loss, damage, or expense, direct or consequential, arising out of their use.

ANNEX 7
The Facilities

The purpose of the information below is to provide UNHRD authorized users with technical info on HRDs location and specs of the structure in order to help them in identifying solutions for stocks insurance.

The HRDs are located mainly within Airport Perimeters and include a minimum of 5,000 sq. m. covered storage and a minimum of 5,000 sq. m open storage. Every facility has a Cold storage area and training centre facilities.

Accra HRD: This has been constructed, utilizing a metal prefabricated structure, with insulated panels. It consists of 3 different blocks consisting of 2 x 2,000 sq. m for Non Food Items (NFIs) which does not require temperature control, and 1,000 sq. m of temperature controlled space. Furthermore a refrigerated cell is in place and could operate at low temperatures including below zero grades Celsius. Video surveillance, a private security company is operating with-in the perimeter and a fire suppression system has been set-up. The premises are located within the Kotoka International Airport (KIA) in Accra, served by a security system of the Civil Authority, with a limited circulation of people and means of transport.

Brindisi HRD: storage facilities are located within the Brindisi military Airport ''O. Pierozzi'' as well as at the former USAF Base of San Vito dei Normandi. At the Brindisi airport, the covered space totals 5,250 sq. m sq. m from which 940 sq. m is used as a temperature controlled cold room (usually maintained between 18~20°C), including 52,50 sq. m of freezer storage (2~8°C). The open space totals 2,400 sq. m. Furthermore, the covered space in San Vito totals 5,000 sq. m. with the open space totaling 3,500 sq. m.

The external Security of the premises is provided by the Italian Air Forces thanks to a Memorandum of Understanding (MOU) signed in 1994 between the United Nations and the Italian Government, regarding the use by the United Nations, premises located within military installations in Italy for the support of peace-keeping, humanitarian and related operations. In reality, art XV of the MOU outlines that the external perimeter and policing of, as well as access to, Military installations, which the premises in use of the UN are located in, shall be the responsibility of the appropriate Italian authority. As for the premises within the Brindisi Military Airport, this is located in a former aircraft hangar, consisting of a metal frame, rehabilitated and submitted to some work; one former aircraft shelter made of concrete, and one mobile storage tent, having a metal structure and a PVC cover, with a concrete basement. The facilities in San Vito are mainly built of concrete.

In addition to the usual training facilities, which are common to all HRDs, the Brindisi UNHRD also hosts a ''Centre of Excellence'' for training in San Vito where important training requiring space to simulate real emergency operations, take place.

Dubai HRD: currently located in the International Humanitarian City - pending the construction of the new International Humanitarian City (IHC) - close to the Jabal Ali port and the new International airport of Dubai. The intended- area for the UNHRD will

be approximately 120,000 sq. m shared between covered and open space. The current premises are built of prefabricated concrete, with a full fire suppression system in place while security is in place through a private Company
24/7. Of the existing 10,000 sq. m covered space, 6,000 sq. m is a dedicated store for UNHRD users relief items, out of which a 1,000 sq. m is a temperature con- trolled cold room, including 108sqm of cold storage up to 8C, plus 20sqm Freezer storage up to -18c.

Panama HRD: Facilities of 5,000 sq.m of covered and 5,000 sq.m. of open storage space, including temperature controlled areas, office and training facilities are planned to be set up within the Howard Base. Currently UNHRD Panama offers 2,000 sq. m. of covered storage space including a temperature-controlled area. UNHRD Panama has an expedited and simplified customs process and can be conveniently accessed from the Tocumen Intl. airport, the Balboa port and the Panama Canal Rail. The warehouse building is a concrete construction based on US military standards (formerly built and used by the US Army as their provisions warehouse). It is equipped with fire alarms (both heat and smoke sensors) and fire extinguishers. The warehouse is part of a bonded compound, fenced and with security guards on the premises 24/7 with perimeter patrols every 30 minutes. The warehouse building has a coded alarm entry, with motion sensor cameras with a three-month backup recording. All doors are metal, including a metal pedestrian door with key and magnetic lock (600 pounds per square inch of pressure to open it).

Subang HRD: Similar to the Accra and Panama HRDs, the Subang HRD is in the process of being built, under a steel prefabricated structure, with insulated panels. It consists of 3 different blocks of 2 x 2,000 sq.m. for NFIs not requiring tempera- ture control, and 1,000 sq.m. which is temperature controlled. Video surveillance, a private security company will operate around the perimeter and a fire extinguisher system that will operate with sprinklers. The premises are located within the Military Airport in Subang, served by a security system of the Malaysian Air Force, with a restricted circulation of people and means of transport within the airport area.

Pending the construction of the new facilities, the temporary ones are located within the Subang Military airport and Sulo-Buloh Military Logistics base. In Subang, UNHRD benefit of a hangar of approx 3,000 sq.m. with a central part of approximately 2,000 sq.m. and two small warehouse of approx 500 sq.m. each linked to the central one.
Built in a metal structure, insulated and provided with fire-fighting system, is located in front of the Tarmac used by the Royal Malaysian Air Force, thus facilitating loading and off-loading operations when needed.