

HOW TO HELP: GUIDE TO HUMANITARIAN GIVING FOR THE HAITI EARTHQUAKE

The phase of search-and-rescue and surgical care for victims of Haiti's catastrophic earthquake has passed, and initial supplies of food, water and other essentials have reached most people in need. But the imposing scale and duration of the necessary humanitarian operation has become clear. It will be months, and for many people over a year, before normal services, housing, and livelihoods are restored. Until then, the humanitarian operation (Government, aid agencies and other actors) must continually provide food for 2 million people, drinking water for 1.2 million, health care and other basic needs for a similar number, plus emergency shelter strong enough to withstand the hurricane season for some 1.2 million homeless people, and early recovery to revive livelihoods. The world's response to the Haiti Flash Appeal was historic: within a month, the appeal's initial estimated requirements of US\$575 million were met with contributions or commitments. Now, similar generosity is needed to ensure that affected Haitians' needs are met for a prolonged period of relief and early recovery, while Haiti builds back better.

Donations can be in the form of cash contributions or in-kind donations of goods or services. The United Nations is urging cash contributions, which are the most flexible.

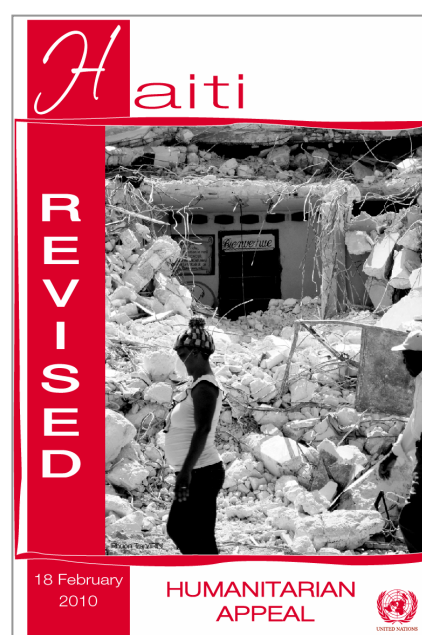
Guidance for cash contributions is given next, and guidance for in-kind donations starts on page 3.

Give to the Haiti Revised Humanitarian Appeal

This Appeal builds on the original flash appeal. It is a coordinated, strategic humanitarian plan jointly developed by 76 of the major organizations working on the ground. As such, the appeal is the best catalogue of humanitarian needs. These agencies together need \$1.4 billion to provide all needed immediate relief and a safe and healthy environment throughout 2010 for the estimated 3 million affected people until reconstruction restores normality. This equates to about \$480 per affected person, many of whom have lost everything. Funding or in-kind resources can go directly to the appealing organizations: ***please click [here](#) for the list of their donation websites.*** Click [here](#) to download the Haiti Revised Humanitarian Appeal document.

Haiti Revised Humanitarian Appeal: 2010 funding requirements per cluster

Agriculture	US\$ 70,640,554
Camp coordination and camp management	US\$ 73,044,540
Coordination and support services	US\$ 33,639,471
Early recovery	US\$ 157,564,378
Education	US\$ 76,042,842
Emergency shelter and non-food items	US\$ 118,523,653
Emergency telecommunications	US\$ 7,475,513
Food aid	US\$ 480,418,546
Health	US\$ 134,067,349
Logistics	US\$ 104,923,179
Nutrition	US\$ 43,453,946
Protection	US\$ 61,115,324
Water, sanitation and hygiene	US\$ 80,638,625
Total	US\$ 1,441,547,920



Click [here](#) to view up-to-date funding levels for each organization in the appeal, to help you direct your funding where it is most needed.* (The requirements and funding for the original Flash Appeal count as part of the revised appeal's US\$1.4 billion target.)

Give to the Emergency Relief Response Fund (ERRF) for Haiti

One easy way to give to the Revised Humanitarian Appeal is through the Emergency Relief Response Fund (ERRF) for Haiti. For donors who prefer not to have to choose from among the organizations in the Appeal, the ERRF is a good entry point: it is a pooled funding mechanism, with decisions made at country level, that allocates funds to these organizations to fill critical funding gaps and ensure the most urgent actions have enough resources. OCHA has managed this fund since Haiti's 2008 hurricanes. Most ERRF funds will go to projects in the Appeal. The Humanitarian Coordinator for Haiti has already approved more than US\$43 million in emergency grants in response to the current crisis. For bank transfer details for the ERRF, please e-mail rodriguez14@un.org and unas@un.org. Reports on the ERRF expenditure will be posted at www.reliefweb.int/fts for public accountability. (To see the ERRF management guidelines which specify its decision-making process, click [here](#).)

Give to the Central Emergency Response Fund (CERF) for Haiti and other disasters

CERF is a global standby fund to help victims of disasters and conflicts around the world. The UN Under-Secretary General for Humanitarian Affairs has approved more than US\$27 million in emergency grants in response to the earthquake in Haiti. Because CERF has rapidly committed funds for Haiti, new contributions to CERF are key to ensuring that it can continue to play its worldwide role to support immediate relief.

Since its inception in 2006, the CERF has channeled nearly US\$1.5 billion to humanitarian projects in more than 70 countries and territories, covering emergencies in Africa, Asia, Latin America and the Caribbean, and the Middle East. OCHA, which manages the CERF, has an agreement with the United Nations Foundation, a 501C3, to receive tax-deductible donations from US tax payers. [To help the CERF help in time, donate at www.rapiddisasterrelief.org](#). [To learn more about CERF, go to http://cerf.un.org](#).

Engage in Partnerships with the UN through the new UN/Business Partnership Gateway

The new UN-Business Partnership Gateway (business.un.org) allows companies willing to contribute cash to the UN's work to browse through a vast catalogue of humanitarian needs (including appeals for Haiti relief) and partnership opportunities, or simply to submit ideas for collaboration. Based on shared characteristics, the site flags potential matches to be connected directly.

The new site marks the first time that a single-entry web interface for business engagement in humanitarian action is available for nearly the entire UN system. The site will be available in all six official UN languages by mid-2010. Currently, it is available in English.

Is it better to give cash or in-kind contributions in these circumstances?

The United Nations is urging potential donors to make **cash contributions rather than in-kind donations**. A cash contribution will ensure that your donation feeds into the overall strategic plan being implemented by the humanitarian community and led by the Humanitarian Coordinator, together with the Government of Haiti. This way the type of relief provided to the affected population will fully reflect the priority needs throughout the different stages of the emergency response. If you only have in-kind contributions to offer, see next section for details about how to contribute most effectively.

The UN maintains the [Financial Tracking Service \(FTS\)](#), which is an on-line database of all cash and in-kind humanitarian contributions, for Haiti earthquake relief (and indeed all humanitarian situations). To help ensure a full overview of the Haiti funding situation, please e-mail news of your contribution to fts@reliefweb.int. To see funding to date, click [here](#) to go straight to the FTS Haiti page.

* The International Federation of Red Cross and Red Crescent Societies also has a Haiti appeal: click [here](#).

GUIDELINES FOR IN-KIND DONATIONS TO HAITI

The United Nations is urging potential donors to make **cash contributions rather than in-kind donations**. A cash contribution will ensure that your donation feeds into the overall strategic plan being implemented by the humanitarian community and led by the Humanitarian Coordinator, together with the Government of Haiti. This way the type of relief provided to the affected population will fully reflect the priority needs throughout the different stages of the emergency response. If you only have in-kind relief goods to offer, please read on for details about how to donate most effectively.

1. GENERAL CONSIDERATIONS:

Experience of recent emergencies has shown that an international commitment to assist those affected by conflict and sudden-onset disasters, whilst vital for rehabilitation of affected nations, has also resulted in donations of goods accumulating at ports and airports, instead of being useful to beneficiaries.

In order for humanitarian aid to be of the most benefit to affected populations, **donations should be well-planned with national authorities and with the humanitarian community coordinating the relief effort**. Humanitarian aid delivered during the **initial phase of the response** must **correspond with priorities for life-saving supplies set forth by the government of Haiti and the Humanitarian Country Team** and be necessary and appropriate for intended beneficiaries. (Please refer to section 2.1 for details on how to ensure an in-kind contribution fits the current humanitarian priorities).

Donations should furthermore be dispatched with a full manifest of comments and a consignee. Cargo that lacks documentation and adequate planning for onward delivery may have an adverse effect on relief efforts by taking up scarce resources, such as aircraft landing slots or storage space, and by becoming an additional logistical burden on organizations working on the ground.

Within the context of the Haiti earthquake response, this paper outlines practical measures to help donors ensure that affected populations receive quickly and efficiently what is needed and avoid the build-up of unsolicited donations.

Please note that the UN system does not cover freight and handling costs for donations from their place of origin to points of entry such as Santo Domingo, Dominican Republic or the port/airport of Port-au-Prince nor can it guarantee logistical support beyond these points (for details on possible logistical support, please refer to section 2.4).

2. BASIC REQUIREMENTS FOR DONATIONS OF HUMANITARIAN RELIEF ITEMS:

2.1. Coordination with humanitarian organizations on the ground - is the type of aid offered required?

- The United Nations are urging potential donors to give in cash rather than in-kind.
- The humanitarian community in Haiti is organized into sectors (called Clusters) such as health, water and sanitation, shelter, logistics etc. Each Cluster has a focal point that coordinates the work of similar organizations to delivery specific types of assistance according to their sectoral responsibility. . A list of cluster focal points is posted at http://3w.unocha.org/WhoWhatWhere/clusterLeadList.php?uSite=ocha_haiti_earthquake&repId=2 (or can be obtained from OCHA/LSU at lsu@un.org).
- The humanitarian community in Haiti is responsible for **setting priorities for the types of humanitarian aid entering Haiti**, to ensure that **all resources are focused on the delivery of lifesaving or life-enabling materials**, rather than on delivering aid that will be needed later.
- General information on items needed is available in public documents (such as OCHA Situation Reports, the Haiti Revised Humanitarian Appeal, etc. - all available on Reliefweb: www.reliefweb.int)
- Potential donors **should consult the cluster focal point before sending donations**, to get advice on whether the **type of relief item is a priority at that time**, is indeed a requirement for the response and is **appropriate for the affected population**.
- **Examples of issues to consider:** Before sending food it is important to verify whether the necessary cooking equipment is available; Do medicines and vaccines require transportation and storage at specific temperatures, in which case they may be unusable upon arrival; Are donations of clothes appropriate for the climate; Is electronic equipment compatible with local power supply?

Special note on donations of infant formula

- In accordance with internationally accepted guidelines, **donations and distribution of infant formula, bottles and teats and other powdered or liquid milk and milk products should not be made**. Any *procurement* of breast milk substitutes should be based on careful needs assessment **in coordination with the Haitian Ministry of Public Health (MSPP) and UNICEF**. All queries regarding donations should be directed to UNICEF, the designated agency coordinating nutrition in Haiti. Human milk donations require fully functioning cold chains. As these conditions are not currently met in Haiti, human milk donations cannot be used at present. The uncontrolled use of these products could endanger infants' lives.

2.2. Consignee – who will receive the cargo?

- Humanitarian aid sent to Haiti **must be addressed to an entity as the intended recipient** (consignee). This can be a local or international NGO or UN agency or other entity who, by prior arrangement, has agreed to take responsibility for arranging collection of the cargo once it arrives at the port or airport and for onward delivery and distribution to beneficiaries.
- Sending goods addressed to “The people of Haiti” will not be sufficient.
- Goods addressed to the “Government of Haiti” or “Haiti Relief Authorities” should be explicitly accepted by the receiving party before being dispatched.
- Aircraft carrying cargo **without a consignee will not be allocated a slot for landing** at Port-au-Prince airport. Cargo that arrives at the airport with no consignee to collect and organize its distribution takes up valuable ramp and storage space, preventing other incoming aircraft from offloading and causing the system to slow down considerably.

2.3. Documentation – does this meet requirements for entry into Haiti?

- All cargo, including humanitarian relief items arriving in Haiti or the Dominican Republic must be accompanied by the **correct documentation in order to be accepted by the port and airport authorities, customs and others.**
- Basic documentation required for relief consignments includes the following:
 - Packing List
 - Bill of Lading/Airway Bill
 - Freight Certificate
 - Declaration of Value or Invoice
 - Gift Certificate (if applicable)
 - Vehicle Title (if applicable)
 - Certificate of Origin (if applicable)
 - Phyto-sanitary Certificate (if applicable)
- Even though importation taxes and duties do not currently apply to humanitarian cargo entering Haiti and the Dominican Republic, there is still a requirement for minimum documentation as stated above.
- **Lack of documentation may result in cargo being refused entry to Haiti and Dominican Republic** or onwards movement being delayed for failure to meet requirements of local authorities such as customs, ministry of finance and/or ministry of agriculture etc.
- The Haitian Government Department of Civil Protection takes the final decision on whether to allow entry of humanitarian goods into Haiti which are consigned to the “Government of Haiti” or “Haiti Relief Authorities”. The more information you provide the quicker your donations will reach their intended purpose.

2.4. Does the donation qualify for support from the Logistics Cluster?

- The Logistics Cluster provides support to humanitarian organizations, if and as required, for the on forwarding of relief goods from Santo Domingo to Haiti, as well as for their temporary storage. Currently, this assistance is provided at no cost to users thanks to donor support.
- Donors **requesting assistance from the Logistics Cluster** in the Dominican Republic or Haiti for storage or transport of humanitarian relief **must first ensure the above conditions relating to consignee, full documentation and coordination with the relevant sector/cluster focal point are met.**
- Complete information about the **sending entity** is required.
- Cargo must be **packaged to withstand all stages of handling without breaking** (e.g. offloading from aircraft; storage; loading onto trucks or aircraft for onward transport and final offloading at point of distribution) and be clearly labeled with full details of the content and the consignee.
- At least 48 hours notice must be given for requests for storage or transport.
- Information and forms for requesting Logistics Cluster support are posted at <http://www.logcluster.org/ops/hti10a>.

2.5. Reporting On Donations:

- The FTS is a global, real-time database which records all reported international humanitarian aid (including that for NGOs and the Red Cross / Red Crescent Movement, bilateral aid, in-kind aid, and private donations).
- FTS features a special focus on consolidated and flash appeals, because they cover the major humanitarian crises and because their funding requirements are well defined - which allows FTS to indicate to what extent populations in crisis receive humanitarian aid in proportion to

needs. Donors can report their donations to the FTS. For more information please consult: <http://ocha.unog.ch/fts/pageloader.aspx?page=AboutFTS-uctrlAboutFTS>.

3. HOW TO MAKE IN-KIND DONATIONS OF SERVICES:

- The humanitarian community in Haiti is responsible for setting priorities for the types of humanitarian aid entering Haiti, to ensure that all resources are focused on the delivery of lifesaving or life-enabling programmes.
- Potential donors should consult the cluster focal point before dispatching any personnel, to get advice on whether the type of services proposed is indeed a requirement for the response, is appropriate for the affected population and is taken into account in existing coordination mechanisms.
- The services offered should be self-sufficient in terms of accommodation, food, inland transportation, etc. The United Nations system generally has no funds available to take into charge individuals other than its own staff or to provide full or partial support with transportation to or inside Haiti and other practical arrangements required (such as medical evacuation, etc).
- Services accepted and provided can be reported (preferably with their financial value) on FTS, as described above.

4. FOR PRIVATE PARTNERS: HOW TO ENGAGE IN PARTNERSHIPS WITH THE UN

- The new UN-Business Partnership Gateway (business.un.org) allows companies willing to contribute in-kind to the UN's work to browse through a vast catalogue of humanitarian needs (including appeals for Haiti relief) and partnership opportunities, or simply to submit ideas for collaboration. Based on shared characteristics, the site flags potential matches to be connected directly.
- The new site marks the first time that a single-entry web interface for business engagement in humanitarian action is available for nearly the entire UN system. The site will be available in all six official UN languages by mid-2010. Currently, it is available in English.
- Offers not accepted by the UN can be cascaded to a network of NGOs for consideration.

For more information, please contact:

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