

NATIONS UNIES

BUREAU DE LA COORDINATION
DES AFFAIRES HUMANITAIRES



OCHA-Geneva

UNITED NATIONS

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4 March 2007

Dear Sir or Madam,

We are pleased to invite your organization to the second High-Level Seminar on Humanitarian Civil-Military related Guidelines. The three-day seminar will be held in Nairobi, Kenya with the generous financial support of the Swedish Rescue Services Agency (SRSA). It will start with an orientation session on 25 April 2007 at 1700 hrs and end on 27 April 2007 at 1200 hrs with a closing lunch. The United Nations Office for the Coordination of Humanitarian Affairs (OCHA) and its Regional Office for Central and East Africa will provide an experienced team of professional staff and internationally well-known consultants to facilitate the event.

OCHA, on behalf of the Inter Agency Standing Committee (IASC) is entrusted with the development, promotion and dissemination of guidelines related to civil-military coordination. The Office is fully aware of the important role military and civil defence organizations play in international humanitarian crisis response.

The increasing magnitude and immediacy of certain types of humanitarian emergencies has led the international community to establish guiding documents for mobilizing and employing military and civil defence assets. The seminar will focus on disseminating the following guidelines on: (a) the use of military and civil defence assets in disaster relief, (b) the use of armed escorts for humanitarian convoys, (c) the use of military and civil defence assets in support of humanitarian operations in complex emergencies and (d) the relationship between military and civilian organizations in complex emergencies.

The seminar objectives are to: explain these sets of guidelines for the use of military resources in humanitarian emergencies to top-level representatives of East African countries and representatives of the International Community; apply the concepts, principles and guidelines to classroom scenarios and situations; develop strategies on national and international dissemination strategies for humanitarian policy documents; and to provide the opportunity to join a global civil-military coordination network on linking policy to operations.

The seminar is aimed at leaders of military and civilian organizations who have experience in emergency response. Representatives of the military, inter-governmental

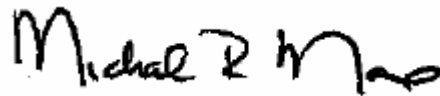
organizations, the Red Cross Movement, non-governmental organizations and United Nations Agencies will be able to examine existing policy documents. All presentations, group work and discussions will be in English without interpretation.

Twenty-five participants will be registered in the order of which the registration forms are received. To ensure a balance between military and non-military actors, a certain selection of representatives will be necessary. As soon as we receive your registration form, our Office will be in contact with you and discuss your participation. Confirmed representatives are expected to arrive at Nairobi airport on 25 April, before 1400 hrs and depart from the venue after 1300 hrs on 27 April. Meals and accommodation are paid for by the organizer, travel costs are the responsibility of every participant. The tentative agenda is enclosed in this invitation.

We would be grateful if the enclosed registration form could be returned to our office as early as possible. Registrations received after Thursday, 5 April 2007 will not be considered for participation.

Please contact my Office for any further clarification. The officers responsible for the organization of this seminar are Mr. Josef Reiterer and Ms. Marie-Sophie Reck. Ms. Reck can be reached at the Regional Office for Central and East Africa, telephone number: +254 20 7622 672, mobile phone: +254 73 659 6672, fax number: +254-20-7622-632 or e-mail: reck@un.org.

Yours sincerely,

A handwritten signature in black ink that reads "Michael Marx". The signature is written in a cursive, slightly slanted style.

Michael Marx
Chief, Civil-Military Coordinating Section (CMCS)
Emergency Services Branch