



## CARE Guidelines for Requesting Prepositioned Relief Items

### **1. Background:**

CARE maintains stocks of relief items at United Nations Humanitarian Response Depot (UNHRD) warehouses located in Dubai, UAE. UNHRD is a preparedness tool supporting the strategic stockpiling efforts of United Nations, International, Governmental and non-Governmental organisations, and reinforcing the capacity of the humanitarian community to respond to emergencies. UNHRDs are managed by WFP, and storage is provided to other agencies free of charge. The agencies have to pay small amounts for receipt, handling, and dispatch of the items. CARE receives relief items through in-kind or cash donations from various donors. In the case of in-kind donations, the items are typically shipped from the donor or manufacturer to the warehouses. In case of cash donations, CARE identifies items that would be needed during the next 12 months, undertakes global procurement of the items, and ships them to the UNHRD warehouses for storage until the items are needed in the next emergency response.

### **2. What items are currently available:**

UNHRD provides real-time stock information at: <http://www.unhrd.org/tes/stockrep.php?bwkey=network&post1=CARE>. Please note, however, that this list does not include stocks that are being shipped to the warehouse, or that have already been committed for deployment, but have not yet left the warehouse. Therefore, please check with CI Logistics Lead, Rachel Stroly ([rachel.stroly@care.org](mailto:rachel.stroly@care.org)) to confirm the stock information prior to planning.

### **3. How can the relief items be used:**

CARE emergency relief items are available to any CARE International Country Office that is responding to an emergency or humanitarian crisis. The items should primarily be used by CARE and its implementing partners; however they can also be donated to other organizations responding to the emergency. Competing requests for goods will be determined and allocated based on greatest need. The relief items are not purposed to be pre-positioned in country offices.

### **4. How to request relief items:**

Relief items can be requested by CO staff (CDs, ACDs, Emergency Coordinators) or other CARE colleagues on behalf of COs, including Sector Specialists, Regional Emergency Coordinators and other CEG staff, CI member emergency units, RDs, and DRDs. Requests should be emailed to CI Logistics Lead, Rachel Stroly ([rachel.stroly@care.org](mailto:rachel.stroly@care.org)).

Once a CO request is received, the CI Logistics Focal Point will engage with relevant Sector Specialists, who also play a role in reviewing and approving the request for goods. A distribution plan should be shared as soon as possible, but is not necessarily required before the shipment of goods. Fill out the following table:

Item Code	Item Description	Quantity Requested	# of People Expected to Reach

### 5. Shipping and Transport:

CARE USA has developed a strategic relationship with UPS, under which UPS provides cash assistance and in-kind shipping contribution to CARE emergency work worldwide. UPS can arrange Door-to-Port, or in some cases Door-to-Door delivery of relief items. Since this service is free of charge to CARE, it will be used as the primary shipping option.

CI Logistics Focal Point will work with UNHRD to prepare relief items for dispatch, organize all necessary paperwork (as communicated by the CO), and arrange for shipping of the commodities.

COs may be responsible to arrange receipt at the port of entry, customs clearance, and onward logistics of relief items. In some cases these can be arranged by shipping company, but the COs will be expected to provide necessary paperwork to facilitate this process. If applicable, CARE CO should confirm it has the capability to clear the items through customs and transport the goods to their final destination.

In some cases, however, depending on various circumstances, shipping through other commercial freight forwarders will be considered. These options may include a worldwide leader in ocean freight Kuehne + Nagel, or WFP arranged shipping. Note that K+N also has ground logistics support (e.g. local transport and warehousing) available for CARE's use if required (at-cost). Additionally, note that CARE has a Master Contract with K+N.

### 6. Reimbursement:

All relief items have already been paid for, and are available for immediate use. Reimbursement for relief items is strongly desired. The cost recovery of prepositioned stocks ensures the sustainability of its availability for future emergencies. However, lack of funding for reimbursement should not defer from requesting relief items.

If the shipping is provided by UPS no reimbursement is required. If items are shipped through other carriers, payment/reimbursement for this shipping will be borne by the Country Office (but can seek options for funding through ERF or lead member).

### 7. Reporting:

The use of the relief items should be reported in the regular CO situational reports. The information requested in the table below should be detailed. If this information is not provided in the regular situational report, a separate brief summary report on the use of relief items will be requested.

Item	Location	# of people reached (M)	# of people reached (F)