**Form an ERP Task force:** This step consist in identifying key WASH stakeholders interesting and capable to lead and facilitate the process to create a dedicated task force. Small team allow to reach consensus efficiently. Consider also that engaging and integrating the whole community as part of the planning team produces the most realistic and complete plans.

**Risks analysis and scenario building**: At its core planning is a process to manage risk. By understanding the risk landscape, better decisions can be made regarding how to manage the top risks and develop needed capacities. Basic scenario building should be developed at this stage to analyse how situations might evolve and impact humanitarian situation. It helps to ensure programming is sufficiently robust to withstand changes in the operational environment.

**Develop the emergency WASH response strategy:** Based on risks, the plan articulates the shared vision of how to respond to the forecasted needs of the population. Its purpose is to support mainly operational decision making based on solid analysis.

**Assessing core capacities**: To cover forecasted needs based on the emergency WASH response plan, an ideal level of capacity is needed from the WASH sector, composed of local population, local markets and humanitarian response actors & systems. The level of capacity of these stakeholders or system may not be sufficient, and capacity gaps are observed. Through the capacity assessment process, these gaps will be identified, analysed.

**Develop the ERP plan:** The necessary capacities identified in the previous steps are used to establish priorities, and objectives. The plan articulates the shared vision of how to decrease the gaps identified and strengthen the sector to reach minimum level of preparedness. National WASH coordination platform should consider the burden resources of the WASH humanitarian response and focus on being efficient to plan **Minimum Preparedness Actions.**

**Implement, monitor and evaluate the WASH ERP plan:** The ERP Plan should be regularly reviewed and updated due to changes in risk, policy, capacities as well as lessons learned from current humanitarian response.

**THE PROCESS**

**Strengthened preparedness for hazard events is mainly concerned with two objectives: increasing capacity to predict, monitor and be prepared to reduce damage or address potential threats and strengthening preparedness to respond in an emergency (focus to the first 6 weeks) and to assist those who have been adversely affected.**

During all the ERP planning, it is important to consider the capacity and ability of individuals and groups of individuals **from communities at risk living in disaster prone areas** to cope and respond crisis. Ensure that **specific needs for women, men, girls and boys** to be prepared, to strengthen existing copying mechanism to access safe and appropriate WASH services during crisis by i**dentifying and addressing vulnerability factors.**

**THE CORE CAPABILITIES OF WASH EMERGENCY RESPONSE AND PREPAREDNESS**

The ability to respond in the immediate aftermath of an emergency depends on the **level of operational readiness in place**. To identify the response capacity of WASH sector/cluster partners (including national capacity), availability and location of critical resources will help to understand “what action can we take now, so that we face fewer capacity gaps in the event of an emergency”. **Establishing operational capacity and arrangement to deliver critical WASH relief assistance and support the protection** of women, men, girls and boys is a crucial component for the WASH sector to be ready to respond as per the WASH emergency response plan developed.

Risks monitoring and early warning systems is a key part of the emergency preparedness and response as a mean **to empower individual and communities and countries threatened by hazards to act in sufficient time and in appropriate manner** to reduce the possibility of personal injury, loss of life and damage to the environment.

WASH humanitarian actors, either international or national, evolve in a complex humanitarian system led by **principles, mechanism and tools**. Those ones need to be **established and maintained (**at a minimum level) at subnational and national level to ensure effective deployment of the emergency WASH response. Clearly defined coordination and accountability mechanisms are critical for effective humanitarian response, as well as to have a minimum of understanding of funding mechanisms, key arrangement with the logistic sector and ensuring that the emergency WASH sector has the sufficient skilled labour capacity to respond.

Analysis of **critical WASH market systems** in disaster prone areas will ensure that key actions are prioritised **to reduce the impact of WASH market shocks** and improve the timeliness and effectiveness of emergency responses. It will also provide a benchmark on the functionality of several critical market systems from “reference “to “post shock “times and an understanding of the capacity and constraints of critical markets system and finally **assist the design** of the forecasted emergency WASH responses.

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| ERP part | **#** | **Minimum requirement** |
| Overall process | **1** | The WASH ERP plan is the product of a coordinated process that involves stakeholders from the community to the national level, encompass WASH needs and contribution to other sectors and is agreed among the partners and consistent with the national preparedness plan |
| Emergency WASH Response Strategy | **2** | The emergency WASH response strategy is based on evidence understood by all WASH humanitarian actors and forecasted humanitarian WASH needs informed by WASH vulnerabilities, market analysis and consultation of women, men, boys and girls. |
| **3** | The emergency WASH response strategy is based on prioritized risks understood by all WASH humanitarian actors, and potential humanitarian impact informed by lessons learnt and knowledge of the context |
| **4** | The emergency WASH response strategy has been developed to meet imminent needs and avoid negative impact |
| Coordination Management and Arrangement | **5** | The WASH humanitarian sector is clear on the coordination structures that will be used during the emergency response for national level and sub national level (regional, district, community). |
| **6** | The WASH humanitarian sector is clear on the information management system that will be used during the emergency response. This includes data collection, analysis and dissemination for needs assessment and response monitoring.  |
| Operational capacity to deliver | **7** | All WASH actors in the high risks areas have been identified and mapped to know who is involved in emergency response at each levels (national and sub-national). This includes government roles and responsibility at national and subnational level, private sector, community based organisation, national NGO’s and international assistances (humanitarian and development). |
| **8** | Markets critical to the supply of key relief items have been identified and analysed to determine their ability to scale up to meet post-crisis demand. Pre agreement with local, regional and national supplies have been identified by the sector. In case markets cannot meet the demand, prepositioning of items has been considered and mapped.  |
| Risk monitoring | **9** | Activities to which the WASH can contribute to empower individual and communities and countries threatened by hazards to act in sufficient time and in appropriate manner to reduce the possibility of negative impact effects are identified and part of WASH ERP plan |
| **10** | Identified and prioritised (medium and higher) risks are systematically monitored by the WASH sector.  |
| WASH ERP plan | **11** | Contingency plans are available for each medium or high risks identified and agree upon by WASH humanitarian actors |
| **12** | The ERP plan is informed by a capacity assessment and anlysis which enable public authorities, humanitarian actors, and the general public to reach a common understanding of the gaps of the sector to respond to potential emergencies and help fostering actions to be prioritised in terms of their potential impact in comparison with the likely cost, in money, management effort and addressing the gap |
| **13** | Minimum Preparedness Actions establish a standard of minimum emergency preparedness through which the WASH humanitarian coordination platform can maintain and measure its level of response readiness including a basic operational readiness  |
| **14** | In the high risks areas, in coordination with the other sectors, community preparedness have been implemented to improve the level of readiness of individuals, households and communities in case of emergencies |

**MINIMUM REQUIREMENT OF THE EMERGENCY RESPONSE PREPAREDNESS PLANNING**