



USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

April 7, 2006
2006-WBG-15

To: All USAID Contractors and Grantees

Subject: USAID Contractor/ Grantee Meeting in Ramallah 4/10/2006

Dear Contractors and Grantees,

The Overseas Security Advisory Council (OSAC) has extended an invitation to all USAID Contractors and Grantees a meeting in Ramallah on Monday April 10, 2006. This Meeting will address issues of interest to USAID Contractors and Grantees who operate in the West Bank with Security issues.

Location: Hanan Project Office – Ramallah, WB

Date: Monday – April 10, 2006

Time: 12:30 pm

OSAC has asked that we share with you the following information regarding this meeting.

Sincerely,

Dale Lewis

Contracting Officer

USAID West Bank & Gaza Mission

Meeting Agenda:

- A. General Security Briefing
- B. Briefing on role of the Security Coordinator and overall duties and objectives. The Security Coordinator contact information will be distributed to all USAID subcontractors and grantees.

Tel Aviv: American Embassy
71 Hayarkon Street
Tel: 972-3-511-4848
Fax: 972-3-511-4888

Jerusalem: American Consulate General
P.O. Box 290
Tel: 972-2-622-7230
Fax: 972-2-625-9484

C. All USAID contractors and grantees should bring with them the following:

1. Their exact office locations and in which district (i.e. street address, building name, etc...).
2. A primary and secondary contact number/s (2 numbers)
3. A primary and secondary contact email addresses (2 emails)
4. Office numbers (direct extension of contacts, fax numbers, etc...).

D. How USAID Contractors and Grantees will carry out security procedures in the future.

Note: For those offices that have numerous offices in various districts, OSAC asks that a representative will be present from each office in order to introduce all Contractors and grantees in the districts to one another.

Introduction:

Due to the current security situations given in the West Bank, the idea of attaining a security coordinator who is aware of such unfortunate events would be vital, if not life-saving in times of necessity. Mass-communication between all contractors and grantees should be started and an individual who may act as a focal-point between them is crucial. A security coordinator who may acquire adequate and valid information from various sources, and offer wise recommendations would be essential to the security of the group. The idea of this proposal is to benefit and ensure the security of all USAID contractors and grantees with offices located in, or working in the field, in all West Bank districts. The security coordinator will act as a liaison of information, events, security concerns, etc... between USAID contractors and grantees and the various authorities (American, Israeli, and Palestinian) in the area to ensure the wellbeing of the group.

Background:

Rula Manasra is currently managing OSAC - Jerusalem and has gained working knowledge, experience and expertise in the field of security, coordination, information distribution (both promptly and efficiently). She is able to take wise decisions in ensuring the security of various chapters under OSAC. She has excelled in creating networks to keep organizations aware of, and safe, during escalating events and security concerns.

Aims:

Through this project, the security coordinator will be aiming at the following:

- Creating a mass-network between all contractors and grantees in the West Bank.
- Exchanging vital security information: breaking news, security escalations, possible threats, travel warnings, rumor control, checkpoint/route situation, military operations/sites, etc...
- Raising group awareness: evacuation methods, security recommendations, how to act in emergency situations, etc...

- Ensure the well-being of all contractors/grantees in the West Bank districts.

Implementations:

- Creating a network-tree for communicating all security issues to the contractors and grantees in the West Bank.
- Gather USAID contractor/grantee contact information from each office: 2 portable phone numbers, 2 email addresses, and 1 office fax number.
- Ensure that a detailed security update reach all contractors and grantees by 8:30 AM at the latest. This will keep all offices clearly informed of any security issues, concerns, travel warnings, etc.**
- Map out office locations for all contractors/grantees, according to district, in order to inform them of possible security concerns in the area (calls begin from office closest to threat-location to furthest; however all will receive the same information and recommendations).
- Maintain contacts with the RSO office in Jerusalem and take recommendations from the RSO regarding possible security issues. This will include acquiring suggestions of what precautions and steps should be taken for the contractors and grantees in the area.
- In cases of emergency, the security coordinator will maintain contacts on Israeli, Palestinian and American RSO officials to assist in any emergency situations, if that were to arise.
- Acquire any travel plans by contractors and grantees and will follow-up on route situation, checkpoints, closures, IDF operations/sites, etc... before they travel to the field, by contacting officials on Palestinian/Israeli/American sides in order to inform and give adequate recommendations to the contractor/grantee in accordance to the security status of the area.
- Follow-up on phone calls, emails, etc... from USAID contractors and grantees in case they have heard any news, and will confirm the validity of the information acquired and notify the group whether there is a concern or if it is merely a rumor.
- Send a unified text message updating all contractors and grantees and offering the same recommendations in cases of emergency or security escalations.

** Note: Security updates provided by the Security Coordinator will be more precise and detailed for USAID Contractors and Grantees because of the sensitivity of issues and difference between perceptions of people classified under US government and other more generalized entities (such as US commercial sector groups).