The Joint Crisis Coordination Centre (JCC) facilitates access requests for humanitarian actors operating emergency and relief programmes from the Kurdistan Region of Iraq (KRI). In case of activities and movement to/from central and south Iraq, requests have to be submitted to the Joint Crisis Management Centre (JCMC) in Baghdad.

**Requirements**

To obtain an access letter the organisation should submit an official request letter addressed to the JCC for each mission/shipment, indicating:

- the name of the organisation;
- the purpose of the mission and the kind of activities implemented;
- the targeted areas;
- the planned dates and duration of the mission;
- the name of staff, and car details (i.e. plate number and type); and
- the copy of the Kurdistan Medical Centre Agency (KMCA) form, only for medical items.

**Supporting documents**

NGOs are requested to submit a copy of their registration number in the KRI.

Contractors, companies and third parties should present a copy of the contract with the NGOs and UN agencies, or a support letter acknowledging the contract duration and service provision from the NGOs or UN Agencies. Moreover, any contracted companies should have completed the previous year’s tax clearance process and be registered in the KRI in order to proceed through checkpoints without delays.

**Process**

Humanitarian organisations have to submit the letter and supporting documents before noon to the JCC offices at least **72 hours prior** to the mission. The JCC will then issue an access letter in two to three days (excluding weekends).

A physical copy of the stamped letter must be picked up from the JCC offices to be presented at checkpoints. Each page of the letter/list must be stamped to be valid.

The letter will be valid for a **maximum of 15 days**; for some medical items the clearance may be limited to **3 days**. A new request letter needs to be submitted when there are changes to vehicles/staff/activities/dates.

For items returning into the KRI from other parts of Iraq, the same procedure applies: organisations will have to submit a request letter and all supporting documents to the JCC, who will then provide the access approval.

[http://www.logcluster.org/ops/irq14a](http://www.logcluster.org/ops/irq14a)
Contacts

For enquiries, organisations are asked to contact the JCC directly by emailing Mariwan Hassan (Mariwan.hassan@jcckrg.org) or Ali Ahmed (Ali.Ahmed@jcckrg.org).

In case of incidents and issues with access, organisations can inform the OCHA CMCoord unit through the duty phone 0751 135 2884 or use the Access Incident Report Form: https://goo.gl/forms/RF5vxZ9ZbAr6Be923.

Iraq Logistics Cluster contacts: Farhad Rasul (Logistics Associate) farhad.rasul@wfp.org and Valentina Signori (Logistics Cluster Deputy Coordinator) valentina.signori@wfp.org.

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