

JCMC Access Letter Request

August 2018

The Joint Coordination and Monitoring Center (JCMC) in Baghdad facilitates access letters for humanitarian actors operating emergency and relief programmes in Federal Iraq. This document outlines the requirements and the procedure organisations must follow to obtain the access letter. In case of activities and movement to/from the Kurdistan Region of Iraq (KRI) requests have to be submitted to the Joint Crisis Coordination Centre (JCC). Please refer to the “KRI access procedures Snapshot” for the detailed procedure.

Requirements

1. A request letter in Arabic addressed to the JCMC. The letter must be stamped, in the organisation’s letterhead paper and include the following information:
 - Reference number and date
 - Purpose of the mission and kind of activities implemented
 - Movement direction (from – to) and targeted areas: the governorate has to be mentioned in the letter, but there is no need to mention a specific place except when it comes to Mosul Dam Bridge which has to be clearly specified
 - Planned dates and duration of the mission
2. The official form (attached to this document) filled out with the following information:
 - Departure and arrival locations, route to be used, dates of travel
 - Staff details
 - Iraqi Citizens: all four names, ID number, job title
 - Non-Iraqi National staff: name must be written as in the passport and must have obtained a valid entry visa from the Directorate of Residence Affairs in Baghdad, ID number
 - International staff: name as in the passport, nationality and passport number
 - Car details (colour, model), plate number and type (i.e. private, bus, truck). Please note that taxis should not be included in the letter.
3. If transporting supplies, a detailed list of the transported items must be provided (quantity and type).
4. An approval from the Ministry of Health must be provided in case of transporting medicines, medical supplies or medical equipment.
5. Provide a registration certificate issued by the NGO department in the COMSEC when the first request is submitted (one-time requirement). NGOs must be registered in Federal Iraq.

All documents are to be sent in one single email to jmccomsec@gmail.com.

NOTE: Syrian staff travelling to Federal Iraq must have a work permit.

Process

Humanitarian organisations have to submit the letter and supporting documents at least **72 hours prior** to the mission. The form with staff details has to be sent in Word format without any stamps or signatures. The JCMC will then issue an access letter in two to three days (excluding weekends).

The letter will be valid for **one month** and it can be renewed if the mission continues for longer. The request for renewal has to be submitted 72 hours prior the end of the first valid letter. A new request letter needs to be submitted when there are changes to vehicles/staff/activities/dates.

Contacts

For enquiries, organisations are asked to contact the **JCMC** directly by email: jcmccomsec@gmail.com

In case of incidents or issues with access, organisations can inform the **OCHA CMCoord** unit at their duty phone 0751 135 2884 or use the Access Incident Report Form: <https://goo.gl/forms/Rf5vxZ9ZbAr6Be923>

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