

## Standard Operating Procedures (SOPs) Humanitarian Import Process from KRI to Federal Iraq

### PURPOSE

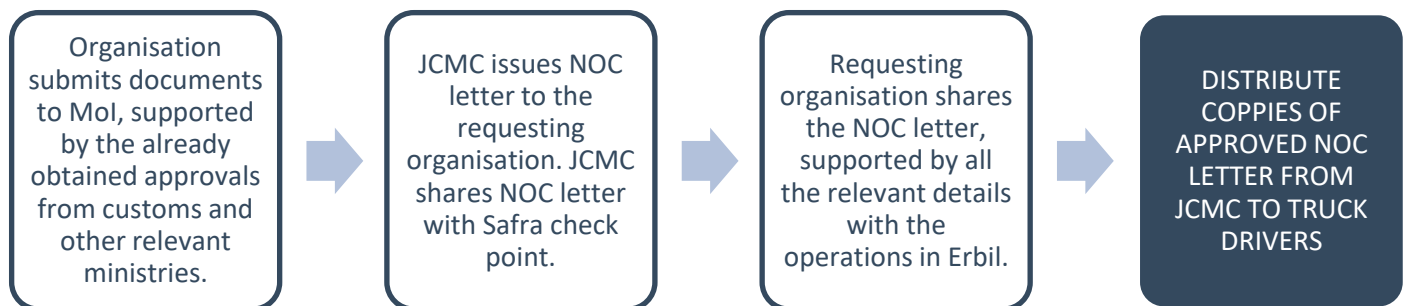
This document aims to clarify the procedures for humanitarian organisations willing to import goods from KRI to Federal Iraq. These procedures apply for all goods, except for telecommunications ones which have a different clearance procedure (for more information on this, please contact the Logistics Cluster Customs focal point Khalid Arabi).

Please note that the only official entry point for cargo from KRI to Federal Iraq is the Safra check point.

### PROCEDURE FOR NON MEDICAL ITEMS

For importation of goods other than medical items, the approval is obtained from the Minister of Interior through Joint Coordination and Monitoring Center (JCMC) by submitting a detailed summary of the goods being dispatched from Erbil to South and Centre Iraq, the number of trucks and dates of the dispatch. JCMC will issue the “No Objection Certificate” (NOC letter) to the requesting organisation, and will share it with the Safra check point authorities.

The requesting organisation will have to share the NOC letter with Operations (MoI) in Erbil, and distribute copies of the NOC letter to the drivers. Drivers must present the NOC letter at all check points on the way to Baghdad, especially at Safra check point, which would have already been notified. The NOC letter is normally valid for a certain period of time depending on the volume of the goods.



The following information on drivers and trucks is required in order to get the approvals mentioned above:

- Driver's details
  - Driver's full name (four Arabic names, including nickname)
  - Copy of Iraqi National ID
  - Copy of Iraqi Residency Card
  - Copy of driver's licence
  - Iraqi mobile number
- Truck details
  - Truck registration documents
  - Truck plate number
  - Truck model, type and color.

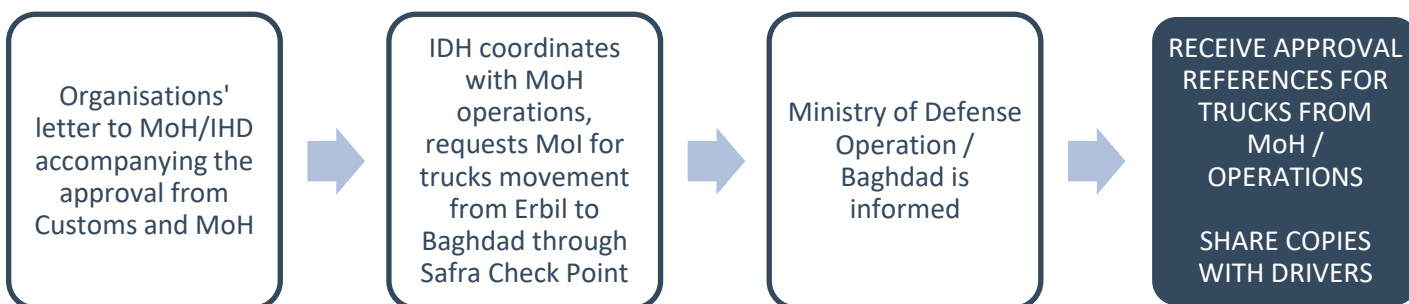
## PROCEDURE FOR MEDICAL ITEMS

This document aims to streamline the procedures for humanitarian organisations willing to import medical goods from KRI to Baghdad. Please note that the only official entry point for cargo from KRI to Baghdad is Safra.

In order to move goods from KRI to any other extended locations, the requesting organisation needs to submit the shipping documents to International Health Department (IHD) of Ministry of Health (MoH) including full details of trucks (see table below). IHD Operation will refer the documents to **KIMADIA** for further processing.

**KIMADIA** is a public company reporting to Ministry of Health, and is responsible for clearing, regularizing and taking the necessary measures for importing medicines, scientific appliances, medical services devices and their spare parts.

Organisations need to precise the exact dates in which trucks are expected to cross the Safra check point into Diyala Governorate and then into Baghdad. MoH/Operation will request Ministry of Interior (Mol) (Baghdad Operations) through official communication for trucks movement. Mol will then issue two reference numbers, one for MoH operations and one for them. Ministry of Defence is also notified.



The following persons are the ones in charge of the clearance process of medicines in their respective offices:

- Doctor Karima, Head of IHD
- Doctor Rasim, Responsible for humanitarian organizations at IHD
- Doctor Muzafar, Head of KIMADIA

## LOGISTICS CLUSTER CONTACTS

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