

HOW DO I FILL OUT AND SUBMIT ALERTS IN VORES CISU?

Log into <https://vores.cisu.dk>

At the bottom of your organization's frontpage, you can see the section below.

The screenshot shows the Vores CISU user interface for 'HGM test organisation'. The left sidebar contains navigation options: Organisation, Ansøgninger, Bevillinger, and Log ud. The main content area has a top navigation bar with 'OVERBLIK', 'STAMDATA', 'KONTAKTINFO', 'PARTNERE', and 'MEDLEMSKAB'. Below this, there are sections for 'Arrangementer i indeværende år', 'Seneste rådgivninger' (with a table showing 'Emnet er stort', 'Helene', and 'kk'), and an 'Alert' section. The alert section contains the text 'Alert: Indsend en alert til Den danske nødhjælpspulje DERF.' and a red circle around the text 'Venligst gør jer bekendt med puljens retningslinjerne, inden I indsender en alert.' and a blue 'OPRET ALERT' button.

When you click on the button saying 'Opret Alert' (Create an alert), you are led to the page below:

The screenshot shows the Vores CISU user interface for 'HGM test organisation' with the alert submission form. The left sidebar is the same as in the previous screenshot. The main content area has a top navigation bar with 'OVERBLIK', 'STAMDATA', 'KONTAKTINFO', 'PARTNERE', and 'MEDLEMSKAB'. Below this, there is a section titled 'Alert the Danish Emergency Relief Fund'. The form contains the following fields: 'Title *' (Flooding in Afghanistan), 'Contactperson *' (Amalie), 'Contactperson Email *' (app@cisu.dk), 'Type of alert *' (Rapid onset crisis), 'Affected areas *' (Provinces of Afghanistan), and 'Affected population *' (Women, children...). There is also a text area for 'Please provide a brief description of the crisis *' with the text 'The flooding in the provinces' and a '34 / 1000' character count.

Because of errors in our online system at the moment, we kindly ask you to fill out the alert note as well and send it to derf@cisu.dk

Remember the following, when you fill in the alert note for DERF

A. General about the crisis:

- 1) Please describe the nature of your organisation's local presence and capacities in the affected area(s).
- 2) Please provide a brief description of the crisis.
- 3) Please indicate whether you intend to submit a proposal for funding should the DERF be activated for this crisis.

B. If rapid onset humanitarian crisis:

- 1) Where is the crisis? Describe the areas affected
- 2) What is the nature of the crisis? Please describe the type of crisis (e.g. earthquake, other natural disaster occurring without warning) and describe potential local social and political implications (e.g. for specific target groups).
- 3) What information do you have about the situation? What is the source of information?

Please provide available information on

- i. affected populations including specific vulnerable groups and access to these
 - ii. urgent emergency and/or protection needs
 - iii. other actors responding and coordinating (including government, community structures, the UN, INGOs)
- b. Please insert link(s) and/or attach relevant documentation to the alert email
 - c. Describe as specific as possible when the crisis has started. Mention specific dates if possible. Provide documentation for this.
 - d. How could DERF grants make a difference for the crisis affected population?
 - i. Please consider the following points:
 1. Rapid disbursement
 2. Short intervention (0-9 month)

3. Meeting needs of hard to reach populations not catered for by other donors

C. If Slow onset humanitarian crisis

- 1) Where is the crisis? Describe the areas affected
- 2) What is the nature of the crisis? Please describe the type of crisis (e.g. climate change disasters, environmental degradation, desertification or other slow onset crisis) and describe potential local social and political implications (e.g. for specific target groups).
- 3) What information do you have about the situation? What is the source of that information?
 - a. Please provide available information on
 - i. affected populations including specific vulnerable groups and access to these
 - ii. urgent emergency and/or protection needs
 - iii. other actors responding and coordinating (including government, community structures, the UN, INGOs)
 - b. Please insert link(s) and/or attach relevant documentation to the alert email
 - c. Provide as strong as possible evidence of why there is a change in the current slow onset crisis. Describe also when the change occurred (mention specific dates if possible).
 - d. How could DERF grants make a difference for the crisis affected population?
 - i. Please consider the following points:
 1. Rapid disbursement
 2. Short intervention (0-9 month)
 3. Meeting needs of hard to reach populations not catered for by other donors
- 4) Are you already responding to this emergency? In which locations/sectors? For which target group? Through which forms of local presence? What is the outcome of your latest assessment and what have you done since then?

D. If Spike in a protracted humanitarian crisis

- 1) Where is the crisis? Describe the areas affected
- 2) What is the nature of the crisis? Please describe the type of crisis (e.g. armed conflict, famine or other situation where significant portion of the population is acutely vulnerable to death, disease or other disruption) and describe potential local social and political implications (e.g. for specific target groups).
- 3) What information do you have about the situation? What is the source of that information?
 - a. Please provide available information on
 - i. affected populations including specific vulnerable groups and access to these
 - ii. urgent emergency and/or protection needs
 - iii. other actors responding and coordinating (including government, community structures, the UN, INGOs)
 - b. Please insert link(s) and/or attach relevant documentation to the alert email
 - c. Do you consider there to be a spike/change in a slow onset/chronic crisis or in a protracted humanitarian crisis? If yes, provide as strong as possible evidence for this current spike (how has the situation changed).
 - d. Describe as specific as possible when the spike has started. Mention specific dates if possible. Provide documentation for this.
 - e. How could DERF grants make a difference for the crisis affected population?
 - i. Please consider the following points:
 1. Rapid disbursement
 2. Short intervention (0-9 month)
 3. Meeting needs of hard to reach populations not catered for by other donors
- 4) Are you already responding to this emergency? In which locations/sectors? For which target group? Through which forms of local presence? What is the outcome of your latest assessment and what have you done since then?