NEMA procedures

1. Internal procedure /NEMA director’s order 2015.04.20 #104/
2. General procedure for disaster protection state service /Deputy Prime Minister’s order of 2013.05.06 #52/
3. General procedure for disaster protection at provincial level /NEMA director’s order 2013.11.26 #865/
4. Procedure for organizing search and rescue from water /NEMA director’s order 2013.12.20 #921/
5. Procedure for taking NEMA government special service oath /Presidential order 2005.04.04 #50/
6. Procedure for ranking of NEMA government special service /Presidential order 2012.12.21 #217/
7. Procedure for assessment of disaster risk and vulnerability /Government of Mongolian decree 2006.07.19 #176/
8. Procedure for providing, supplementing, disbursing products from disaster resources /Government of Mongolian decree 2008.05.25 #176/
9. Procedure for providing fringe benefits for government special service during their service /Government of Mongolian decree 2005.04.13 #77/
10. Procedure for providing acting service on behalf of government special servant /Government of Mongolian decree 2011.03.02 #62/
11. Procedure for providing benefit allowance for Military personnel’s family /Government of Mongolian decree 2011 #9 annex 1/
12. Procedure of accommodation support for Military personnel /Government of Mongolian decree 2011.02.09 #38/
13. Procedure for private information profiling of government servant /State service council’s decree 2004.06.15 #18/
14. Procedure for contracting government servant and assessing government servant’s skills and results/reports /State service council’s decree 2004.06.15 #48/
15. Procedure for organizing rapid operation /NEMA director’s order 2008.05.15 #286/
16. Procedure for operations of special decontamination unit /NEMA director’s order 2013.06.18 #468/
17. Procedure for conducting risk assessment /Government of Mongolian decree 2006.07.19 #176/
18. Procedure for collecting and evaluating periodical reports /NEMA director’s order 2013.06.27 #494/
19. Procedure for organizing communications /NEMA director’s order 2013.11.25 #861/
20. Procedure for child protection guiding principles /NEMA director’s order 2014.09.23 #245/
21. Procedure for NEMA personnel’s operation of information signs /NEMA director’s order 2007.05.02 #229/
22. Procedure for NEMA special servant’s clothing /Deputy Prime Minister’s order 2014.10.15 #79/
23. Mongolian procedures for awarding rank and medals /Presidential order 1999 #71/
24. Procedure for receiving, maintaining, renewing, calculating loss of resource products /Government of Mongolian decree 2008.05.28 #199 annex 2/
25. Procedure for providing special operation allowance for officer’s and senior officer’s /Government of Mongolian decree 2006.05.10 #104/
26. Procedure for examining/testing new government special servants /State service council’s decree 2003.11.19 #170/
27. Procedure for serving for NEMA /Deputy Prime Minister’s order 2011.06.14 #31/
28. NEMA checkpoint procedure /Deputy Prime Minister’s order 2008.04.25 #254/
29. Procedure for allocating international aid delivered to NEMA /NEMA director’s order 2007.01.10 #11/
30. Procedure for selecting candidates for domestic and international academy and university /NEMA director’s order 2003.07.16 #239/
31. Procedure for NEMA departments and divisions operation in disaster situations /NEMA director’s order 2007.11.08 #508/
32. Procedure for emergency appointing/assigning for travel /NEMA director’s order 2008.01.15 #22/
33. General procedure for ethic service’s operation /NEMA director’s order 2008.03.11 #254/
34. Procedure for using automobile /NEMA director’s order 2008.04.25 #254/
35. Procedure for awarding ‘for NEMA’ medal /NEMA director’s order 2008.12.15 #576/
36. Procedure for selecting NEMA’s labour champion, professional champion and leading collectives of the year /NEMA director’s order 2008.12.09 #559/
37. Procedure for award and awarding /NEMA director’s order 2008.02.20 #102/
38. NEMA government special servant’s disaster protection ranking procedure /NEMA director’s order 2008.03.13/
39. Procedure for recording, maintaining, monitoring NEMA personnel’s self-interest statement and property and income forms /Mongolian Parliament’s permanent legal committee 2012.04.15 #5/
40. General procedure for organizing search and rescue operations

INTERNAL PROCEDURE /NEMA DIRECTOR’S ORDER 2015.04.20 #104/

**General;**

NEMA internal procedure is to provide;

-NEMA’s strategic objectives, provide working environment and privileges for staff to implement required objectives

-Organize internal functions that may be caused by capacity building for labor discipline

-Organize labor relationship between unit’s chief/administrator and staff

This procedure is to be implemented only within NEMA

Staff must receive privilege, execute orders, accomplish responsibilities stated in the labor law, job description and strictly follow following laws;

Constitution of Mongolia, Government of Mongolian law, state service law, labor law, Government of Mongolian legal law, disaster protection law, fire safety law, Military personnel pension and benefit law, state resource law and other related law and decrees

Each NEMA staff/personnel must be responsible for assignments/tasks. This will include:

-Work within jurisdiction, follow and receive privileges granted within above stated laws and decrees

-Endeavor leadership with own profession and at all times seek for self-improvement and learning strain

-Be prompt, militaristic, creative/ambitious, hardworking, sincere, humane, and be of ethic formation

-Excellently accomplish assignments/tasks at highest professionalism and responsibly report to deputy prime and direct executive

-NEMA’s executive person will make decision regarding internal procedure according to related laws and jurisdiction

(this procedure has 9 chapters, each chapter has 1-8 article)

GENERAL PROCEDURE FOR DISASTER PROTECTION STATE SERVICE /DEPUTY PRIME MINISTER’S ORDER OF 2013.05.06 #52/

General;

This procedure is to organize and determine general objectives, cooperation and coordinate inter-sector management for disaster protection state service dealing with timely execution of measures bound to disaster prevention, rescue, response or relief.

State service will provide professional management and methodology to provincial service and professional unit.

State service will plan disaster protection measures, provide preparedness, provide resources, conduct training, organize exercise and constantly cooperate and exchange information with NEMA, other state services.

State service director is the Minister in the state central administrative organization.

Director is the head of state administration organization.

State service management hereafter headquarter will be appointed for duty as stated in this procedure.

State service will have vacant staff responsible for disaster protection.

State service may develop and follow procedure for their responsible sector regarding its specialty within this general procedure.

(this procedure has 6 chapters and 2 annex, each chapter has 1-9 article)

GENERAL PROCEDURE FOR DISASTER PROTECTION AT PROVINCIAL LEVEL /NEMA DIRECTOR’S ORDER 2013.11.26 #865/

This procedure is to determine general responsibility and objectives, organize cooperation, and coordinate inter-service management for disaster protection of aimag, capital, soum, district, bag, khoroo, entities’ disaster protection service hereafter Provincial service.

Provincial service will plan and implement disaster protection measures, provide resources and preparedness, conduct training, organize exercise, cooperate with NEMA, related professional organizations and disaster protection state and provincial services. And provide professional management and methodology.

Director is head of the related organization and service management hereafter Headquarter will be appointed according to this procedure.

Entities will follow this procedure regardless of property ownership.

(this procedure has 8 chapters and 1 annex, each chapter has 1-40 article)

PROCEDURE FOR ORGANIZING SEARCH AND RESCUE FROM WATER /NEMA DIRECTOR’S ORDER 2013.12.20 #921/

General;

Use this procedure for search and rescue in flood and water danger.

This procedure will cover search and rescue missions for NEMA subsidiary specialized rescue unit, aimag and capital Emergency management department/division’s rescue unit team and personnel.

(this procedure has 8 chapters and 13 annex)

PROCEDURE FOR TAKING NEMA GOVERNMENT SPECIAL SERVICE OATH /PRESIDENTIAL ORDER 2005.04.04 #50/

Citizen of Mongolia must take oath according to Disaster protection law chapter 29 article 3 hereafter Oath when he/she becomes personnel of state administration organization in charge of emergency management. And will follow this procedure for taking oath.

Taking oath is honorable event for the personnel, therefore, it is considered that State expects him/her to be responsible, and expresses its belief and appreciation.

(this procedure has 3 chapters, each chapter has 1-17 articles)

Chapter2.

Organizing oath ceremony

Chapter3.

Miscellaneous

PROCEDURE FOR RANKING OF NEMA GOVERNMENT SPECIAL SERVICE /PRESIDENTIAL ORDER 2012.12.21 #217/

For ranking personnel of state administration organization in charge of emergency management this procedure must be followed.

Personnel’s rank shall be equal to his job position.

Personnel’s job position level and rank shall be established by Government member in charge of emergency management.

**Chapter2. Granting the rank**

*And so on*

PROCEDURE FOR ASSESSMENT OF DISASTER RISK AND VULNERABILITY /GOVERNMENT OF MONGOLIAN DECREE 2006.07.19 #176/

General;

Disaster risk and vulnerability assessment methodology must have implementation general procedure.

Methodology must provide following requirements;

Provide possibility to assess true disaster vulnerability and risk, and assess probability of potential damage and prevention measures

Note disaster’s changeable vulnerability and risk, and provide disaster protection assessment conditions from potential damage

It must be enhanced based on science and lesson learnt

(this procedure has 4 chapters, each chapter has 1-6 articles)