



Table of Contents

| | |
|---|----|
| Abbreviations | 2 |
| Introduction | 3 |
| Mandate | 3 |
| Aim | 3 |
| Purpose and Scope of these SOPs | 3 |
| Effective Date | 3 |
| Authority of UNVIM | 3 |
| UNVIM Responsibilities | 4 |
| Member States Responsibilities | 4 |
| Responsibilities of Shipping Companies and/or their Agents | 5 |
| Responsibilities of Importers in Yemen | 5 |
| UNVIM Clearance Process | 5 |
| Management Arrangements | 7 |
| Contact Details | 7 |
| Activity/Tasks Responsibilities Matrix | 8 |
| Annex A - Notification Form for Yemen-based Importers/Traders | 11 |
| Annex B - Request For Clearance Form | 13 |

Abbreviations

| | |
|-------|--|
| GoY | Government of Yemen |
| EHOC | Evacuation and Humanitarian Operation Cell |
| SOPs | Standard Operating Procedures |
| UNOPS | United Nations Office for Project Services |
| UNSCR | United Nations Security Council Resolution |
| UNVIM | United Nations Verification and Inspection Mechanism |

Introduction

1. The current conflict in Yemen has resulted in a widespread humanitarian crisis, and has left 80 per cent of the population (21.1 million people) in need of some form of assistance. The impediments on commercial imports to Yemen have led to a severe lack of basic services and goods.

Mandate

2. Pursuant to a request by the Government of Yemen on 6 August 2015, and in compliance with Security Council resolution 2216 (2015), the Secretary General's letter to the Government of Yemen dated 11 August 2015 established a verification and inspection mechanism (hereafter "UNVIM") with the aim of facilitating the unimpeded flow of commercial items to Yemen and to revive the economy of the country.

Aim

3. To provide standardized procedures for the UNVIM process in line with UNSCR 2216 (2015).

Purpose and Scope of these SOPs

4. The Standard Operating Procedures (SOPs) define the main elements of UNVIM as well as the scope of its activities.
5. These SOPs also provide details about the scope of UNVIM and the process to be followed while requesting clearance for commercial cargo and bilateral assistance destined for the Republic of Yemen.

Effective Date

6. These SOPs are effective immediately.

Authority of UNVIM

7. UNVIM applies to those ships carrying commercial items or bilateral assistance intended for Yemeni ports that are not under the control of the Government of Yemen.
8. All respected planned commercial and bilateral shipping activities and/or contracts for goods destined for Yemen should be reported to UNVIM in order to obtain clearance to facilitate access to Yemeni ports.

9. UNVIM does not apply to:
 - a. Cargo ships that are destined to ports under the control of the Government of Yemen such as Aden;
 - b. Ships operated or chartered by the United Nations or international humanitarian organizations;
 - c. Smaller vessels (up to 100 metric tons) and dhows; and
 - d. Cargo transported by air or land.

UNVIM Responsibilities

10. UNVIM will operate under two streams:
 - a. The first stream aims at facilitating commercial shipments of goods purchased by Yemen-based commercial or government entities intended for sale in Yemen. Shipping companies shall notify and submit a request for clearance to UNVIM of all planned shipments of commercial goods destined for Yemen. The process is outlined in paragraph 17 of these SOPs.
 - b. The second stream concerns the shipment of bilateral assistance from UN Member States. Bilateral assistance from any Member State refers to assistance from any government or people that is not channelled through a UN agency or a recognized international humanitarian organization and that is designated to save lives, alleviate suffering and maintain and protect human dignity, guided by the principles of humanity, impartiality, neutrality, and independence.

Member States Responsibilities

11. UN Security Council resolution 2216 (2015) calls upon Member States, in particular States neighbouring Yemen, to inspect, in accordance with their national authorities and legislation and consistent with international law, all cargo to Yemen, in their territory if the State concerned has information that provides reasonable grounds to believe the cargo contains items prohibited by paragraph 14 of the resolution.
12. According to the resolution, all Member States shall seize and dispose (such as through destruction, rendering inoperable, storage or transferring to a State other than the originating or destination States for disposal) of items prohibited by paragraph 14 of UNSCR 2216 (2015).
13. The resolution further requires any Member States when it undertakes an inspection to submit promptly an initial written report to the Sanctions Committee containing, in particular, explanation of the grounds for the inspections, the results of such inspections, and whether or not cooperation was provided, and, if prohibited items for supply, sale, or transfer are found, further requires such Member States to submit to the Committee within 30 days a subsequent written report containing relevant details of the transfer, including a description of the items, their origin and intended destination, if this information is not in the initial report.

Responsibilities of Shipping Companies and/or their Agents

14. All shipping companies or their relevant agents are required to notify UNVIM as soon as the nature of the cargo is known and the expected date of departure from port of origin and the date of arrival at the port of destination are scheduled, by submitting a request for clearance (see Annex B).
15. Vessels requesting clearance to ports in Yemen must maintain their Automated Information System (AIS) in operation throughout the duration of their journey into and out of Yemeni Territorial waters, until arrival at the next port after Yemen. Vessels are requested to use the standard UN Location code (LOCODE) on AIS.

Responsibilities of Importers in Yemen

16. All Yemeni based importers who intend to import goods through Yemeni ports that are not under the control of the legitimate Government of Yemen are required to provide UNVIM - as early as possible - the list of goods for which a procurement contract has been finalized (see Annex A).

UNVIM Clearance Process

17. Depending on the type of shipment, different procedures apply.

Bulk and Break-bulk Cargo

- a. All shipping companies should submit their request for clearance as follows:
 - i) Fill out the Request for Clearance of Commercial Cargo and Bilateral Assistance (see Annex B) and send it together with relevant supporting documents to UNVIM via e-mail (unvim@unops.org) or Fax (+253 21 35 52 41 or +45 69 80 20 12); or
 - ii) Fill out the online form on vimye.org
- b. The request for clearance and the relevant supporting documents will be subject to a desk review processed by UNVIM. UNVIM will inform the requesting shipping company of its recommendation within 48 hours and follow one these two scenarios:
 - Provided that no inspection of the cargo is required, UNVIM will issue a Certificate of Clearance to the shipping company.
 - Provided UNVIM finds reasonable grounds that the cargo may contain items prohibited according to UNSCR 2216 (2015) the ship will be rerouted to a mutually agreed meeting point within international waters for an inspection.
- c. An UNVIM inspection team will investigate suspected cargo items through physical inspection and/or use of appropriate tools and equipment. If no prohibited items are found, UNVIM will issue a Certificate of Clearance.

- d. If the inspection team deems that further inspections are required, UNVIM will request the ship to sail to Djibouti port for a secondary inspection. Offloading, screening and loading of the cargo might be necessary. Related costs will be borne by the shipping company in charge of the shipment.
- e. Provided prohibited items are found during the inspection, they will be seized and disposed of by the Government of Djibouti in the presence of UNVIM Monitors.
- f. Following an inspection pursuant to paragraph 15 of UNSCR 2216 (2015), UNVIM will provide an initial written report to the Sanctions Committee containing, in particular, explanation of the grounds for the inspection, the results of such inspection, and whether or not cooperation was provided, and, if prohibited items for supply, sale, or transfer were found. Further, the Government of Djibouti and UNVIM will provide within 30 days a subsequent written report to the Sanctions Committee containing relevant details on the inspection, seizure, and disposal, and relevant details of the transfer, including a description of the items, their origin and intended destination, if this information is not in the initial report.
- g. Should the ship refuse to follow UNVIM procedures, the Evacuation and Humanitarian Operation Cell (EHOC) and the Coalition Forces will be informed accordingly for their action.

Containerized Commercial Cargo

- h. All containerized commercial cargo, whether being transshipped or delivered directly to Yemeni ports not under the control of the Government of Yemen, have to submit a request for clearance.
- i. Any containerized cargo transshipping through the ports of Djibouti, Dubai, Jeddah and Salalah will be subject to screening in the presence of UNVIM Monitors.
- j. All containerized shipments that are delivered directly from the port of origin to Yemeni ports not under the control of the Government of Yemen will be subject to verification and, if reasonable grounds exist, these shipment will be subject to screening in any of the designated ports.

Bilateral Assistance from States

- k. All States should submit their request for clearance as follows:
 - i) Fill out the Request for Clearance of Commercial Cargo and Bilateral Assistance (see Annex B) and send it together with relevant supporting documents to UNVIM via e-mail (unvim@unops.org) or Fax (+253 21 35 52 41 or +45 69 80 20 12); or
 - ii) Fill out the online form on vimye.org
- l. All bilateral assistance (bulk, break-bulk or containerized) from States destined for Yemen is subject to UNVIM and has to be transhipped through Djibouti port, where it will be off-loaded and screened.

- m. The screening process will involve the use of the screening facilities and equipment available at the Djibouti port and will be monitored by UNVIM Monitors.
- n. If no prohibited items are found, the cargo will be cleared and shipped to Yemen on a UN operated/chartered ship.
- o. The costs for offloading, loading and shipping will be borne by the donating State.
- p. In case prohibited items are found and need to be disposed, steps as outlined under paragraph 16 e-f will be followed.

Management Arrangements

- 18. The United Nations Office for Project Services (UNOPS) has been requested to operationalize and manage services of the verification and inspection mechanism on behalf of the United Nations and Member States.
- 19. UNOPS will implement this project in close consultation with a designated UN official, the Government of Yemen and other Member States.
- 20. UNVIM operates from its Head Office in Djibouti, where main activities such as management of clearance requests, coordination of inspection, and monitoring of operations will take place.
- 21. UNVIM will deploy two Monitors to each designated port in Djibouti, Dubai, Jeddah and Salalah to observe the screening of cargo destined for Yemen.

Contact Details

- 22. For further information, UNVIM can be contacted as follows:
 - Tel: +253 77 26 14 76 | +253 77 10 31 18
 - Satellite phone: +882 16 52 15 20 33
 - Email: unvim@unops.org
 - Website: www.vimye.org

Activity/Tasks Responsibilities Matrix:

23. A summary of the key activities/tasks is provided in the following matrix:

| Stream of cargo shipment into Yemen under UNVIM | # | Activities/tasks | Responsibility | | |
|---|----|---|----------------|--------------|----------------------------------|
| | | | UNVIM | Member State | Shipping company/Importer/Trader |
| Bulk and Break-bulk Cargo | 1 | Screening of the cargo destined for Yemen at the port of origin | | X | |
| | 2 | Importer/Trader notification to UNVIM | | | X |
| | 3 | Preparation and submission of the request for clearance | | | X |
| | 4 | Desk review of the request for clearance | X | | |
| | 5 | Communicating the result of the desk review process to relevant stakeholders | X | | |
| | 6 | Provision of Certificate of Clearance and informing requesting party | X | | |
| | 7 | Liaison with Government of Yemen and the Coalition Maritime Forces | X | | |
| | 8 | Communication and coordination with port of destination in Yemen | | | X |
| | 9 | Coordination and undertaking of preliminary physical inspection of cargo in international waters | X | | X |
| | 10 | Coordination of offloading for the secondary physical inspection and loading of cargo afterwards at the port of Djibouti | X | | X |
| | 11 | Offloading and loading of cargo after secondary physical inspection at the Port of Djibouti | | | X |
| | 12 | Monitoring of the loading process and provision of prompt report to the Sanctions Committee | X | | |
| | 13 | Seizure and disposal of any prohibited items under UNSCR 2216 found in the cargo | | X | |
| | 14 | Provision of extensive inspection report to Sanctions Committee within 30 days, in case prohibited items were found during inspection | X | X | |

| Stream of cargo shipment into Yemen under UNVIM | # | Activities/tasks | Responsibility | | |
|---|---|---|----------------|--------------|------------------|
| | | | UNVIM | Member State | Shipping company |
| Containerized Commercial Cargo | 1 | Screening of the cargo destined for Yemen by Member State at the port of origin | | X | |
| | 2 | Communication and coordination with port of destination in Yemen | | | X |
| | 3 | Screening of cargo at ports of transshipment (Djibouti, Dubai, Jeddah, Salalah) in the presence of UNVIM Monitors | | X | |
| | 4 | Provision of Certificate of Clearance and informing relevant stakeholders | X | | |
| | 5 | Further inspection if needed in the presence of UNVIM Monitors | | X | |
| | 6 | Provision of prompt report to Sanctions Committee | | X | |
| | 7 | Seizure and disposal of any prohibited items under UNSCR 2216 found in the cargo | | X | |
| | 8 | Provision of extensive inspection report to the Sanctions Committee within 30 days, in case prohibited items were found during inspection | X | X | |

| Stream of cargo shipment into Yemen under UNVIM | # | Activities/tasks | Responsibility | | |
|---|---|--|----------------|--------------|------------------|
| | | | UNVIM | Member State | Shipping company |
| Bilateral Assistance from Member States | 1 | Screening of the cargo destined for Yemen at the port of origin | | X | |
| | 2 | Preparation and submission of request for clearance | | X | X |
| | 3 | Coordination for offloading of cargo from Member State ships/vessels and reloading it onto a UN-operated/chartered ship/vessel | | X | |
| | 4 | Arrangement of a UN-operated/chartered vessel for shipment of cargo into Yemen | | X | |
| | 5 | Payment of any cost related to offloading, loading and shipping | | X | |
| | 6 | Inspection of cargo and monitoring of its loading onto a UN-operated/chartered ship/vessel in the presence of UNVIM Monitors | X | | |
| | 7 | Provision of Certificate of Clearance and informing relevant stakeholders | X | | |

| | | | | | |
|--|----|---|---|---|--|
| | 8 | Provision of prompt report to Sanctions Committee | X | X | |
| | 9 | Communication and coordination with port of destination in Yemen | | X | |
| | 10 | Seizure and disposal of any prohibited items found in the ship/vessel under UNSCR2216 by Government of Djibouti | | X | |
| | 11 | Provision of extensive inspection report to Sanctions Committee within 30 days, in case prohibited items were found during inspection | X | X | |

United Nations Verification and Inspection Mechanism for Yemen Annex A - Notification Form for Yemen-based Importers/Traders



All Yemen-based importers/traders who intend to import goods through Yemeni ports that are not under the control of the legitimate Government of Yemen are required to submit this notification form as well as the **Commercial Invoice** and **Purchase Order** for respective import and their **Trade Licence** as soon as they have received respective documents from the supplier.

This information will feed into the UNVIM desk review process for which shipping companies are required to submit a separate Request for Clearance as outlined in UNVIM’s Standard Operating Procedures upon departure from the port of origin (available at www.vimye.org). Incomplete or late submissions of the Notification Form as well as the Request for Clearance Form may result in delays for shipping companies in subsequent verification process.

A. Fill out Importer/Trader Information:

| # | Item | Description | Remarks |
|---|-----------------------------------|-------------|---------|
| 1 | Name of Importer/Trader | | |
| 2 | License Number of Importer/Trader | | |
| 3 | Name of Local Chamber of Commerce | | |
| 4 | Contact Person Name | | |
| 5 | Telephone Number | | |
| 6 | E-mail | | |
| 7 | Website (if applicable) | | |

B. Description of Goods:

C. Send this Form, a copy of the Commercial Invoice and the Trade Licence to:

Fax: +253 21 35 52 41 or +45 69 80 20 12, or Email: unvim@unops.org

D. Contact Details for UNVIM:

Email: unvim@unops.org | Tel: +253 77 26 14 76 | +253 77 10 31 18

United Nations Verification and Inspection Mechanism for Yemen

Annex B - Request for Clearance of Commercial Cargo and Bilateral Assistance



Important Note

All the information requested in this form shall be filled in by the requesting shipping company (respectively Member State for bilateral assistance) and sent to the United Nations Verification and Inspection Mechanism for Yemen together with the full set of required documents as attachments to avoid any delay of the verification process. Any inquiries regarding this request for clearance should also be addressed to UNVIM. Contact details for UNVIM are as follows:
Tel: +253 77 26 14 76 or +253 77 10 31 18 | Fax: +253 21 35 52 41 or +45 69 80 2012
Email: unvim@unops.org

Requests will be acknowledged with a unique tracking number for reference purposes. Please note that it may take up to 48 hours from the time the complete request has been received by UNVIM for a decision to be made.

Please also note that vessels requesting clearance to ports in Yemen must maintain their Automated Information System (AIS) in operation throughout the duration of their journey into and out of Yemeni Territorial waters, until arrival at the next port after Yemen. Vessels are requested to use the standard UN Location code (LOCODE) on AIS.

1. Route and Port Information:

| # | Item | Description | Remarks |
|---|---|-------------|---------|
| A | Voyage Number | | |
| B | Port(s) where cargo destined for Yemen was loaded | | |
| C | Port of Destination in Yemen | | |
| D | Next Port after Port of Destination in Yemen | | |
| E | Other ports called between port where cargo was loaded and destination in Yemen | | |
| F | Date and Time of Departure From Last Port of Call | | |
| G | Estimate Date and Time of Arrival in Port of Destination in Yemen | | |

2. Vessel information:

| # | Item | Description | Remarks |
|---|---|-------------|---------|
| A | Name | | |
| B | IMO No | | |
| C | Call Sign | | |
| D | Port of Registry of Vessel | | |
| E | Last Three Changes of Ship Operator in the last three years with Name + Address (if applicable) | | |
| F | Satellite Phone | | |
| G | E-mail Address | | |
| H | Fax No. (if applicable) | | |
| I | Sat C No. (if applicable) | | |
| J | Type of vessel | | |
| L | Length | | |
| M | Width | | |
| N | Draft | | |
| O | Total Cargo On Board (mt) | | |
| P | Master's Name | | |
| Q | Master's Nationality | | |

3. Information for cargo destined for Yemeni ports not under the control of the Government of Yemen:

| # | Item | Description | | | | | | |
|---|------------------------|---------------------------------|--|-----------------------------------|--------------------------------------|---|-----------------------------------|---|
| A | Cargo Type | <input type="checkbox"/> Tanker | <input type="checkbox"/> Cargo | | | | | |
| | | | <input type="checkbox"/> Containerised | <input type="checkbox"/> Dry Bulk | <input type="checkbox"/> Liquid Bulk | <input type="checkbox"/> Break Bulk (General Cargo) | <input type="checkbox"/> Vehicles | <input type="checkbox"/> Other, please specify: |
| B | Number of Units/Pieces | | | n/a | n/a | | | |
| C | Weight in Metric Tons | | | | | | | |

4. Bilateral Assistance (fill out only if applicable¹)

| # | Item | Information | Remarks |
|---|-------------------------|-------------|---------|
| A | Member State | | |
| B | Contact Person | | |
| C | Title | | |
| D | Organization/Department | | |
| E | Phone Number | | |
| F | Email Address | | |
| G | Fax Number | | |

5. Shipping Company Information:

| # | Item | Information | Remarks |
|---|---|-------------|---------|
| A | Name | | |
| B | IMO Number | | |
| C | Full style Address of Shipping Company/Operator | | |
| D | Name of Designated Person Ashore (DPA) | | |
| E | Telephone Number of DPA | | |

¹ Bilateral assistance from a Member State refers to assistance from any government or people that is not channelled through a UN agency or a recognized international humanitarian organization and that is designated to save lives, alleviate suffering and maintain and protect human dignity, guided by the principles of humanity, impartiality, neutrality, and independence.

| | | | |
|---|----------------------|--|--|
| F | Mobile Number of DPA | | |
| G | E-mail of DPA | | |
| H | Fax | | |
| I | Website | | |

6. Copies of the following supporting documents are required to be attached with this request:

- a. Manifests for cargo destined for Yemeni ports not under the control of the legitimate Government of Yemen
- b. Bills of Lading for cargo destined for Yemeni ports not under the control of the legitimate Government of Yemen
- c. Packing List(s) for cargo destined for Yemeni ports not under the control of the legitimate Government of Yemen
- d. Last 10 Ports of Call
- e. Port Clearance of Last Port called
- f. IMO Crew List with Seaman Book and Passport Numbers
- g. IMO Passenger List, if applicable
- h. Stowage Plan/Bay Plan for the vessel
- i. List of armed guards on board, if applicable
- j. Weapons and Ammunition On Board Declaration, if applicable
- k. List of dangerous cargo on board, if applicable (attach respective List/Packing certificate(s))
- l. Continuous Synopsis Record (CSR)
- m. Certificate of Registration of Vessel
- n. Document of Compliance for the Carriage of Dangerous Goods, if applicable
- o. Any other, please specify

Declaration

1. The requesting Member State/shipping company hereby declares that:
 - a. The information provided in this form is correct and complete to the best of their knowledge.
 - b. The contents of the cargo have gone through the regular customs and inspection process in the relevant Member State and comply with the provisions of the UNSCR 2216 (2015) regarding shipment/import of prohibited items into Yemen.
 - c. The originals of the supporting documents must be retained by the Member State/shipping company and must be presented to UNVIM upon request.

2. Provided that UNVIM decides that an inspection of the cargo is required, the Member State/requesting shipping company consents to an inspection of the cargo by UNVIM at a designated location.

Signature: _____

Signed by (Full Name): _____

Position: _____

