



World Health
Organization

#Ready4Response

Tier 2: Ready4Response

Module 2: Incident Management System functions

Finance and Administration

Unit 2E

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IMS CORE FUNCTIONS

- Incident Management
- Operations function
- Planning function
- Logistics function
- **Finance and Administration function**

#Ready₄Response



Hello, it's **Gaya!**

INTRODUCTION

The Finance and Administration function (F&A) manages the financial and administrative aspects of the response, including Human Resources.

This function supports the response by making sure that the needed resources are procured and accounted for.

In a planning role, they will advise on the costs associated with the response and sources of funding.

LEARNING OBJECTIVES

By the end of this unit, you will be able to:

- explain the role of the Finance function;
- describe sources of funding for the response;
- explain the F&A role in relation to claims, insurance and medical evacuation; and
- describe the F&A role in relation to managing and recording costs related to the response.

THE FINANCE AND ADMINISTRATION FUNCTION



is responsible for expenditure tracking, payments and administrative services.

F&A tracks personnel and equipment, and coordinates closely with the **Planning** and **Logistics** functions.



The activities can be divided into the following categories:

- obtaining funding for the response;
- recruiting and managing personnel for the response;
- dealing with claims, insurance and medical evacuation for responders; and
- managing and recording costs.

Obtaining funding for the response

The source of funding will depend on the country and the partners involved in the response. The Finance and Administration function will work to gain access to:

1. A **response fund** – Some countries have a response fund: money set aside to be available for a public health response. This is separate from day-to-day funding since it can only be accessed in an emergency.
2. **Re-programmed funding** – This is money taken from somewhere else to be used for a public health response. For example, the funding could come from other departments or programs from within the Ministry of Health, or from other Ministries.



Other sources of funding

3. **Supplemental funding** is obtained through a request from the Ministry of Health for additional funding from the source of operational funding for the public health response. This source is unique to each country. Supplemental funding is typically requested after the response fund has been depleted – for example, in a response which is long term or requires extensive resources.

4. **Resource mobilization** is when the Ministry of Health requests funding from donors for the public health response. Examples of potential donors include the World Health Organization, centres for disease control and prevention and nongovernmental organizations.



The HUMAN RESOURCES sub-function will:

- manage the recruitment process of response staff;
- ensure that staff have contracts and are paid on time;
- manage the travel of personnel deployed to support the response;
- manage insurance and other contractual issues; and
- conduct on-boarding and post-deployment briefings and administration.

The Planning function will advise on the type of skills needed for the response.

Personnel are normally recruited for the response based on the role specifications required for the functions outlined in the response plan.



The CLAIMS, INSURANCE AND MEDICAL EVACUATION sub-function

handles the overall management and direction of matters related to compensation for injury and claims-related activities during an incident. For example, they will:

- establish processes for and process property and personnel claims and compensation;
- process administrative paperwork;
- provide technical guidance regarding all aspects of injury, illness and property damage claims;
- investigate and maintain records for claims and compensation; and
- arrange medical evacuation for responders who are injured or become ill working in remote and/or dangerous locations where access to acute care facilities is limited.



The F&A will manage the ongoing operational costs and help planning of the response by:

- preparing cost estimates for the Planning function;
- making cost-saving recommendations;
- developing a methodical way of identifying costs; and
- recording all cost data and providing cost analysis data for the incident.

They will support operations by:

- ensuring equipment and personnel for which payment is required are properly identified;
- coordinating cost reporting procedures; and
- managing reimbursements.





SUMMARY

- Finance and Administration forms an integral part of the planning process.
- The function advises on sources of funding, manages claims and insurance, and procures goods and services in relation to the response.
- The function performs an HR role.

The Finance and Administration function not only supports the response but plays a key part in planning.



FOLLOW-UP TASK

1. Think about the last response you were involved in or studied, and how the Finance and Administration function was included in the response.
2. Quickly evaluate these arrangements: How did they work? Could anything have been done differently?
3. Make a note in your journal.