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From:
Sent: Friday, March 14, 2003 8:57:14 AM
To: AFGHAN UNIT - All Staff
Subject: FW: INFO: OO FCOLN/ABIDJ 130:
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-----Original Message-----

From: Swift Incoming Telegrams (Machine 1)
Sent: 13 March 2003 18:32
To: AFGHAN UNIT
Subject: INFO: OO FCOLN/ABIDJ 130:

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OF 131736Z MARCH 03
AND TO IMMEDIATE ALL CLASSIFIED POSTS [] MODUK, DFID
AND TO IMMEDIATE [] DTLR, CABINET OFFICE
AND TO IMMEDIATE ADMINISTRATOR ASCENSION

FROM PUS

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SUBJECT:
OPENING OF FCO EMERGENCY UNIT

1. In the light of developments on Iraq, I have today (13 March) agreed that the FCO Emergency Unit should now be open with effect from 0900 on 14 March. The Consular Crisis Centre (CCC) will open fully on Monday 17 March in the OAB but extra staff are already working in Consular Division. Core CCC staff will be working over the weekend on evacuation planning.

2. This does not imply that military action is inevitable, or that a date has already been set for its start should it become

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unavoidable. We continue to work flat out to secure a further UN resolution that will lead to Iraq's disarmament. But we must be prepared for all contingencies, and events are moving fast.

3. Peter Ricketts (Director General, Political), together with William Ehrman (Director General, Defence and Intelligence) is co-ordinating the FCO's overall response to the crisis. Edward Chaplin (Director, Middle East and North Africa) is Deputy Crisis Co-ordinator. They will continue to work from their current offices. Charles Gray (Head MED) has been appointed Crisis Manager, with Martin Shearman as alternate.

4. As well as political and briefing sections (which will incorporate core Iraq MED staff) the EU will also include a Pol Mil Section, staffed mainly from SecPol Department, which will be responsible for liaison with the MOD. There will also be a member of Consular Division embedded in the Unit, who will liaise with the Consular Crisis Centre. The Emergency Unit will work in close co-operation with the various other geographical and functional departments engaged in crisis related work, eg. UND, NPD, NENAD, CTPD and Press Office. It will also work closely with the Iraq Planning Unit which, for the moment, continues to lead on the less immediate, longer term, post-conflict planning issues. (Key contacts there are Head of IPU Dominick Chilcott on [redacted]; PA/Hd of Unit [redacted]; Deputy Hd of IPU Laurie Bristow on [redacted])

5. The Emergency Unit is located in dedicated premises in the basement of the Main Building. Key contact numbers are as follows:

- Crisis Manager: [redacted]
- PA/Crisis Manager: [redacted]
- Deputy Crisis Manager: [redacted]
- Political Section: [redacted]
- Pol Mil Section: [redacted]
- Consular Division Liaison: [redacted]
- Fax Nos: Unclassified [redacted]
CRYPTTEK
AIRTECH

All of the above can also be contacted on e-mail via their office e-mail addresses. All communications by e-mail should be copied, wherever possible, to the "Emergency Unit" group mailbox address. This address should be used when the name of the officer concerned is not known, with the function (eg. Head of Political Section) of the action recipient included in the message title.

6. Consular Division is opening its CCC from Monday 17 March. The Consular Liaison Officer in the FCO EU will be on 020 7008 6874 from 15 March. Key officials in the CCC are:

Ralph Publicover (Crisis Director)
Dominic Jermy (Senior Crisis Manager)
[redacted] (Crisis Manager)
[redacted] (Crisis Manager)
Fax Number [redacted]

The CCC is located in adjacent offices in the OAB. An e-mail inbox has been set up on the Global Address List (Cons Emerg-OAB). All e-mails

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relating to the crisis should be sent to this mailbox from Monday 17 March. Any e-mails addressed to individuals in Crisis Management Unit or Consular Division about Iraq must be copied to the Cons Emerg-OAB mailbox. Please include in the title of your e-mails one or more of the following categories: Senior Managers, All Staff, Policy, Operations or Administration.

7. From 14 March and over the weekend, the Emergency Unit will be staffed on a shift system between 0600 and 2200. We will inform you of any changes to this.

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EMERGENCY UNIT 0

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