

# Annexes



[eprhandbook.actionaid.org/annexes](http://eprhandbook.actionaid.org/annexes)

**Section**



**Objective 1**

People's basic needs are met with speed and quality through women's leadership and people are able to assert their rights to assistance and demand aid effectiveness and accountability.

Outcomes	Indicators	Activities
	<ul style="list-style-type: none"> <li>- 12 NFI committees functioning and actively participating in planning and distribution process by end of June 2013.</li> <li>- 1020 households (5100 people) have received appropriate, context specific and quality NFI items through women-led processes by end of July 2013.</li> <li>- ActionAid's model of women-led NFI distribution documented and shared with relevant clusters, other INGOs and UN agencies by August 2013.</li> </ul>	<ul style="list-style-type: none"> <li>- Formation of NFI committees in each block in Module 5, led by a woman and comprising representatives from adult women circles, young women circles, and young men circles.</li> <li>- Women and youth circles identify and prioritise NFI needs within their communities and criteria for receiving them.</li> <li>- NFI committees conduct mapping of their blocks to identify NFI recipients.</li> <li>- NFI committees participate in procurement process (checking samples, selecting suppliers).</li> <li>- NFI committees, with support from other women and youth circle members, lead distribution process.</li> <li>- Documentation of distribution model through reports, simple films etc. by July 2013.</li> </ul>
	<ul style="list-style-type: none"> <li>- 84 community psychosocial volunteers are trained by August 2013.</li> <li>- 84 women and youth circles (1260 people) are participating regularly in recreation and group support sessions by August 2013.</li> <li>- 3600 people have support and information on referral services available through outreach visits by psychosocial volunteers by December 2013.</li> <li>- All women and youth circles have safe spaces to meet by August 2013.</li> </ul>	<ul style="list-style-type: none"> <li>- Conduct focus groups discussions with affected communities to identify psychosocial concerns.</li> <li>- Women and youth circles participate in weekly group sessions (recreation activities, expressive arts, supported communication, community action planning etc.).</li> <li>- Training of community volunteers from each circle to facilitate sessions, conduct community outreach and disseminate information on specialist referral services available.</li> <li>- Mapping of referral services for serious trauma and provide simple information on referral pathways to community volunteers.</li> <li>- Volunteers conduct community outreach and disseminate information to their communities.</li> </ul>

Another ERRP example can be found at: <http://goo.gl/XdlVrJ>

**Annex 10 : Logistics and operations checklist and guidelines**

- Management of procurement, storage and supply**
- Determine procurement requirement immediately during assessment: specific items, quality, and international travel.
  - Get clarity from IHART about possible international deployment and travel requirements.
  - Get clarity about nature and length of deployment. Inquire about legal requirements such as work permit, tax system, entry requirements etc. if it is a long term deployment.
  - Establish communication with appropriate authorities e.g. immigration or home office who may issue or advise on visa.
  - Revise visitor pack with additional context specific information, e.g. credit card does not work, specific immunisation and health preparation.
- Organising and supporting movement of people**
- Assign someone to co-ordinate deployment and international travel.
  - Get clarity from IHART about possible international deployment and travel requirements.
  - Get clarity about nature and length of deployment. Inquire about legal requirements such as work permit, tax system, entry requirements etc. if it is a long term deployment.
  - Establish communication with appropriate authorities e.g. immigration or home office who may issue or advise on visa.
  - Revise visitor pack with additional context specific information, e.g. credit card does not work, specific immunisation and health preparation.
- Management of procurement, storage and supply**
- Determine procurement requirement immediately during assessment: specific items, quality, and international travel.
  - Get clarity from IHART about possible international deployment and travel requirements.
  - Get clarity about nature and length of deployment. Inquire about legal requirements such as work permit, tax system, entry requirements etc. if it is a long term deployment.
  - Establish communication with appropriate authorities e.g. immigration or home office who may issue or advise on visa.
  - Revise visitor pack with additional context specific information, e.g. credit card does not work, specific immunisation and health preparation.

### Communication and IT

- Determine requirements for communications equipment and set out an alternative plan if there is a threat to the existing system.
- Purchase additional communications equipment, if necessary. Make sure that they are budgeted for in the donor proposal.
- Prepare a list of staff of ActionAid and partners with their contact details; and circulate to all involved nationally and internationally in case of an emergency.
- Ensure that ActionAid system is protected from possible attack by virus, spy wares and spam, which can severely harm emergency work e.g. meeting donors' deadlines.

### Management of vehicles and transportation

- Organise adequate vehicle for the size of response.
- Develop protocol of vehicle use and make sure everyone understand to avoid frustration.
- Recruit additional drivers as part of staff welfare – in case they require long duty.

### Setting up office

- Rent adequate size of office for the needs – and consider convenience and security issues especially with women staff.
- Decide about office requirements: space, IT support, storage, parking, generators, photocopy, phone line, satellite, water machines etc.
- Assess security requirement: decide whether you recruit security or go for a company.
- Consider safety issues if you're setting up the office in earthquake-prone areas.
- Negotiate with landlord about all the possible uses of the office and local regulation.

### Security and reparitions

- Assign a security monitoring team immediately after an emergency. In the case of a large scale operation in a highly insecure area, you may even decide to recruit a dedicated security officer. S/he can maintain liaison with other agencies, partners and government.
- Make sure that national and international staff including partners are aware about security assessment
- Design a security communication system and alternative contingency plan. Often single communication channels help to ensure that everyone receives the information.
- Identify meeting points if security deteriorate. ActionAid office can book alternative air ticket for repartition once security reaches a certain level.
- Ensure that all staff use safety measures such as life jackets etc.
- Make sure that all international staff have up-to-date insurance coverage (Roger Ying is the focal person for this). For new staff, initiate the process as soon as possible. It should be applicable for vehicles.

### Handling of cash and banking

- Carefully analyse the donor contracts in relation to the handling of cash.
- Communicate with donors in advance if you can not comply with certain sections.
- In case of new country, certain banks require a letter from CEO authorising the team leader of the operation to open and maintain the account. Collect this letter as soon you decide to open an account.
- Quickly put together a policy and get approval about cash transactions including introducing a cash book.
- Decide bank signatory in terms of nature of staff movement (Sri Lanka – any two or three/four). Alternative signing arrangement.