Preparing to Receive Deployees

Overview

Country Offices should ensure that the necessary coordination structure is in place to facilitate the efficient deployment of staff in response to emergencies. This includes:

- Identifying focal point(s) within the mission that monitors the status of deployments from requesting for the deployment, receiving the deployee up until the end of the deployment.
- Sharing regular updates with other offices (e.g. the Regional Office, the Country Office where the deployee is coming from or headquarters.
- Sharing information within the Country Office to ensure that programme managers are aware of arrivals and departures and that the focal points in charge of logistics arrangements are also aware of the status of incoming or outgoing staff.

Lessons Learned / Best Practice

Maintaining a deployment tracking spreadsheet with the list of people identified for deployments can be a very useful tool for the Country Offices. This sheet can consolidate all of the names of staff who have been identified for deployment and keep track of the status of their deployment. The spreadsheet can also help Country Offices plan for 1st, 2nd and/or 3rd waves of deployment depending on the need. A sample deployment tracking sheet is available in the reference section below and can be modified to suit the needs of the Country Offices.

Developing a standard deployment logistics note or deployment guide that contains all the key information deployees need to prepare for their deployment can be very useful for both the deployees and the focal points in the Country Offices who are often asked the same questions. A template is available in the reference section below and can be modified to suit the needs of the Regional Offices.

Contacts

For more information please contact:

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