

Deployment preparation

This checklist does not cover everything you need to prepare your deployment, but it may feed with ideas about what to bring and what is to regard as important. You are welcome to give feed back, that could improve the checklist (See feedback button)

It is of great importance to find a reliable description of the political and administrative system in the country you will visit. It can also be valuable to have a briefing on cultural differences.

Beside your personal equipment and first aid kit:

Don't forget to bring

A pad for notes and drawings and a couple of pencils. (Pens are OK, but impossible to use on wet surfaces).

A notebook that can be used as a field diary. Write every day and note some of the important information you also store in your in your computer or cell phone/i-phone (phone umbers etc. To develop a custom using a field diary will pay back many times, not least when you hand over to next team of report back after a completed mission

A small toolbox, there are often a number of technical breakdowns you may handle and fix if you only have access to normal tools.

Extra batteries for your torch

Don't forget to download

All formats and templates you expect to use during the mission, including the DWM guidelines and its tools and make printouts of the tools you expect to use immediately

Make sure with your computer department that all necessary programs are installed, including a powerful virus program. If available also install a USB memory vaccination program

Make sure with your back office that you have working land-line phone numbers, cell phone numbers, satellite phone numbers and email addresses to colleagues and focal person

Make clear who will be standby when your focal person is not available.

Check with your UN focal person:

Name, cell phone number and satellite phone number to relevant UN staff on site (OCHA, UNDP, UNEP, UNICEF, WHO, etc) and cluster lead.

If possible: find out address to relevant UN offices as well as the regular meeting hours for eg for clusters

Try to find out a contact person (and his/her contact info) at the local waste management authority and its contractors (if any) as well as local environmental health/ public health authority. Names and info on corresponding regional and national level may be useful.

You can not plan for 8 hours working day, but be conscious on taking off at least one day every weekend! If possible plan for recreational activities in advance, and bring books, computer games and music for amusement in spare time.

Check with your UN focal person:

Name and phone number to relevant UN staff on site (OCHA, UNDP, UNEP, UNICEF, WHO, etc) and cluster lead.

If possible: find out meeting hours and address to relevant UN offices

Try to find out contact person and her/his contact information at the local waste management organization as well as its contractors if any.

At arrival

Immediately find your supervisor/ contact/ focal person at the site. This is, of course, the most natural and necessary action. If you arrive for immediate actions or a mission on short term you probably have to find contact persons with only small support from the environment around. If you come for a mission on medium term many of the core contacts should be established.

If you arrive in order to replace someone she or he shall be contacted as a first action when you have announced your presence on site. This person have probably planned for a hand over. However, you must be prepared for handover with limited structure. So, to avoid loss of information prepare for using the hand over tool (See DWM Guidelines on line: 06 Tools and Tips) to check that everything is covered.

Find together a comfortable way to understand what is done, what is ongoing and what must be implemented. Are there projects not following time planning and/or budget. If so, why?

If possible let your predecessor introduce you to all important contact persons

If you are on mission with a non UN organization please contact the relevant UN organisations in order to avoid double work. If you find NGOs, CBOs and INGOs active in waste management try to get a briefing on their duties on the site.

Find the OCHA office and communicate your mission. They can spread information among others about your mission and you can gain information about others and what they are doing.

Contacts within the UN system:

Organisation	Name	Role/Duty	e-mail	Phone	Satellite phone
UNDP					
UNEP					
OCHA					
UNICEF					
WHO					
WFP					
Others					
Health Cluster					
WASH cluster					
Shelter cluster					
Logistics cluster					
Others					

Contacts on the Local Level

Organisation	Name	Role/Duty	e-mail	Phone	Satellite phone
Local Authority of Waste Management					
Environmental Health Authorities					
Contractor 1					
Contractor 2					

Contacts with INGOs:

Organisation	Name	Role/Duty	e-mail	Phone	Satellite phone
Red Cross					
OXFAM					
DWR					
CARE					
World Vision					
IMO					

Contacts with NGOs

Organisation	Name	Role/Duty	e-mail	Phone	Satellite phone
NGO1					

Contacts with Community Based Organisations

Organisation	Name	Role/Duty	e-mail	Phone	Satellite phone
CBO1					

Contacts on the National Level

Organisation	Name	Role/Duty	e-mail	Phone	Satellite phone
National Emergency Agency (NEMA)					
Environmental Protection Agency					
National Road Administration					
Ministry of Environment					
Ministry of Public Works					

Contacts on Regional Level

Organisation	Name	Role/Duty	e-mail	Phone	Satellite phone