**APA Checklist Template**

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| **Risk Monitoring** | | | | | | | | | | | | |
| **ADVANCED PREPAREDNESS ACTIONS** | **STATUS** | | | | | | **DUE DATE/**  **TIMEFRAME** | | **LEAD** | | | **ACTIONS TAKEN** |
| **DONE** | | **DEADLINE SET** | | **TO BE INITIATED** | |
| **Contingency Planning (CP)** | | | | | | | | | | | | |
| * Establish and convene an inter-agency contingency response planning task force, with government participation if appropriate. * Develop a contingency plan for the imminent emergency, including situation (baseline) and gender analysis to inform planning and response monitoring. |  | | | | | |  | |  | | |  |
| **Coordination & Management Arrangements** | | | | | | | | | | | | |
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| **HCT** | | | | | | | | | | | | |
| * Check whether the Minimum Preparedness Actions are in place and updated. * Review the RC/HC Standard Operating Procedures for First 72-Hour Response so that responsibilities for each action point can be assigned. * Review the requirement for requesting additional coordination resources from regional/HQ level. Consider pre-deployment of an UNDAC team if appropriate. | |  | | | | | |  |  | |  | |
| **Government** | | | | | | | | | | | | |
| * Contact the emergency Focal Point in the government to access national emergency response plans and assess the anticipated scope for international assistance. * Agree on a response coordination structure, at national, provincial, and district level between the HCT and the government. * Identify the government emergency Focal Point at provincial and district level. | |  | | | | | |  |  | |  | |
| **Link to Local NGOs/Civil Society** | | | | | | | | | | | | |
| * In case of possible internal displacement, reach out to community leaders, women’s organisations and local authorities in eventual host communities, to identify their concerns, resources and possible assistance needs. Consult women and men equally. | |  | | | | | |  |  | |  | |
| **Donors** | | | | | | | | | | | | |
| * Organize a briefing for in-country donors | |  | | | | | |  |  | |  | |
| **Public Communication & Advocacy** | | | | | | | | | | | | |
| * Put in place a protocol on how media issues should be handled at country level, and identify a spokesperson. * Start developing risk-specific talking points and Q&As for RC/HC and HCT. * Ensure that lists of national and international media and media contacts in the country are up-to-date. | |  | | | | | |  |  | |  | |
| **Assessment/Information Management/ Response Monitoring** | | | | | | | | | | | | |
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| **Assessments** | | | | | | | | | | | | |
| * Ensure there is a rapid assessment mechanism in place (agreed questionnaire, methodology, reporting requirements including sex and age disaggregated data and gender responsive information and logistical arrangements; trained assessment teams) | |  | | | | | |  |  |  | | |
| **Information Management** | | | | | | | | | | | | |
| * Ensure that specific plans for collecting, managing, analysing and sharing information has been included in plans for needs assessment, operational response and monitoring. * Establish contact management system that can effectively manage information on incoming emergency response staff * Establish an inter-agency web platform suitable for managing information in an emergency, such as www.humanitarianresponse.info | |  | | | | | |  |  |  | | |
| **Response Monitoring** | | | | | | | | | | | | |
| * Develop a standard matrix that  can be used to track inputs (tents, food, water, medical supplies, etc.) and outputs delivered (tents, food, water, medical supplies), to whom (disaggregated by sex) in the first days of the emergency. * Develop preliminary Response Monitoring Framework to facilitate timely preparation and monitoring in case of crisis | |  | | | | | |  |  |  | | |
| **Operational Capacity and Arrangements to Deliver Relief and Protection** | | | | | | | | | | | | |
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| **Operational Principles** | | | | | | | | | | | | |
| * Ensure there is a clear protection strategy in place. Ensure appropriate prevention and response mechanisms for sexual and gender based violence. * Ensure that a beneficiary complaints and feedback mechanisms are established and functional. * Establish two-way consultation and communications systems to support information provision to and feedback from affected communities and identify female and male community influencers in high-risk communities. | |  | | | | | |  |  |  | | |
| **Partners** | | | | | | | | | | | | |
| * Identify potential local partners, including women’s organisations, in the areas likely to be affected to support distribution of relief items. * Identify and address any urgent training needs of cluster/sector and local partners i.e. standards for distribution, PSEA[[1]](#footnote-1) * Contact with private sector partners and identify possible areas of support. | |  | | | | | |  |  |  | | |
| **Humanitarian Assistance Services** | | | | | | | | | | | | |
| * Clearly establish the existing response capacities in-country, and how beneficiaries can be assisted with these capacities. Identify and quantify the resource gaps * Based on situation and gender analysis identify the most appropriate activities needed to reach potential beneficiaries (including vulnerable groups) * Agree on composition of relief assistance packages taking into account cultural practises, gender considerations and climatic conditions * Decide on possible distribution strategy and beneficiary selection criteria based on situation and gender analysis. * Based on the analysis of the potential risk and the initial relief requirements estimated by the sector/cluster, review the need for pre-positioning. | |  | | | | | |  |  |  | | |
| **Supply Chain** | | | | | | | | | | | | |
| * For priority relief items, develop a comprehensive sourcing strategy and procurement plan for good and services, including:   + Compile a comprehensive stock list of sector/partners stocks of priority relief items. Include the location of the relief stocks.   + In-country procurement;   + International strategic stockpiles;   + Other international procurement. * If stocks are being brought from outside the country, ensure that custom and importation procedures are understood. Identify the timeline for arrival of stocks. * Identify key transport, logistics and distribution requirements that will needed to implement the initial relief response in line with the sector/cluster strategy. * Hold an inter-agency logistics coordination meeting to determine existing logistics capabilities and additional needs. * Compile a list of local/regional transport and logistic suppliers that have capacity to continue during an emergency. * Review the need for air support, including United Nations Humanitarian Air Service (UNHAS) deployment: | |  | | | | | |  |  |  | | |
| **Safety & Security** | | | | | | | | | | | | |
| * Review security plans to see that they are up-to-date and relevant for the area of planned operation. * Review Business Continuity Plans to see that they are up-to-date and relevant for the area of planned operation. | |  | | | | | |  |  |  | | |

1. Protection from Sexual Exploitation and Abuse [↑](#footnote-ref-1)