**MPA Checklist Template**

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| **Risk Monitoring** |
| **MINIMUM PREPAREDNESS ACTIONS**  | **STATUS** | **DUE DATE/****TIMEFRAME** | **LEAD** | **ACTIONS TAKEN** |
| **DONE** | **DEADLINE SET** | **TO BE INITIATED** |
| **Risk Monitoring Mechanism** |
| * Appoint Risk Monitoring Focal Points
* Establish EW monitoring and analysis system, including action dates for seasonal hazards
* Establish situation analysis (baseline), including gender analysis to identify underlying inequalities and vulnerabilities influencing risk susceptibility of the women and men and their communities
* Ensure evolving risk discussion is a standing item on the HCT agenda
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| **Coordination & Management Arrangements** |
| **MINIMUM PREPAREDNESS ACTIONS**  | **STATUS** | **DUE DATE/****TIMEFRAME** | **LEAD** | **ACTIONS TAKEN** |
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| **Basic Guidance** |
| * Familiarize humanitarian partners, government, and other key partners with the following:
	+ Humanitarian principles, humanitarian architecture and international response tools
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| **HCT** |
| * Establish an inclusive Humanitarian Country Team (HCT) including the participation of NGOs and Red Cross/Crescent.
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| **Government (incl. Civ/Mil)** |
| * Ensure that clear procedures/protocols are in place between the HCT and the Government for requesting/accepting international assistance.
* Ensure that all humanitarian agencies are aware of the respective Government coordination structures for emergency response
* Clarify if the government intends to use military assets in emergencies and establish clear protocols for cooperation/coordination.
* Ensure that requirements such as custom clearances, visas, and access to affected populations are established and clear to all relevant stakeholders.
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| **NGOs/Civil Society** |
| * Establish a proper and functioning communication system with local NGOs and civil society, including women’s organisations, to ensure the timely flow of information before and during an emergency.
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| **Donors** |
| * Compile a list of contacts for in-country donors and technical focal points to be contacted.
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| **Public Communication & Advocacy** |
| * Identify and familiarise PI Focal Points with the IASC guidance on Public Information.
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| **Needs Assessment/Information Management/Response Monitoring** |
| **MINIMUM PREPAREDNESS ACTIONS**  | **STATUS** | **DUE DATE/****TIMEFRAME** | **LEAD** | **ACTIONS TAKEN** |
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| **Assessments** |
| * Ensure humanitarian and government partners are familiar with the IASC operational guidance on needs assessments.
* Harmonise assessment methodologies, reporting requirements, tools and templates including sex and age disaggregated data and gender-responsive information
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| **Information Management** |
| * Familiarise humanitarian partners with the IASC operational guidance on emergency Information Management.
* Develop common date preparedness sets (CODs) and fundamental operational data (FODs), including sex and age disaggregated data and gender-responsive information
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| **Response Monitoring** |
| * Ensure humanitarian partners are familiar with the IASC guidance on response monitoring
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| **Operational Capacity and Arrangements to Deliver Relief and Protection** |
| **MINIMUM PREPAREDNESS ACTIONS**  | **STATUS** | **DUE DATE/****TIMEFRAME** | **LEAD** | **ACTIONS TAKEN** |
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| **Operational Principles** |
| * Ensure that sector/cluster partners are familiar with the following;
	+ The centrality of protection
	+ Relevant sector/cluster procedures and standards
	+ Guidance on Accountability to Affected Populations (AAP) and Communicating with affected Communities (CwC)
	+ IASC Gender Equality Policy Statement 2008 and Gender Handbook
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| **Partners** |
| * Establish an inclusive sector/cluster groups including the participation of NGOs and Red Cross/Crescent.
* Identify and map the respective response capacities of sector/cluster partners, including government.
* Establish a proper and functioning communication protocol with the relevant government sector counterpart
* Initiate discussions with potential private sector partners on what kind of contribution could they provide in a humanitarian response.
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| **Humanitarian Assistance Services** |
| * Identify what a basic relief assistance package might consist of, taking into account cultural practises, gender considerations and climatic conditions.
* Evaluate the feasibility of using cash and voucher programmes during the emergency response phase (with due consideration to gender issues and implications).
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| **Supply Chain** |
| * Identify local suppliers of items to be included in a basic relied assistance package.
* Identify key logistical requirements to transport relief items
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