**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 |  | | | | | | | | |  |  | |  |
| **Coordination & Management Arrangements** | | | | | | | | | | | | | |
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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 | |  | | | | | | | |  |  | |  |
| **HCT** | | | | | | | | | | | | | |
| * Establish an inclusive Humanitarian Country Team (HCT) including the participation of NGOs and Red Cross/Crescent. | |  | | | | | | | |  |  | |  |
| **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. | |  | | | | | | | |  |  | |  |
| **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. | |  | | | | | | | |  |  | |  |
| **Donors** | | | | | | | | | | | | | |
| * Compile a list of contacts for in-country donors and technical focal points to be contacted. | |  | | | | | | | |  |  | |  |
| **Public Communication & Advocacy** | | | | | | | | | | | | | |
| * Identify and familiarise PI Focal Points with the IASC guidance on Public Information. | |  | | | | | | | |  |  | |  |
| **Needs Assessment/Information Management/Response Monitoring** | | | | | | | | | | | | | |
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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 |  | | | | | | | | |  |  |  | |
| **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 |  | | | | | | | | |  |  |  | |
| **Response Monitoring** | | | | | | | | | | | | | |
| * Ensure humanitarian partners are familiar with the IASC guidance on response monitoring |  | | | | | | | | |  |  |  | |
| **Operational Capacity and Arrangements to Deliver Relief and Protection** | | | | | | | | | | | | | |
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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 |  | | | | | | | | |  |  |  | |
| **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. |  | | | | | | | | |  |  |  | |
| **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). |  | | | | | | | | |  |  |  | |
| **Supply Chain** | | | | | | | | | | | | | |
| * Identify local suppliers of items to be included in a basic relied assistance package. * Identify key logistical requirements to transport relief items |  | | | | | | | | |  |  |  | |