



## **ENTRi Deployment Checklists**

### **Pre-Departure:**

#### **A) DOCUMENTS AND RELATED ITEMS**

- International travel/flight ticket
- Valid passport (check the length of validity)
- Certified copies of your passport
- Visa(s)
- Spare passport photos (plenty)
- Work contract and, if necessary, travel authorization
- International certificate of vaccinations
- Certified copies of international certificate of vaccinations
- International driving license
- Certified copies of international driving license
- Insurance information/documentation
- Security clearance documentation (if required)
- Certified copies of birth certificate
- Certified copies of marriage certificate or equivalent (if applicable)
- Social security/identification number
- Direct deposit account number(s)
- Credit card(s)
- Military discharge papers (if applicable)
- Contact information (main contact, head and country offices, embassy, etc.)
- Small amount of cash (in national and international currency)
- Notebook, pens and pencils
- Deployment handbook (i.e. ENTRi *In Control* or one of your employers')
- Copies of all essential documents
- An updated country map
- Record of all electronic devices (with serial number) for customs inspections
- Registration in the emergency contact database of your Ministry of Foreign Affairs (if applicable)

#### **B) WHAT TO STORE IN YOUR SAFE**

- One certified copy of passport
- One certified copy of international certificate of vaccinations
- One certified copy of international driving license
- Copies of other essential documents
- Data backup of personal laptop



### **C) PERSONAL ITEMS**

- Travel bag/backpack/grab bag for potential emergency evacuations
- Appropriate clothing (check destination environment, climate and culture)
- Water-resistant shoes/boots
- Business clothing for official meetings
- Rain gear
- Sleeping bag (if necessary)
- Glasses/sunglasses (plus extra pair)
- Identification kit (i.e. vest and ID)
- Towel
- Soap, toothbrush, toilet paper and other hygiene products
- Dry wash (in case of water shortage)
- Ear plugs
- Torch/flashlight (with spare bulb and batteries)
- Pocket knife/multi tool (not in hand luggage)
- Sewing kit
- Washing powder
- Plastic bags
- Candles, matches, lighter
- Universal adapters for electronic equipment
- Water bottle with purification filter or tablets
- Fishing line (multi-purpose)
- Compass, GPS
- Insecticide-treated mosquito net and mosquito repellent
- Mobile phone (a cheap version), charger and a SIM card that will work in your area of deployment
- Camera (if required)
- Alarm clock
- Personal laptop and storage device
- Spare batteries/solar charger

### **D) MEDICAL PREPARATIONS**

#### **Immunisations and vaccinations:**

- You must always be covered for hepatitis A and B, typhoid, diphtheria, tetanus and poliomyelitis
- Depending on the area of your deployment, ensure that you are also covered for rabies
- Check whether the countries you are traveling to require a certificate showing that you have had a yellow fever vaccination every 10 years
- Ensure that you have regular health screenings, including general medical examination (blood and urine tests), dental check-up, visual acuity, as well as breast examination and PAP (cervical smear) for women



- If you are being deployed to or may visit an area where malaria is known to occur, you will need specialist advice before going and may need to take antimalarial tablets
- First aid medical kit

**General kit:**

- Prescription medicine (for expected length of stay)
- Painkillers (fever, aches, etc.)
- Anti-histamines (running noses, allergies)
- Antacids (abdominal upsets)
- Antibiotics (generic)
- Alcohol wipes
- Bandages (triangular, elastic)
- Protective gloves
- Scissors (not in hand-luggage)
- Condoms

**Malaria prevention kit:**

- Insecticide-treated mosquito net
- DEET-based insect repellent
- Antimalarial tablets
- Malaria self-diagnosis kit
- Standby treatment kit

**Diarrhoea treatment kit:**

- Packets of oral rehydration salts, loperamide (Imodium) tablets
- Charcoal tablets
- Ciprofloxacin tablets (250 mg or 500 mg)
- Water purification tablets

**Blood-borne disease prevention kit:**

- Syringes, sterile needles

**Skin protection kit:**

- Sun block/sun screen/moisturiser
- Powder (possibly with anti-fungal medication)
- Hydrocortisone cream (against skin allergies or insect bites)
- Antiseptic cream/hand sanitiser (for cuts, abrasions and general use)

**Others:**

- Two epinephrine self-injection kits (only if you have a history of severe allergies)
- Two sets of asthma inhalers (only if you suffer from asthma attacks)



- Adequate supplies of regularly taken medicines and a list of these with dosage and frequency signed and stamped by your doctor (only if you regularly take medication)

**Medical records that include:**

- Dates and results of health checkups (including dental and visual)
- Medical illnesses and medication being used
- Allergies (particularly to medication/drugs)
- Vaccinations
- Personal information (i.e. blood group)
- Health insurance details
- Name and contact details of your usual health care provider (i.e. personal doctor)

**E) FAMILY & HOME PREPARATIONS**

- Discuss your deployment in detail with your family or a person of trust to inform them adequately
- Discuss possibilities of mission extension
- Discuss family communication plan (i.e. phone/e-mail/Skype)
- Establish a family support system
- Provide family with full details of mission address, home and office
- Provide family with emergency phone numbers
- Discuss and write guardianship agreements
- Discuss and write a power of attorney
- Write your living will, last will and testament
- Re-route mail (if necessary)
- Cancel or put on hold mail subscriptions
- Cancel or put on hold memberships (i.e. gym or clubs)
- Cancel or put on hold telephone/mobile phone/internet subscriptions
- Leave a set of spare keys with a person of trust
- Check for necessary repairs at your home
- Check your vehicle and find a place to park it long-term

**F) WORK PREPARATIONS FOR OLD JOB**

- Complete all your assignments
- Assignment handover including handover notes to supervisor and to your replacement
- Apply for leave of absence (if applicable)
- Ensure your office is organized when you leave (electronic files and hard copies)
- Completion of performance appraisal



- Return/transfer of all equipment signed out to you
- Copy of attendance record from human resources/personnel office
- Settlement of personal obligations (i.e. house, rent, financial)
- Goodbyes to colleagues and friends

## **G) WORK PREPARATIONS FOR NEW JOB**

### **Preparation and handover information:**

- Try to get in touch with your predecessor
  - Try to find information on planning documents of the mission/operation
  - Try to find information on the history of the project and its goals
  - Try to find information on challenges, lessons learned and good practices
  - Try to find information on key information on personnel, partners and stakeholders
  - Try to find information on current needs, priorities and issues
  - Try to find information on manuals and guidelines or other literature dealing with your job
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- Make sure that you fully understand all contractual details to come to terms with your responsibilities and manage your expectations
  - Take time to become familiar with your future employer's mandate, purpose and background
  - Check if you need any particular equipment for your job before departure
  - If applicable, complete compulsory courses before departure
  - For further preparation, participate in trainings, e-learning courses or pre-deployment training courses offered by your nominating agent, your employer or other providers

## **H) GEOPOLITICAL & CULTURAL PREPARATIONS**

- Check travel information of your Ministry of Foreign Affairs
- Check the geographical location of your job
- Learn about the governmental system and major political figures
- Get acquainted with basic traditions (DOs and DON'Ts)
- Find out about major ethnic groupings
- Find out about the main religions
- Find out about the primary languages spoken
- Find out about the income per capita
- Find out about major industries
- Find out about natural resources
- Find out about health and disease index



- Obtain basic local language skills training material
- Develop basic local language skills (note: use of a local language may in some circumstances have a political connotation – you may want to refrain from using local languages until after your security briefing)
- Find out about local customs (i.e. cultural and religious dress codes)

## **In Mission**

### **A) VEHICLE CHECKLIST**

The following is a list of items that you need to keep an eye on or take with you at all times:

- Tyres (make sure they are in good condition and have sufficient air pressure)
- Oil, coolant, fuel (check fluid levels regularly, never allow your fuel tank to be less than half full)
- Tools (make sure they are all in place, including the wheel jack)
- Spare fan belt, extra fuel in cans, if needed, and a spare, properly inflated tyre
- Individual protective gear, if required (i.e. helmet, flak jacket)
- Drinking water
- Spare/emergency food
- First aid kit
- Sleeping bag/blankets (always worth taking in cold climates or for first aid)
- Flashlight
- Map
- Vehicle logo/flag (if your organisation has one)
- Lights (functioning headlights, tail lights, brake lights, indicators and lights to illuminate your logo/flag)
- Documents required by organisations or local authorities (e.g. log, registration and insurance papers)



**Return:**

**A) FAMILY, FRIENDS & HOME REINTEGRATION**

- Understand what personal changes you have gone through
- Prepare for changes in family and friends (i.e. physical and emotional changes)
- Prepare for changed routines and for adjustments
- Renegotiate your roles and responsibilities (if necessary)
- Avoid scheduling too many things, go slowly in making adjustments
- Be patient with yourself and your partner
- Let the child set the pace for getting to know you again
- Focus on successes with your children – limit your criticisms
- Encourage family and friends to talk about what happened during your absence
- Be prepared for a reverse culture shock
- Participate in support networks with people of related mission experiences
- Check your national residential status

**B) WORK & PROFESSIONAL REINTEGRATION**

- Prepare for changes in work environment
- Be proactive in demonstrating the value of new skills, knowledge and experience in application to the new work situation
- Contact your national employment support agencies
- Contact your seconding agency (if applicable)

**C) MEDICAL REINTEGRATION**

- Contact your medical insurance in advance concerning the resumption of services
- Do a medical check-up
- Seek professional counselling (social worker, doctor, psychologist) for continuing signs of critical incident stress or other concerns
- If you had any sexual contact during your deployment or if you lived in an area strongly affected by HIV/AIDS, you should get tested for HIV/AIDS and venereal disease (HIV tests may not be positive until about three weeks after exposure to the virus)
- Continue to take medication according to the regime established by the manufacturer of the medication even after departing from the deployment location (this information may be found in the packaging of the medication and applies especially to antimalarial tablets)