**TERMS OF REFERENCE**

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| **TEAM 1 (4 persons)** | **Logistics** |
| Name of participants:---- | Coach- Handoko- Eri (warehouse manager) |

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| **Objectives****1/ Ensure adequate supplies and equipment are provided to the other teams as per the request and schedule****2/ Support the food distribution with crowd management and security** |

Preparatory tasks on Thursday 26 May 2016

* Survey the location for the distribution
* Check the available resources in the warehouse
* Collect logistics needs from the 3 other teams
* Prepare an area map
* Prepare list of equipment for the warehouse manager
* Make a plan for the area installation

 Friday morning: 08.30-12.30

* Check equipment and supplies
* Supervise the volunteers installing the main tent
* Support the overall installation of the area
* Support ongoing needs from other teams

Distribution: 12.30 – 13.30

* Support management of the people coming to the distribution
* Monitor the distribution site. Are there any restrictions for specific groups to access services? If so, respond to these
* Ensure overall security

**CHECKLIST**

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| * Is the area map for services accessible (disability, male/female, pregnant women)
* Inclusive, queueing / waiting area
* Information / signage
* Security – is the site itself accessible, equipment safe?
 | * Prioritization of tasks (ex. Start from the main tent so that team 1 can start cooking as early as possible)
* Management of volunteers
* Refer to IFRC Minimum Standard Commitments to gender and diversity in Emergency programming!
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