**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| **TEAM 3 (2 persons)** | **Field Coordination** |
| Name of participants:  -  - | Coach   * Ridwan |

|  |
| --- |
| **Objectives**  **1/ Ensure effective coordination among the three other teams based on their respective objective**  **2/ Ensure appropriate representation and coordination with external stakeholders (media, donors, local authorities, traditional leaders, etc.)** |

Preparatory tasks on Thursday 26 May 2016

* Coordinate the preparation of the three other teams
* Prepare a press release (with focus on inclusion)
* Hold a coordination meeting to validate all plans. This includes:
  + Validate the menus
  + Validate the site map
  + Validate the additional activities around the food distribution
* Hold a meeting with Ngantuk Head of District and Sambiltidur Mayor as well as traditional leaders at 20.00 hrs to brief them on the operation

Friday morning (08.00 – 13.30)

* Organize briefing between 08.00 and 09.00 hrs
* Ensure overall coordination among the three other teams
* Handle media, donors and local authorities as needed

**CHECKLIST**

|  |  |
| --- | --- |
| * Principles and rules * Standards * Information sharing among teams * Nominate team leaders? * Refer to IFRC Minimum Standard Commitments to gender and diversity in Emergency programming! | * Time management * Logistic needs (command post?) * Menus, site map, distribution services, registration – check inclusiveness. Are any groups being left behind? |