**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| **TEAM 5 (4 persons)** | **Field Coordination** |
| Name of participants:  - Muhammad Azhar Said  - Ferosa Arsadita  - Toung Kimtol  - Jittaporn Wilaijit | Coach: Anne (PMI) |

|  |
| --- |
| **Objectives**  **1/ Ensure effective coordination among the three other teams based on their respective objective, including through the establishment of a field command post in the location of the operation**  **2/ Ensure appropriate representation and coordination with external stakeholders (media, donors, local authorities, traditional leaders, etc.)**  **3/ Design a system to welcome people, register individually and identify their specific needs - and refer then to specific activities below based on needs**  **4/ Be responsible for the RFL services in the operation** |

Preparatory tasks on Wednesday 11 October

* Coordinate the preparation of the four other teams
* Prepare a press release (with focus on inclusion)
* Hold a coordination meeting to validate all plans.
* Design necessary assessment forms, registration forms and vouchers
* Hold a meeting with the Demak Regent and his team as well as traditional leaders at 20.00 hrs to brief them on the operation

Thursday 12

* Ensure overall coordination among the four other teams
* Set up the field command post as the information centre for the operation
* Participate in meetings with district authorities when required
* Handle media, donors and local authorities as needed
* Welcome people arriving at the registration desk
* Register and assess needs, provide vouchers for food distribution
* Based on needs handle specific cases and refer to related activities or services
* Organize the RFL desk

**CHECKLIST**

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