

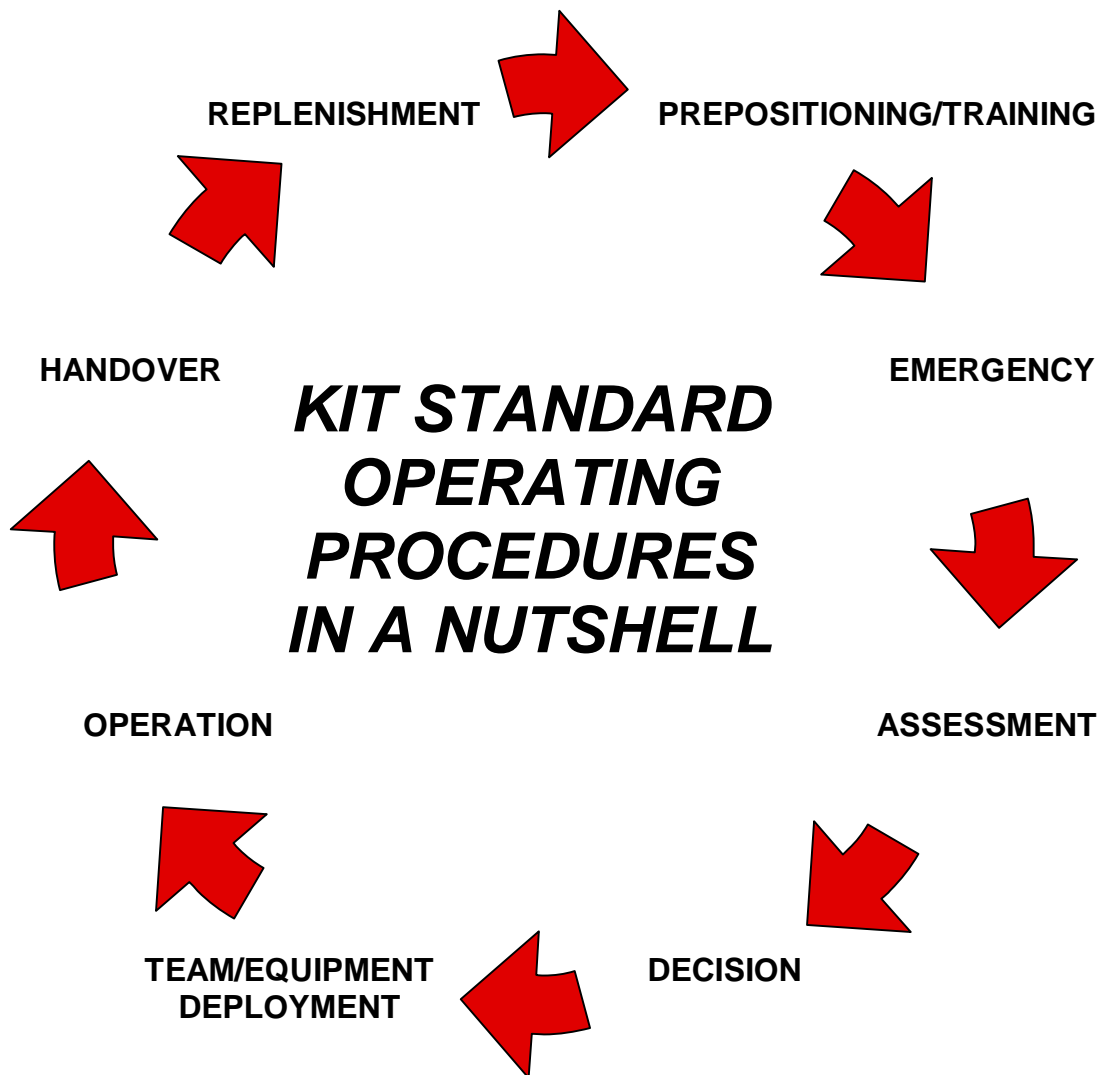


International Federation  
of Red Cross and Red Crescent Societies

# **WATSAN DISASTER RESPONSE KITS**

## **STANDARD OPERATING PROCEDURES**

March 2010



- Kits are prepositioned at country, regional and Zonal level. WatSan/HP technicians from the Zone receive training on the use of the Kits.
- After a disaster, an assessment is carried out by a qualified WatSan/HP technician.
- If a Kit is needed, it is deployed with a Team of trained WatSan/HP technicians.
- After the operation, functional components of the Kit are handed over to the National Society.
- The Kit is replenished with funding from the operation as soon as possible.

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## 1) Introduction:

When emergencies occur the Federation and National Societies need to contain or reduce the threat of communicable diseases by rapidly providing adequate water, sanitation and hygiene promotion services. To this end, the Federation and various National Societies are establishing pre-positioned Kits in an increasing number of locations at Zonal and national level.

These Kits are equipment packages, pre-positioned at Zonal level or in countries with frequent disasters, ready to operate at short notice, and capable of being deployed and operated for a period of up to several months. There are three different Kits available, Kit 2 for 2,000 beneficiaries, Kit 5 for 5,000 beneficiaries and Kit 10 for 10,000 beneficiaries. Kits are designed to provide a minimum of 15 litres of safe water per person per day (to WHO and SPHERE standards), basic sanitation facilities (latrines), and hygiene promotion material for between one and three months depending upon context.

Kits have been designed for deployments to natural disasters, including earthquakes, floods and hurricanes, and may also be used following population displacements.

The Federation Secretariat is responsible for the co-ordination, continuous technical monitoring and evaluation of Kit deployments and related activities as well as for the development of standards and procedures for different Kits.

Although the equipment is often similar, there are several key differences between WatSan Disaster Response Kits and Emergency Response Units (ERUs). Kits are not self contained in the same manner as ERUs. Transport to the site of the emergency, personal equipment for the technicians deployed with the Kits, and transport for water supply and personnel are not included in the Kits.

Kits are not stored in Geneva or with donor National Societies for rapid global deployment. Shipment of a Kit from a supplier can take 2-3 months. Kit equipment and material may be purchased and then transported by sea and land or purchased in the pre-position location. Kits can be prepositioned in Zones, Regional Logistics Units (RLU's), Country Delegations, or National Societies. For specific arrangement to be referred to section 3 (Prepositioning)

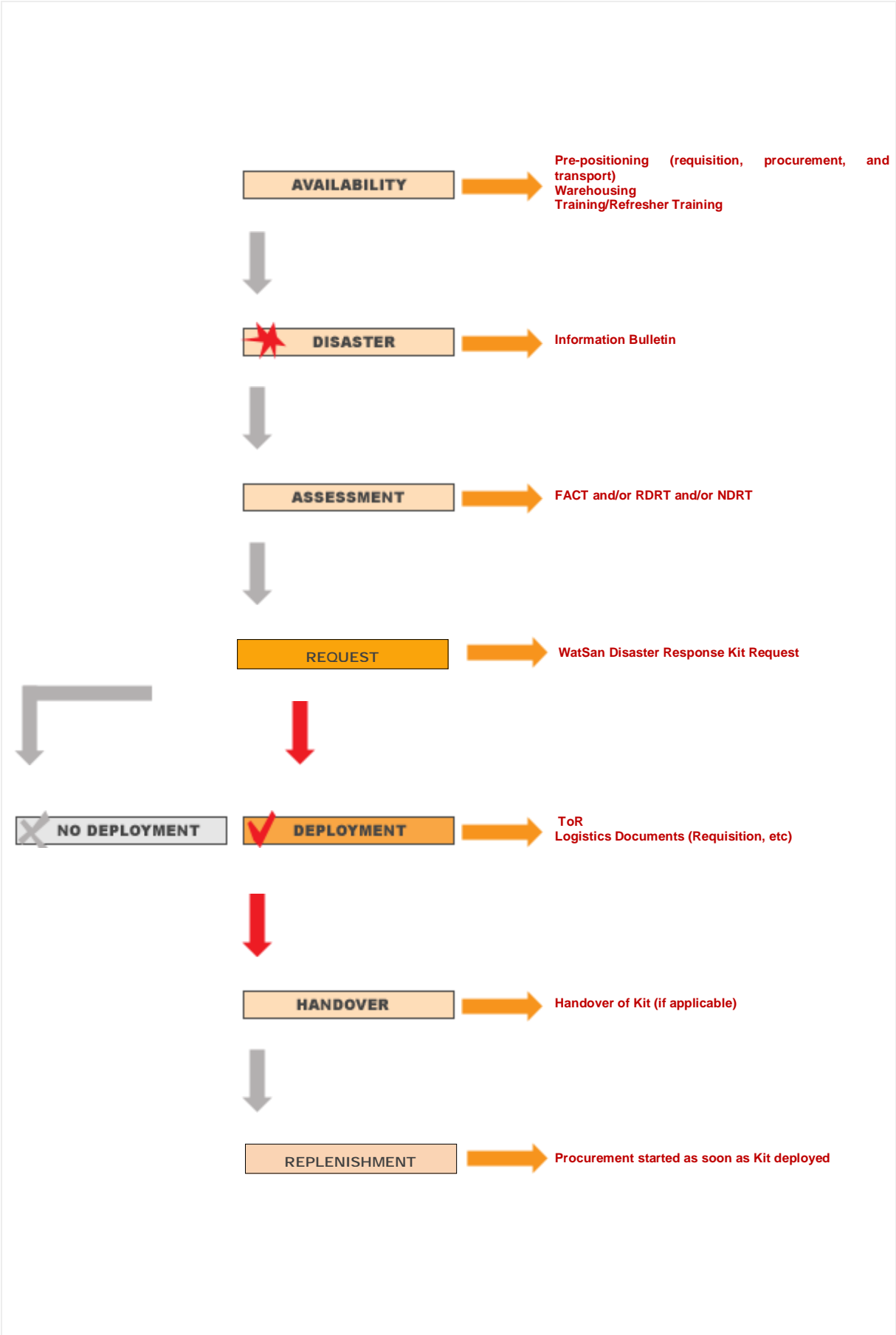
WatSan Kits and ERUs make up a broad range of global disaster response tools, which can be deployed separately or in combination. Kits can be deployed in disasters that are too small for ERUs. In some cases, the situation may develop in a way that a Kit deployment is followed by an ERU. Kits may also be deployed along side an ERU in order to augment total capacity or serve a community not reached by an ERU.

The decision on whether a Kit prepositioned by the Federation Secretariat remains in Federation Secretariat control or is handed over to a National Society is made by the Zonal WatSan Coordinator in consultation with the National Society, WatSan/EH Unit in Geneva, and Zonal DM Coordinator. Regional Logistics Units should be consulted in order to advice on costs, time and other logistics aspects

These standard operating procedures apply to Kits under Federation Secretariat control. Standard operating procedures for Kits placed under National Society control should be agreed upon at the time of handover. Kits retained under Federation Secretariat control but stored in NS warehouse should be covered by a Memorandum of Understanding to avoid confusion over ownership.

For the Kit deployment process, see the flow chart below along with the following text of procedures.

## 2) Deployment flow chart



### **3) Prepositioning and Training:**

While ERUs are held by various National Societies and deployed globally, Kits are pre-positioned at the Zone level or in countries with high risk of disasters. Kit equipment and material may be purchased and then transported by sea and land or purchased in the pre-position location. Kit equipment and material must be purchased following Federation procurement Procedures. Prepositioning to be coordinated with Logistics Units to ensure adequate warehousing and coverage of costs. Equipment purchased for Kit pre-positioning or replenishment must conform to Federation standard. Kit make up may occasionally change; see the Emergency Relief Items Catalogue for the most up to date equipment list.

Kits may be kept under the control of the Federation Secretariat or handed over to a National Society. This decision is made by the Zonal WatSan Coordinator in consultation with the National Society, WatSan/HP Unit in Geneva, Zonal DM Coordinator, and Regional Logistics Unit (RLU). Before a Zonal WatSan Coordinators agrees to hand over a Kit to a National Society, they should determine whether the Society has adequate warehousing, budget for that warehousing, and the capacity to deploy the Kit. Handover should include signed memorandums of understanding.

Zonal WatSan Coordinators are responsible for ensuring that Kits are warehoused safely and that funds for warehousing are included in annual budgets. The WatSan Coordinator should consult with the Logistics Unit on estimated costs. Attention must be paid to items in the Kits which have expiration dates (i.e. household water treatment chemicals). Kits retained under Federation Secretariat control but stored in NS warehouse should be covered by a Memorandum of Understanding to avoid confusion over ownership.

Zonal WatSan Coordinators, with support from the WatSan/HP Unit in Geneva, are responsible for training of personnel capable of deploying with the Kits. These technical personnel will primarily consist of Regional Disaster Response Teams (RDRTs), National Disaster Response Teams (NDRTs), Regional Intervention Teams (RITs), National Intervention Teams (NITs), National Society WatSan technicians, and Federation WatSan/HP delegates. Joint training with other organizations and actors is also encouraged. The Zonal WatSan Coordinator will be responsible for maintaining and updating a roster of trained technicians in the Zone with their contact details and other information. Refresher training is also essential.

### **4) Criteria for deployment:**

No Wat/San Kit will be deployed without a technical WatSan assessment by the designated FACT, RDRT, WatSan delegate/staff or receiving NS WatSan officer and a consultation with the National Society in the affected country and the relevant field structure of the International Federation.

The deployment shall usually, though, not always, take place following a request for international assistance, usually in the form of the Federation Emergency Appeal or DREF Request. Exceptions to this might include use by ICRC or NS using their own funds. Regardless, no Kit should be deployed without funding for replenishment.

Kit deployment shall be governed by factors including:

- 1) Magnitude and evolution of the disaster;
- 2) Number and needs of the affected population as well as population density;
- 3) Capacity of the host National Society to respond;
- 4) Capacity of authorities and/or other organizations;
- 5) No duplication of services or resources;
- 6) Availability of Federation and National Society resources (human, financial, material);
- 7) Suitability of the Kit to the environment (availability of water, sufficient land area, beneficiary caseload);
- 8) Access to country and affected area;
- 9) Security situation.

Furthermore, the agreement of the local water authorities or respective line ministry of the country may also be required.

The type and location of Kit(s) shall be determined based on the assessment of needs carried out by the host National Society, together with the RDRT and/or FACT and/or relevant WatSan International Federation staff. The request for Kit(s) will be included in the assessment report.

## 5) Roles of receiving National Society:

If the WatSan assessment recommends deployment of a Kit, it shall be the responsibility of the operational manager in the field to ensure that the host National Society agrees to the deployment and understands the specific requirements of that Kit.

The deployment of a Kit shall be to support the disaster response of the National Society in the affected country, as elaborated under the Emergency Appeal or DREF Request. Where possible and within the capacity of the host National Society, the following responsibilities may be allocated:

- 1) To facilitate coordination between the Federation, WatSan Kit Team and the local authorities and relevant government ministries;
- 2) To appoint relevant National Society counterparts and volunteers to work with the Kit Team;
- 3) To facilitate immigration and customs clearance procedures for incoming personnel and equipment.

## 6) Deployment

Upon receipt of the request for Kit(s) from the assessment team, the Zonal WatSan Coordinator will consult with the Zonal Health Coordinator, Zonal DM Coordinator, and the Geneva WatSan/HP Unit.

The Zonal WatSan Coordinator will communicate the final decision on whether the Kit is deployed to the assessment team leader, the Zonal Health Coordinator, Zonal DM Coordinator, and the Geneva Wat-San/HP Unit.

If it is decided that a Kit should be deployed, the Zonal WatSan Coordinator will produce terms of reference (ToR) for the operation. The ToR will state the location, type of disaster, Kit(s) chosen for the mission with justification, and possible proposals from the assessment team as for further modifications to the Kit composition. The ToR will also outline the makeup of the Kit Team. The WatSan Coordinator will submit a logistics requisition providing full details for deployment, including a replenishment order, to the Logistics Unit.

Kits must be deployed as part of a funded Federation response. **The Zonal WatSan Coordinator shall ensure that the total estimated replacement cost (including shipping and clearance, if applicable) is included in the Emergency Appeal or DREF budget, so as to ensure that the Kit will be replenished. Kits cannot be dispatched without budget codes for replenishment and a requisition order including a replenishment request.**

In addition to cost of replenishment (full cost of replacing the Kit equipment to Federation standards, including transport and clearance fees), budgets must include the costs associated with operating the Kits. This may include:

- Vehicle costs (maintenance, spare parts, insurance);
- Costs associated with transport to and from place of operation;
- Team member per diems;
- Communications cost (phones, internet accounts);
- Office furniture and equipment;
- Camp furniture and equipment;
- Team member salaries, flights insurance;

- Direct daily casual labor;
- Replacement of equipment in case of damage, failure, or exhaustion of consumables.

Deployment of only selected parts of the Kits should be avoided if possible. The Kits have been designed for comprehensive emergency response including safe water supply, sanitation, and hygiene promotion. Operations using the Kits should comply with Federation WatSan policy and ensure a balance between WatSan hardware and software.

Upon notification of the decision to deploy, the WatSan Zonal Coordinator shall submit all relevant documents (e.g. Requisition, Bill of Lading, Goods Received Note, Gift Certificate) to the Logistics Department serving the storage location. The Logistics Department will make the necessary arrangements to have all of the material and equipment dispatched to the area of the emergency. The Logistics Department must be advised on the delivery location and of the name and address of the contact person responsible as well as budget codes for transport costs. The Logistics Department in the Secretariat, ONS and Federation delegation (if any) will assist in customs formalities and obtaining duty exemptions.

## 7) Kit personnel:

Technical personnel deployed with Kits will primarily consist of Regional Disaster Response Teams (RDRTs), National Disaster Response Teams (NDRTs), Regional Intervention Teams (RITs), National Intervention Teams (NITs), National Society WatSan technicians, and Federation WatSan/HP delegates. Deployments may also include personnel from Emergency Response Units (ERUs).

Teams will most likely be made up of 2-5 people, depending on the Kit and context.

Roles of Team members will include:

- Team leadership
- Water supply
- Sanitation
- Hygiene Promotion
- Administration
- Reporting

Some Team members may cover multiple roles.

With respect to the emergency WatSan personnel, the Zonal WatSan Coordinator, in cooperation with Zonal Human Resources, will be responsible for:

- the professional qualifications of the members of the Team,
- ensuring that personnel are available for dispatch within the agreed time frame,
- designing the composition of the Team,
- ensuring that technical personnel have a good working knowledge of the language agreed upon for their unit,
- all employment contractual issues, inclusive of personnel who may be seconded from other National Societies, external organizations,
- ensuring all personnel have been medically cleared, have appropriate vaccinations, and have appropriate illness, accident, death, disability, indemnity, repatriation and if necessary war risk insurance,
- ensuring all personnel have a pre-mission health briefing,
- ensuring all personnel have a strong understanding of the Red Cross/Crescent/Red Crescent Movement principles and policies,
- ensuring that any personnel who have worked with the Federation previously have been deemed suitable for further missions,
- ensuring that personnel are available for dispatch within the agreed time frame,



- arranging any necessary visas for the mission, including any stopovers en route,
- organizing travel arrangements of all their personnel,
- providing the Federation with the passport details of each Kit Team member to facilitate any immigration formalities and assist in the rapid relocation of personnel for either security reasons or medical evacuation,
- paying fully the costs related to the deployment of their personnel, inclusive of salary, insurance, per diem, accommodation, international and local travel,
- ensuring all personnel are briefed on and sign the International Federation's Code of Conduct for Staff and the International Federation "Information Technology acceptable use policy",
- ensuring all personnel follow applicable International Federation rules and regulations, as set out by the Federation, including security regulations vehicle use and the like,
- seconded personnel from non-movement institutions shall not wear any indicative insignia or commercial logos, other than that of the Federation or their National Society,
- with respect to any Kit Team member who is not a national (passport holder) of their deploying entity, the National Society shall inform and check with the Federation to determine if there are any security or other concerns with regard to these nationals being deployed in the relevant country of operation.

The Team Leader for the deployment will be selected by the Zonal WatSan Coordinator. The Team Leader will also be briefed and de-briefed by the Zonal WatSan Coordinator.

Security regulations, as established by the Head of Delegation, or Federation Representative, will be applicable to all Team members from the moment they are deployed. If there is no Federation Delegation or Representative, the Team Leader will establish the Security Regulations for the operation in coordination with the National Society and Security Coordinator at the Federation Secretariat.

Any local cultural restrictions shall be advised in advance by the Zonal WatSan Coordinator – this includes dress codes, especially for women, prohibition of alcohol and any other personal items.

## **8) Kit Equipment:**

The principal equipment for WatSan Disaster Response Kits has been standardized by the International Federation. All equipment specifications are available from the Emergency Relief Items Catalogue 3<sup>rd</sup> Edition (pages 565-571 or online).

The responsibility for maintaining these specifications and standards shall remain with the Federation WatSan/HP Unit in co-operation with National Societies.

Personal equipment (e.g. camping outfits, emergency food rations) is not standardized and shall be the responsibility of the Zone office or National Society holding the Kit.

### Vehicles:

The Kits do not include support vehicles. National society or locally hired or vehicles will be needed.

### Telecommunications:

The Kits do not come equipped with telecommunications equipment. The Zonal WatSan Coordinator must consult the Logistics and Security Departments to plan for field communications and information technology equipment, including VHF/HF radios, satellite phones, mobile phones/GSM, GPS and computers loaded with Federation standard software.

In some countries this is a sensitive issue and advice shall be sought by the NS to clarify any local restrictions. The following issues shall be clarified with the host National Society:

- Ø Check if the host National Society has an existing HF/VHF network that can be used;
- Ø Check if the Federation has a network and licence;

- Ø Check if a local licence is required for use of radios;
- Ø Check if local SIM cards be purchased for use.

## 9) Briefings:

The Zonal WatSan Coordinator shall arrange an operational briefing for the Kit Team Leader, together with the operation manager, relevant technical officers and security officer of the Federation. This shall be carried out by teleconference or directly at the Federation Zonal office where time permits.

Any additional briefing materials, security guidelines and list of key contacts shall be forwarded to the Team Leader as well as posted on DMIS by the Zonal WatSan Coordinator. It shall be the responsibility of the Team Leader to brief the remaining Team members.

## 10) Terms of Reference (ToR)

The Zonal WatSan Coordinator shall compile the specific Terms of Reference for the deployment of the Kit. These ToR shall state:

1. The location of operation;
2. The type of disaster;
3. The Kit(s) chosen for the mission with justification and (if applicable) modifications to the Kit composition;
4. The name of the Kit Team Leader and members;
5. The size and technical make up and responsibilities of the Team;
6. The port of entry in the disaster affected country;
7. Relevant field contact details as well as technical support contacts in country, Zone, or Geneva.
8. Name of consignee for cargo, if applicable;
9. Status Agreement details, if applicable;
10. The objectives of the deployment;
11. The equipment modules if applicable;
12. The duration of the mission, if possible;
13. Reporting lines;
14. Information management requirements.

Additional information may include known special import or immigration formalities, required additional documentation, other Red Cross/Crescent/Crescent teams or personnel as well as other relief organizations involved in the operation, and any other information deemed relevant.

## 11) Replenishment:

Kits must be replenished with funds from emergency operations. Cost for purchase of a new Kit (including all transport and clearance costs, if applicable) must be included in the DREF or Appeal Budget.

The Logistics Requisition for dispatch should be accompanied with Logistics Requisition for replenishment. See Annex 2 or online at <http://procurement.ifrc.org>.

The Logistics Requisitions must be forwarded to Zonal Logistics who will further channel it to procuring entity. Note that replenishment of Kits can last up to several months. Replenished Kits must meet current Federation Kit specifications. Old versions of Kits should be replaced with Kits that meet the latest specification. Zonal WatSan Coordinator is responsible for following up with Logistics.

## **12) Line management**

The Kit Team members shall report directly to and shall be fully accountable to the Kit Team Leader. During the initial phase of the operation, the Kit Team Leader shall report to the designated operational manager in the field. That shall be clearly indicated in the Deployment ToR.

The Kit Team shall be technically accountable to and co-ordinate with the Federation Zonal WatSan coordinator.

The Team shall comply with the security regulations established by the operational manager in the field. See also the Security procedures.

The Kit Team Leader may communicate directly with their National Society. However, the overall operational management and strategy of the Federation operation shall be the responsibility of the designated operational manager in the field.

## **13) Reporting**

Frequency of reporting will be specified in the ToR for that deployment.

The operational manager in the field shall forward the reports prepared by the Team Leader to the host National Society and Secretariat structures (Zonal WatSan Coordinator and Geneva WatSan/HP Unit)

The situation report shall adhere to the reporting structure and include relevant statistics. The situation report shall be in the agreed upon working language of the operation, which shall be English unless otherwise indicated.

When possible, reports should include photos of deployment activities. An effort shall be made to obtain photos with visibility of the emblems. If applicable, photos which include views of donor logos are useful for resource mobilization and reporting.

## **14) Security:**

Security regulations as established by the operational manager in the field shall be applicable to all Team members from the moment they are deployed and are non-negotiable.

If there is no Federation field structure, the Kit Team Leader shall establish the security regulations for the operation in co-ordination with the Federation Secretariat Field Security Unit. Check the Security procedures for more details.

Any breaches of security shall be dealt with according to the Code of Conduct for Staff, as applicable to the staff on loan to the Federation.

## **15) Reception of Kits in the field:**

After dispatch, the deployment of Kits in the field shall be coordinated by WatSan technical staff in consultation with the operation manager. Upon receipt, goods receipt note to be issued and forwarded to sender.

### **15.1) Coordination & management:**

With reference to the text above, the Kit shall be mobilized by the Federation to support the disaster response of receiving National Society. This shall be clearly documented in the Federation Emergency Appeal or DREF request.

For any incoming Kits to a country of operation, the following issues shall need to be clarified by designated operational manager in the field:

- Ø Agreement of the receiving National Society to accept the Kit deployment;
- Ø Agreement of any relevant government department or local authority, with a particular attention to access to water source;
- Ø Agreement of local authorities/National Society where the use of telecommunications equipment is considered (telecom may be subject to local legal restrictions on the use of certain types of technology, especially use of HF radio and satellite phones. The access to radio frequencies may also be subject to local licence being obtained).

### **15.2) Pre conditions for setting-up the structure:**

There are many practical issues that shall impact the speed with which a Kit can be deployed and become operational. Identifying these in advance can assist the entry of the Team.

The assessment of the situation shall address these practical issues including the Kit's suitability for the situation. The technical assessment may be carried out by the RDRT, FACT or Federation (regional or country) delegation, if any.

#### **15.2.1) Site selection**

Agreement with authorities for a suitable site shall be obtained, preferably in writing. The site shall be safe, secured and technically suitable, large enough in surface area, close to required services (transport network, road access, power) and close to beneficiaries. In operations such as outbreaks, where affected population is scattered in large geographical sites and with multiple and distant epicentres that change rapidly in the course of the emergency, it is recommended to coordinate with authorities and partners on prioritization for intervention areas.

Accommodation/Personnel needs - Depending on the situation, the Kit will require equipment for personal living needs for the Team – including tents, generators, food (this is not standardized).

Depending on the entry point and location of the site, the existing Federation field structure may be requested to arrange accommodation for the Team on arrival before departure for the actual site.

Depending on the situation and security – a site shall be identified for the Team accommodation – this may range from local hotels in an urban environment to a secured safe camp site with road access in a rural environment.

Security aspects shall be considered in the location of Team living quarters – sufficient size with good road access, availability of water, perimeter fencing.

In case of refugee camps, the living quarters shall be close enough for access to the Kit set-up, but not within the confines of the camp itself.

#### **15.2.2) WatSan considerations**

Water of sufficient quantity and quality shall be available; this is essential for the water treatment unit to function. Discharge of waste water should be carefully managed to avoid drainage issues and mitigate environmental issues (e.g. pH of discharge). Operation of water treatment plants should be carried out so as not to adversely affect the environment (e.g. fuel spills). Rubbish from the team should be disposed of correctly. Sites for toilets should be carefully considered prior to construction.

### **15.2.3) Logistics support**

Logistics support shall usually include the following:

- Ø Initial procurement, transport, storage, and dispatch of Kit.
- Ø Automatic replenishment of replacement Kit upon dispatch.
- Ø On-ground logistics support to assist with customs clearance, identify any particular details – ETA for incoming cargo flights, import taxes and specific documentation and sharing with the Federation Secretariat logistics;
- Ø The Zonal WatSan or Logistics Coordinator providing receiving logistics with 'packing list' of the contents of the Kit;
- Ø Identification of possibility of local flatbed trucks to transport equipment – pre-packed in boxes of up to 200 kg weight;
- Ø Identification of possibility of local forklift to move goods;
- Ø Identification of local Red Cross/Crescent/Crescent volunteers or logistics staff to assist.
- Ø Identification of warehousing possibilities or direct transport to site where possible;
- Ø Identification of any local vehicle hire if necessary;
- Ø Identification of any import restrictions that would affect a Kit – e.g. chemicals telecom equipment;

## **16) Finance**

The Kit Team Leader shall usually bring funds to cover the initial running costs.

Any currency import restrictions such as limits on cash shall be clarified in advance.

If the Federation structure has a local bank account, the Zone Office may arrange funds transfers to that account allowing the Team Leader to make a cash request.

A budget shall be prepared and forwarded by the Team Leader together with the cash request and a letter of authority to the officer in charge of the operation so that the cash can be forecasted for and issued.

Before field costs can be incurred, the Kit Team Leader shall receive approval from the officer in charge of the operation i.e. the budget holder in order to confirm that the goods and services are covered by the Emergency appeal or DREF.

## **17) General administration of the Kit Team**

All administrative and financial functions of the deployment shall be handled by the responsible administration officer of the team with all reports and accounts kept in the form and type found on the WatSan Mission Assistant.

Most Kit deployments shall require local support from Red Cross/Crescent volunteers. Where possible, the availability of such local support shall be discussed in advance with the receiving National Society, and suitable Red Cross/Crescent volunteers identified.

If a Kit is deployed to a country with an existing Federation structure, the Team Leader shall consult their advice on the most appropriate method of sourcing and paying suitable local human resources.

If there is no Federation structure in the country, the Team Leader shall consult the host National Society regarding the availability of volunteers or National Society staff that may be available.

The local labour laws of the country of operation shall apply and may preclude the actual hiring and drawing up of employment contracts by any external organizations, including foreign National Societies.

Unless otherwise agreed by the Federation, no local staff, other than daily paid labour, shall be employed directly by the team. These people shall be hired on a day-to-day basis without any form of employment contract or commitment beyond the day or hours needed.

These people shall be hired and treated in accordance with local laws and customs and shall be covered by the Federation's generic accident insurance policy applicable to the delegation (if one exists).

The Team Leader shall seek appropriate advice from the host National Society or the Federation Secretariat Legal department if in doubt.

Local personnel may be selected by the team and employed either by the host National Society or in some circumstances by the Federation structure. Note that this may be dependent upon the existence of a Status agreement.

The team shall not make commitments that exceed in duration the expected life time of the deployment without the authorization of the operational manager in the field and/or ERU National Society.

## **18) Representation and media:**

The Kit Team Leader or his/her nominated team member shall be the main focal point for dealing with the media.

All team members may be required to deal with media as representatives of the Red Cross/Crescent/Red Crescent and shall act accordingly.

## **19) Hand over and exit:**

### **19.1) Hand over:**

After completion of assignment of the Kit, the hand over of all or part of the equipment shall be decided upon by the Federation Secretariat in consultation with the receiving National Society, depending on the donor funding requirements or restrictions of the grant and advice from the officer in charge of the operation.

The main options include:

- Ø Donation to the host National Society;
- Ø Donation to the Federation (country or regional) representation;
- Ø Donation to a NGO or similar entity in the country of operation;
- Ø Donation to the Government or local authorities in the country of operation;
- Ø Repatriation to its country of original pre-positioning.

### **19.2) Exit strategy:**

The Kit Team Leader shall be responsible for developing a clear exit strategy inclusive of phase-out plans for the function and activities of the Kit. This shall be done well in advance of the departure of the team, and discussed and agreed upon by all parties, with the agreement of the National Society and Federation Secretariat.

### **19.3) Inventory:**

All fixed assets and equipment shall be documented in the inventory and the team shall ensure that all equipment is fully functional before the hand-over. Where possible, the equipment shall be accompanied by sufficient spare parts and any relevant technical or instruction manuals. The receiving National Society should be made aware of any issues of expiry. Any material close to expiry should be disposed of rather than handed over.

#### **19.4) Disposal:**

Many of the items contained in the Kits are consumable, particularly in Kit 2. Other items may be damaged during operation. There may not be anything worth handing over to the National Society at the end of the operation. In this case, the Team is responsible for ensuring that items are disposed of in a safe manner.

#### **19.5) Training:**

Wherever possible, the Kit Team Leader shall ensure that any host National Society personnel have received adequate training to enable take-over of the functions of the Kit.

No future commitments for training National Society volunteers shall be made without consultation with the Zonal WatSan Coordinator.

#### **19.6) Hand over document:**

The hand over shall be documented and signed, including a hand over certificate, before the departure of the Team Leader. For the hand over document format, see annex.

In case of any legal ambiguities, the Federation Secretariat Legal department shall be consulted.

### **20) Completion of the Kit deployment:**

#### **20.1) End of mission**

Following handover of the Kit, the Kit Team Leader shall complete an End of Mission (EOM) report. The report shall be forwarded to the operational manager in the field, officer in charge of the operation if different from the operational manager in the field, and the Zonal WatSan Coordinator. The Zonal WatSan Coordinator shall forward it to the Zonal Health Coordinator, Zonal DM Coordinator, and the Geneva WatSan/HP Unit.

The EOM report shall be in English and shall include any lessons learned and specific recommendations for the future.

#### **20.2) Debriefing:**

Where possible, the Zonal WatSan Coordinator shall arrange for a debrief with the Team Leader by teleconference or in person if possible.

### **21) Identification: use of the Emblem and Logos**

National Societies may identify the Kit according to the relevant Red Cross/Crescent or Red Crescent insignia in line with the rules for the use of Emblem.

Where the Kit is being deployed under the Federation name and legal status in the country of operation, the National Society shall also include the Federation name and logo on the equipment for indicative purposes, as agreed with the Federation.

No other third party names, logos or emblems shall be used with the Red Cross/Crescent or Red Crescent emblems when the latter are being used to mark the installations used for Red Cross/Crescent and Red Crescent services available for the affected population.

Co-sponsoring relationships and donor visibility requirements shall be addressed in accordance with the Regulations on the Use of the Emblem as adopted by the International Conference and with the prior agreement of the Federation.

It is understood however that Kits shall not be used for commercial advertising purposes. Sponsors shall not be potential competitors of the Federation and shall meet the requirements set out in the draft Rules and Regulations for Corporate Partnerships.

National flags or other country-of-origin insignia shall not be used alongside the Red Cross/Crescent/Red Crescent Emblems.

## **22) Status of the Kit Team:**

Team members involved in deployments undertaken within the Federation operations shall normally be included under the Federation legal personae in the host country and benefit from the Federation privileges and immunities as granted by the Government of the country of operation.

All Kit Team members shall respect and comply with these Kit Standard operating procedures (SOPs) and the RDRT SOPs.

The Zonal WatSan Coordinator shall appoint a designated Team Leader to lead the Kit Team – there shall be only one Team Leader.

The Team Leader shall be responsible for the implementation of the Terms of reference (ToR) for the operation and the overall coordination of activities within the field structure.

See RDRT and ERU SOPs for more details on the status of Kit Team Members.



## Annex 1 - Kit Checklist

<b>Warehousing</b>	Kits are suitably and safely warehoused	
	Warehousing costs are included in annual budget	
	Expiry dates are tracked and routine maintenance carried out	
	MoU signed for Kits stored in NS warehouses	
<b>Training</b>	Sufficient number of personnel trained	
	Contact list of trained personnel maintained	
	Follow up and refresher training carried out	
<b>Assessment</b>	Assessment carried out by qualified WatSan technician	
	Assessment technician is familiar with Kits	
	Nature of population density was included in assessment	
<b>Replenishment</b>	Replenishment begun as soon as requisition is submitted	
<b>Deployment</b>	NS and DM agreement on deployment	
	ToR written and distributed	
	Requisition submitted to Logistics	
	Team recruited and briefed, Team Leader designated	
	Replenishment cost included in budget	
	Financial arrangements for operation in place	
<b>Operation</b>	Site selection	
	Reporting, including pictures	
<b>Handover</b>	Decision on which equipment will be handed over and which will be disposed of properly	
	Decision on who will receive equipment	
	Training carried out	
	MoU signed with recipient of equipment and hand over certificate issued.	



## Logistic Requisition

Logistics Ref. N°.	
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- Procurement
- Cost Estimate only
- Transport
- Leasing
- Insurance
- Inkind Monitoring

To	Logistics Dept.	Account N°	
Assigned to		Project Ref./Dept	
From		Activity Code	
Date		M Code	

Country	
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Quantity	Units	SPECIFICATIONS Requirements must be clearly specified AND a copy of the field request attached	Budgetary Limit (CHF)	
			Unit Price	Total Price
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
<b>Total</b>				<b>0.00</b>

Desired date arrival :

Transported by :  Land  Sea  Air

<b>For vehicle leasing:</b> leasing period : <span style="border: 1px solid black; display: inline-block; width: 100px; height: 25px; text-align: center; vertical-align: middle;">month(s)</span>	Leasing date:	From:	To:
Payment Terms: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually		<span style="border: 1px solid black; display: inline-block; width: 50px; height: 25px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 50px; height: 25px;"></span>