

# In-country Induction briefing checklist

Briefing of EU Aid Volunteer will consist of both pre-departure and in/country introduction briefing, therefore Hosting and Sending organisations are to communicate and coordinate to ensure e.g. by checklists that EU Aid Volunteers obtain all the relevant and requested information.

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| <b>Areas to be covered:</b>   |  |
| <p>Organisation and management structure and processes;</p> <ul style="list-style-type: none"> <li>a) teams involved in the project (including project management officer, operational and technical team,</li> <li>b) crisis management officer,</li> <li>c) support teams such as human resources and finance);</li> <li>d) project site(s);</li> <li>e) organisational mission and objectives in relation to the EU Aid Volunteers initiative</li> </ul> |  |
| <p>Comprehensive information on the hosting organisation's mission;</p> <ul style="list-style-type: none"> <li>a) remit and projects;</li> <li>b) communities involved;</li> <li>c) operational context;</li> <li>d) expectations on outputs and results from the EU Aid Volunteer's task assignment and the needs assessment that underpins it</li> </ul>  |  |
| <p>Relevant local legal framework applicable to the EU Aid Volunteer;</p>   |  |
| <p>Mandatory context-specific security briefing and health and safety briefing;</p>   |  |
| <p>Information to volunteers on health, security and safety risks and recommended preventive measures;</p>  |  |
| <p>Supervision and performance management system;</p>   |  |

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| Mentoring and other procedure and support mechanisms in place and other support as provided for;  |  |
| Cultural briefing on the country, region and locality of deployment, including guidance on appropriate behaviour and dressing;            |  |
| Information on learning and development plan and reporting requirements;  |  |
| Indication of expected contribution by volunteer to communication work, and expectation of volunteer to stay engaged in humanitarian Aid; |  |
| In-country debriefing process;  |  |

Briefing on health and safety also part of **pre-departure briefing of volunteer** by Sending organisation: Incl. info to volunteers on health, security and safety risks and recommended preventive measures, info on learning and development plan and reporting requirements. Info on expected contribution to Communication work and expectation of volunteer to stay engaged.