

## TOOL 3.5 PGI END OF MISSION HANDOVER CHECKLIST

This is a list of PGI specific handover, which aims to ensure best continuity between PGI personnel in emergencies.

handover templates if they exist (such as in operations where Global Surge Tools are deployed).

This tool serves as a guide, and should be used in conjunction with any other mission

### Key files and information for handover, accompanied where possible by a verbal briefing on the files/needs:

- PGI Analysis, including primary data and secondary data sources
- Agreed SADD parameters (even if different from the IFRC PGI Minimum Standards)
- Emergency Plan of Action files, PGI specific and PGI mainstreamed into other sectors
- Budget and fundraising status for PGI related matters
- Resources, training materials and briefings, including key dates for upcoming briefings, trainings and engagement activities
- Lists of key trainings, dates, and participants, disaggregated by sex
- Agreed assessment templates and dates for participating in ERU Assessment, sectoral assessment, PGI standalone assessment or Focus Group Discussions
- PGI staff and volunteer needs and JDs
- Latest SGBV and Child Protection referral pathway, dated (where they were obtained or how they were compiled and tested, and if RCRC Movement are on the pathway, if the document has been circulated at cluster meeting or other coordination meeting.
- Information on ongoing protection cases that require immediate follow-up and monitoring
- Cluster coordination and partnership details
- PGI Monitoring checklist
- Results of past monitoring visits and follow-up action plans
- Regular PGI meeting and updates process (daily/weekly coordination meetings, or inter-agency forums. This should also include a record of past meeting notes)
- Checklist for self-care and psycho-social support during mission



**Provide a written summary of information on the current status and next steps of:**

- Mission status and priorities
- Services/activities supported during mission (which are in a DAPS Centre)
  - Capacity building
  - Information on standalone pgi programmes
  - Information and contact list on pgi programmes with partners (movement, non-movement, governmental, non-governmental)
  - Monitoring
  - Referral mechanisms
- Services/activities supported during mission (which are not in a DAPS Centre):
  - Capacity building
  - Information and contact list on standalone pgi programmes
  - Monitoring
  - Referral mechanisms
- Human Resource management (incl volunteers)
  - Terms of reference for each team member
  - Meeting notes on work updates/ progress of each team member
  - Performance reviews (if any)
  - Points of concern that require immediate follow-up (if applicable)
- Logistics management
  - Current procurement pipeline
  - Outstanding procurement
  - Issues in procurement/or adaptation of supplies
- Meetings/Coordination
  - Meeting calendar for next 2 months
  - Information on: cluster coordination meetings, Movement coordination meetings, DAPS Centre meeting, IFRC meetings, PGI team meetings
- Security, including mainstreaming of Protection Incident Forms, SGBV Referral and Child Protection matters
- Key Contacts (including any phone numbers/Whatsapp numbers)
  - National Society counterpart/s
  - Interagency contacts
  - Movement partner contacts
  - PGI Standalone Programme Staff and Volunteers
  - Sector leads you are collaborating with on PGI mainstreaming
  - Any interagency PSEA contacts or child protection focal points
- Reporting (including any issues requiring teams to change their approach or improve SADD in Sitreps, EPOAs, DREFs and future operational plans, if applicable)
- Documentation of file pathways (as per list above)
- Other Issues

Send your handover document to PGI Global Coordinator, PGI Regional Advisor, and to incoming PGI personnel.