

Tasks relating to personnel deployment	Responsibility
Arrange briefing schedule	HR
Arrange mission float (maximum of \$5,000)	Response lead
Collate operations briefing pack	Response lead
Notification of per diem allowance and advance	HR
Pre-deployment checks: insurance, medical	HR
Arrange flights and visa	HR
Request necessary kit, including workwear	Response lead
Issue kit to delegates	Logistics
Hand over mission float and related forms to delegates	International finance
Issue visibility items to delegates	HR
Notify in-country team (IFRC/ICRC) of itinerary	HR
Write-off value of kit deployed from the balance sheet and charge it to the relevant project code	International finance