

Global Food Security Cluster (gFSC)
Standard Operating Procedures. V January 7

**SOP 1: Pre-deployment of staff to the in-country FSC:
Cluster Coordinator (CC), Information Manager (IM) and/or any other appointed person**

Standard Operating Procedures

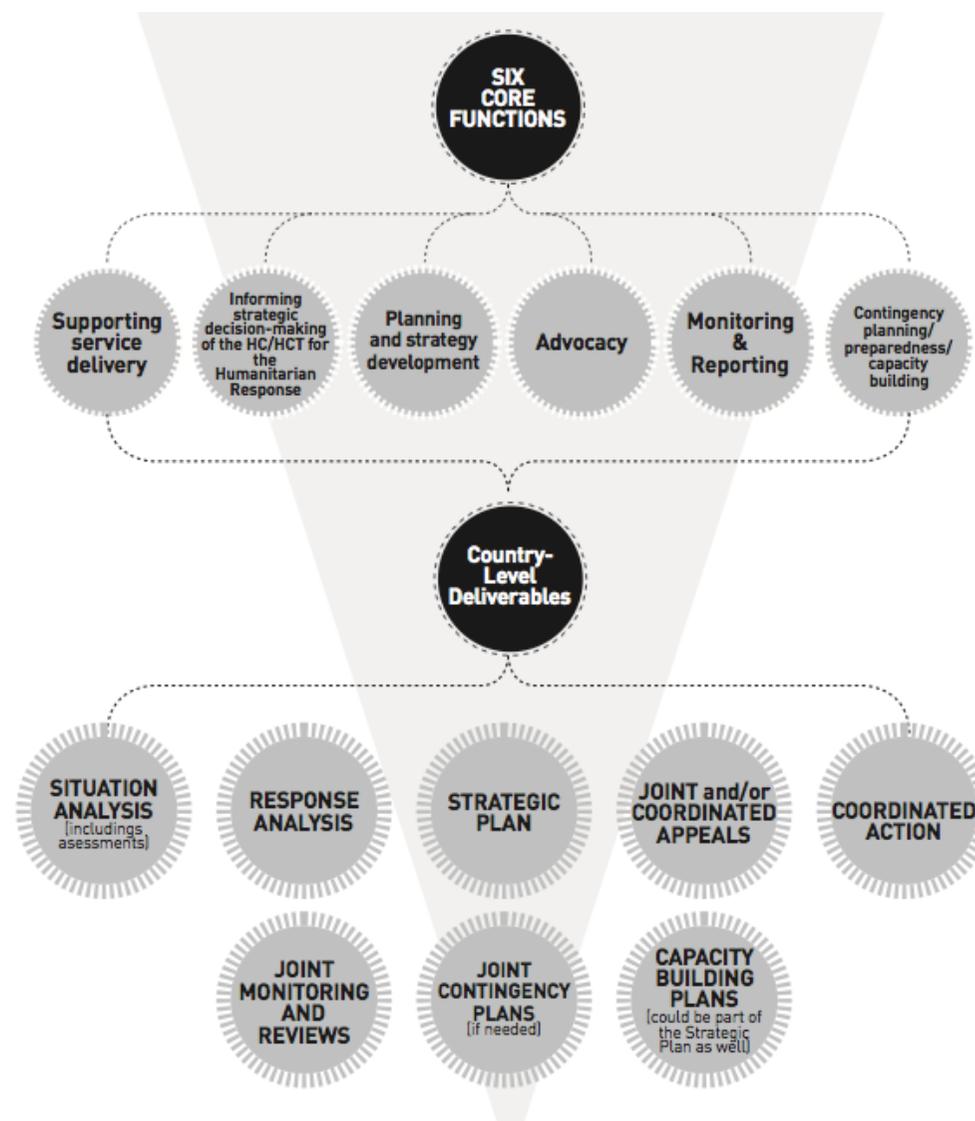
SOPs are put together to provide greater clarity and guidance to those assigned to lead and manage a Food Security Cluster (FSC) in countries with humanitarian crises.

SOPs are a quick guidance on what to do and achieve once the cluster is activated, and should be seen as complementary to other existing tools like the Food Security Coordination Handbook, where more detailed guidance is given.

This SOP describes concisely the main deliverables, key actions and tasks that Cluster Lead Agencies (CLAs) Cluster Coordinators (CC), and Information Managers (IM) should develop as part of the core functions of their role in leadership, management and coordination of an FSC during the first days and weeks of any new humanitarian crisis in a country.

The aim is to contribute strategically to the fulfilment of the six core functions and deliverables of a country level cluster, as illustrated in the schema to the right. (Please also refer to the: [IASC Coordination Reference Modules](#)).

Please consult page 21 of the Food Security Cluster Coordination Handbook Draft 3 June 2012 for an overview of the indicative actions of FCSs in response to crisis: <http://fscluster.org/document/fsc-handbook-draft-3-final-web>



Purpose

This procedure seeks to ensure that Food Security Cluster members who have been selected to support country-level FSCs, have complied with all procedures and requirements prior to deployment and are ready to be deployed in country.

Main Deliverables

- 1- Decision for deployment made
- 2- Suitable candidate(s) appointed
- 3- Appointed candidate(s) fulfilled requirements/procedures to travel
- 4- Appointed candidate(s) briefed and ready for deployment

Deliverable (s)	What (Main Tasks)	Who (Responsibility)					When (Deadline)
		CLA	gFSC	Partner	Admin	Deployee(s)	
Decision for Deployment Made and suitable candidates identified/selected	Monitor and report on the humanitarian situation at principals' level	X	X	X			Immediately after the trigger event
	Monitor and report on the humanitarian situation with partners	X	X	X			
	Consult partnership on evolution of humanitarian situation		X				
	Agree on deployment with the CLA	X	X	X			When humanitarian situation requires
	Inform key stakeholders on the deployment decision	X	X				Within 12 hours of deployment decision
	Identify funding requirements	X	X		X		Within 72 hours of deployment decision
	Draft ToR for the deployment mission	X	X				
	Decide on profile(s) for the deployment	X					
	Identify suitable profiles (databases and stand-by staff)	X	X				
	Contact suitable candidate(s) to check availability		X	X	X		
	Appoint candidate(s)	X	X	X			
Appointed candidate(s) fulfilled	Check references		X		X		
	Check VISA requirements, etc.		X		X	X	
	Draft contracts and any other mandatory paperwork				X		

CLA	gFSC	Partner	Admin	Deployee (s)
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requirements and procedures prior to travel	Arrange/pass health check and get necessary vaccines				X	X	Within 24-48 hours of appointment
	Arrange and sign contract, Mission Agreement and/or any other mandatory document				X	X	
	Delivery/reception of necessary telecommunications and personal safety equipment				X	X	
	Ensure Travel arrangements for the person being deployed (VISA, tickets, destination pick-up , etc.)				X	X	
Appointed candidate(s) briefed and ready for deployment	Review, discuss and agree on the TORs and/or Mission orders.	X				X	Within 24-48 hours of appointment
	Person(s) being deployed get relevant background information related to the country (ies) of deployment and the humanitarian crisis. (Contingency Plans, rapid evaluations, SitReps, etc.)	X	X			X	
	Person(s) being deployed pass security briefing and get security clearance (where necessary)				X	X	
	Face to face or tele/video conference briefing with the CLA agency at HQ level and/or the gFSC support team.	X	X			X	
	Person(s) being deployed receives a pre-deployment orientation with CLA and/or HC at Country level (when feasible)	X	X			X	