Deployee Info Sheet

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| Focal Points | *Insert the following contact details:*  *Deployments Officer:*  *Head of Deployment Section:* |
| Emergency Contact | *Insert deployments 24hour emergency contact details* |
| Status of deployee | Expert on Mission |
| Security | * Deployees are afforded the same security standards and access to security documents/reports as UN staff * The deployee is to receiving an in country and local security brief immediately upon arrival * The CO are to inspect and ensure accommodation is MORSS compliant * All MORSS standards and upgrades are to be afforded to deployees - costs covered by the CO * The CO is to ensure MOSS compliant travel to and from place of work is provided to the deployee |
| Equipment | The CO is to provide laptop and mobile phone  Clarify if the CO or Partner are to provide equipment – i.e. for an emergency |
| Deployment terms and entitlements - Financial | **The deployee is provided with *(add/remove as per your agencies guidelines*):**  1. Deployment and demobilisation travel  2. Daily Subsistence Allowance (DSA) or Living Allowance (LA)  3. Difficult Posting Allowance (DPA) [if applicable]).  4. Accommodation  5. Salary or Fee for Service  6. Miscellaneous costs (e.g visas)  **The UN agency CO is to cover *(update as per your MoU)*:**  1. All in country transport costs  2. All work related external travel costs  3. The same R&R leave and financial benefits as awarded to UN staff |
| Annual/R&R Leave | *Insert annual leave day accrual rate*  Leave is taken upon agreement between the deployee and Line Manager  Detail leave entitlements here  Deployees are entitled to the same R&R cycle as afforded to UN staff.  Detail compassionate and sick leave |
| Insurance | Deployees receive urgent/emergency medical insurance including life and disability insurance.  Suggest to highlight any insurance such as loss, theft, flight reimbursement etc that deployees may potentially seek to double dip  Third party/liability costs |
| Medical Evacuation | Deployees medical and evacuation costs are covered under the agencies medical insurance. In an emergency the CO is to directly contact the following:  **INSERT INSURANCE AGENCY HERE Telephone :**  It will be necessary to quote:  1. Insured agency name  2. Insurance policy number (insert here)  3. Deployees name and address  4. A local contact telephone number  5. Details of the assistance required  **Medical Evacuation**: highlight your policy on medical evacuation – note many insurance agencies will not cover medical costs if the member has been evacuated without prior notification. |
| Deployee Welfare | Employee Assistance Plan (EAP) - *Insert details here*  *The EAP is an independent, free and confidential advice service providing practical and emotional support for work or personal issues.* |
| Performance Evaluation | Mandatory for all deployments. Template provided at start of deployment and to be provided prior to end of deployment. Note extensions will not take place unless a performance evaluation has been received prior. |