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
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| Equipment | The CO is to provide laptop and mobile phoneClarify 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 travel2. Daily Subsistence Allowance (DSA) or Living Allowance (LA)3. Difficult Posting Allowance (DPA) [if applicable]).4. Accommodation5. 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 costs2. All work related external travel costs3. 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 ManagerDetail leave entitlements hereDeployees 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 dipThird 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 name2. Insurance policy number (insert here)3. Deployees name and address4. A local contact telephone number5. 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. |