

Handover Tool

This tool is aimed to be used in the handover between different phases of the Disaster Waste Management intervention. Some information must be repeated in all handovers in order to ensure that the information is there, but also to ensure that new information, like names on new contacts or focal points, will be transferred.

It is appreciated that this tool mirrors some bureaucracy, however it can provide a quality safeguard regarding flow of information and the quality and status of the planning document downstream of the handover.

Handover should ideally be done using printed material as a base for an oral session, where the printed matter can be discussed over telephone, but more likely in a physical meeting.

Besides the listing of contacts below, the following materials and documents should also be handed over:

- Waste needs assessments;
- Photos;
- Available maps; and,
- Relevant documentations.

When a diary is maintained, this should also be available for the team taking over. This is of special importance during the recovery phase.

Proposed Waste Needs Assessments for both the Emergency and Early Recovery phases have been included in Appendices J.1 and K.1 respectively. The results of these assessments are often included in the Disaster Waste Management Plan which would typically require up to a day in order to present and handover.

The handover between the Early Recovery and Recovery phases typically includes status reports on projects being implemented as well as proposals submitted for funding.

For each project the following is often presented:

1. Project plan
 - a. Date of start
 - b. Stakeholders involved
 - c. Status in relation to:
 - i. Time planning – if changes why?
 - ii. Budget – if changes why?
 - iii. Manning – if changes why?
 - d. If needed corrections in the planning
 - e. Prognosis for a successful implementation
2. Project Budget

Handover between Phases

Contacts within the UN system:

Organisation	Name	Role	e-mail	Phone	Satellite phone
JEU					
UNEP					
OCHA					
WHO					
WFP					
XXX					
WASH cluster					
Shelter cluster					
Logistics cluster					
XXX					

Disaster Waste Management Guidelines

Contacts on the Local Level

Organisation	Name	Role	e-mail	Phone	Satellite phone
Local Authority of Waste Management					
Environmental Health Authorities					
Contractor 1					
Contractor 2					

Contacts with INGOs:

Organisation	Name	Role	e-mail	Phone	Satellite phone
Red Cross					
OXFAM					
DWR					
CARE					
World Vision					

Contacts with NGOs

Disaster Waste Management Guidelines

Organisation	Name	Role	e-mail	Phone	Satellite phone
NGO1					

Contacts with Community Based Organisations

Organisation	Name	Role	e-mail	Phone	Satellite phone
CBO1					

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Contacts on the National Level

Organisation	Name	Role	e-mail	Phone	Satellite phone
National Emergency Agency (NEMA)					
Environmental Protection Agency					
National Road Administration					
Ministry of Environment					
Ministry of Public Works					

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Contacts on Regional Level

Organisation	Name	Role	e-mail	Phone	Satellite phone