

## Checklist for the roll-out of mobile registration mission

Area	Items	check
<b>Administration</b>	transportation: vehicles, drivers, trucks	<input type="checkbox"/>
	staff admin related to mission travel and accommodation	<input type="checkbox"/>
	Backup staff as required, e.g. electrician, drivers	<input type="checkbox"/>
	stand-by/ back-up generator and fuel	<input type="checkbox"/>
	Site reservation	<input type="checkbox"/>
	helpers/cleaners on site	<input type="checkbox"/>
<b>Security</b>	Escorts where applicable	<input type="checkbox"/>
	VHF radios and required telecommunications equipment.	<input type="checkbox"/>
	Security Personnel on site	<input type="checkbox"/>
	Contingency plan in case of theft of IT equipment leading to data protection risks	<input type="checkbox"/>
<b>Supplies</b>	UNHCR visibility: plastic sheets, banner, stickers, posters, vests	<input type="checkbox"/>
	Megaphones/ loudspeaker for crowd control/ announcements	<input type="checkbox"/>
	light bulbs, spare batteries, etc.	<input type="checkbox"/>
	poles, etc for site and crowd management if applicable	<input type="checkbox"/>
	furniture for interview and waiting area	<input type="checkbox"/>
	water and water dispensers	<input type="checkbox"/>
	hygiene material (tissue, soap, detergent for public bathrooms)	<input type="checkbox"/>
	Registration materials: secure paper, stationary, official UNHCR stamp, forms (scheduling, registration)	<input type="checkbox"/>
	Information leaflets, anti-fraud posters	<input type="checkbox"/>
	complaint box	<input type="checkbox"/>
<b>IT Equipment</b>	UPS	<input type="checkbox"/>
	Laptops, printers+ toners, photocopiers+ toners	<input type="checkbox"/>
	cameras, including polaroid	<input type="checkbox"/>
	biometric equipment	<input type="checkbox"/>
	fraud detecting machines (UV light)	<input type="checkbox"/>
	additional required cables	<input type="checkbox"/>
	Tablets/smartphones for registration using RRT	<input type="checkbox"/>
3G dongles, and mobile phones for internet access; access point/cables for establishing local network	<input type="checkbox"/>	
<b>Tool</b>	Rapid App or proGres 4	<input type="checkbox"/>