

Minimum Equipment List

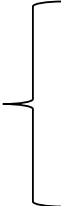
#	Item	Details
1	Laptops	<p>One for each member of the team. Make sure they have all necessary software installed, including the software for all the items listed below.</p> <p>Also make sure you have all the passwords necessary to use them.</p>
2	Cell phones	<p>One for each member of the team (and one extra?)</p>
3	SIM cards for cell network	<p>Make sure to check which service providers are most reliable in the area where you will be operating. It is often good to have SIM cards from multiple providers in case one network goes down for a period of time.</p>
4	Two means of internet access	<p>Consider having two of the options listed below.</p> <p>A. Will you be housed in a facility that has established access (e.g. sharing a facility with a partner, staying in a hotel that has reliable access)?</p> <p>B. Can the cell phones you will bring be used as modems to provide internet for your computer? Many smart phones can. But watch out for the data charges.</p> <p>Talk to the tech people at your main office to make sure you know how to use the phone in this way. And make sure the proper software is installed on both computer and phone.</p> <p>C. Many mobile phone service providers also offer mobile modems for their network. These are usually a small device (flash drive-looking thing) that one inserts into a USB port on one's computer. If this is the option you choose, bring at least two of the devices. And note, they sometimes need special SIM cards.</p> <p>D. Device that provides data services through a satellite. RBGAN is the device used on the XXXX network and the Thuraya IP is the device used on the Thuraya network. These can sometimes be hooked up to a wireless router to provide the whole team access - albeit slow, expensive access.</p> <p>E. The satellite phone you have with you may have some data capabilities itself. If you hook it up to your computer, you may be able to use the internet on your computer, through the phone.</p> <p>But again, make sure to check with the tech people to make sure you have the proper software installed on the computers, and all the proper cables. And make sure you know how to use the equipment and software.</p> <p>Finally be aware of the satellite service provider's data charges. They can be expensive.</p> <p>F. Internet services providers may be available locally. But don't count on this unless you know ahead of time that it will work and be quick to set up.</p>

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| 5 | Satellite phone | At least one. More if the team will split up into two different, remote locations. However, if you have HF radios that you can use to contact the main office, you may not need satellite phones. |
| 6 | SIM cards for satellite phone | These are sometimes packaged separately from the phone. Make sure you have one for each phone you are taking, and that they are active.

Find out if the bill is pre-paid or post paid.

If pre-paid, make sure you either have some extra scratch cards with you, or that you can get them where you are going.

If post-paid, find out if the office has put a limit on the value of the calls that can be made in one month. You don't want any surprises.

Also make sure it has some key numbers pre-programmed in. |
| 7 | Printer |  <p>A printer and scanner together can produce a photocopy of a document. It takes a little more work, but it can be done. So if you can't find a photocopier, you could get by with just a printer and a scanner.</p> <p>You can get one device that will do all three. But you take the risk that if it stops working, you'll lose all three pieces of equipment at the same time.</p> |
| 8 | Scanner | |
| 9 | Photocopier | |
| 10 | Extra toner for copier, printer | Bring two extra toner cartridges for any device that will print or photocopy. |
| 11 | Multiplugs | These are those plastic strips that allow you to plug in more than one thing at a time. They should have a surge suppressor and extension cord. Bring at least one per person. |
| 12 | A box of basic office supplies | File folders, printer paper, notebooks, pens, binder clips & paper clips, highlighters, binders, hole-punch, staplers, staples, etc. |

Optional

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| 13 | Small generator | Depending on the remoteness of the location and the availability of power, consider taking a small generator (e.g., 2 to 3 kva) to charge computers, phones, run the printer and other equipment. |
| 14 | Car and/or solar chargers | For phones and laptops. These can be useful but if you don't have them, don't despair |

Tips

- 1. Test each piece of equipment before you leave to make sure:**
 - A. It works
 - B. Someone on the team knows how to operate it.

- 2. Make sure all equipment that will be hooked up to a computer (printer, scanner, cell phone modem, RBGAN) has the appropriate software installed on all computers that will go to the field.**