

Security Questions

Meet with sister organizations (NGOs, NGO Associations, UN) operating in the area where you're going and ask them for the following information

- 1. Find out if you need any special permissions from the government or the UN to access or travel in the area:**
 - a. Do you need special permits to go to the area of the country? If so, how do you get them, how long will they be valid? Are they granted by individual or by organization?
 - b. Do you need permissions or escorts to travel to and from or within the area once you get there? How are these arranged?
 - c. Do you need permission to access certain camps? How do you get it, how long is it valid? Is it granted by individual or by organization?

- 2. Get the most recent security reports they have for the area where your new office will be located.**

- 3. Get Maps**
 - a. General security maps of the area.
 - b. A road map of the city/town with UN, NGO and government compounds, airports clearly marked
 - c. Maps identifying known incidents/insecurity and IDP/refugee movements/settlements.
 - d. A map identifying NGO and/or UN collection points and evacuation routes

- 4. Get names and contact information for the Heads of Office and Security Officers for...**
 - a. UN Agencies, in particular that handling security and/or coordination in the area
 - b. NGOs
 - c. NGO Coordination bodies (esp. if they have a specific security focus)
 - d. Local partners

And perhaps ask the people with whom you are meeting to inform their field staff that you will be arriving.