Distribution Exercise:

1. Write down 8 key guidelines you would give to your staff before commencing the distribution.
2. Based on the site layout and distribution information, draw a site plan of how you would organise a distribution. (consider security, location of IDP camp, number of IDPs per day, delivery arriving on second day, natural boundaries, local resources, etc)

**Key Messages**

* Careful planning is essential to ensure security, dignity and respect for beneficiaries at a distribution.
* Transparency and information sharing with the community is critical to effective and accountable distributions.
* A distribution committee which is representative of all groups in the community and gender balanced should be involved in distribution planning and implementation.
* Planning and clear divisions of roles and responsibilities are essential for a smooth distribution.
* Tools for a distribution include the beneficiary registration list, tokens, distribution ledger, master verification sheet, daily and weekly distribution reports.
* A distribution report must be completed at the end of every distribution.