ANNEX T: ASRH in Emergencies
Onboarding Plan

This is a tool referenced in the Staff Recruitment, Support, and Responsibilities section of the Chapter 8: Manager Guidance Notes & Tools. We collated a compendium of highly used resources in month one of the onboarding plan, but staff may refer to resources in later months, as needed for their work and responsibilities.

	Week one	Week two	Week three	Week four
Self-Reading	**Organization Mission and Country Strategy** • [Placeholder for organizational resources, such as PowerPoints, capability statements, strategic documents, etc.] • [Placeholder for organizational global and national ASRH mission, technical, and programmatic resources] • [Placeholder for child safeguarding and prevention of/protection from sexual exploitation and abuse standard operating procedures] **Global ASRRH Resources and Tools** • ASRH Toolkit for Humanitarian Settings and ASRH in Emergencies advocacy video **ASRH Programmatic Documents and Tools** • Disseminated assessments via cluster system on www.humanitarianresponse.info website • National ASRH policies and data statistics • Prior agency proposals, work plans, and budgets (if applicable) • Data forms–logbook templates, site baseline and site progress reports, and community engagement activities	**Global ASRH Resources and Tools** • Continue reading the ASRH Toolkit for Humanitarian Settings • Begin reading/reviewing Inter-Agency Field Manual on Reproductive Health in Humanitarian Settings • Educate yourself/review Minimum Initial Service Package for Sexual and Reproductive Health in Crisis Situations (MISP) & MISP cheat sheet. Complete MISP distance learning course. • Participate in ASRH in Emergencies training and/or go over IAWG ASRH Training Resources. **ASRH Programmatic Documents and Tools** • Continue reviewing agency's ASRH proposals, work plans, budgets, and reports • Continue reviewing local national SRH and ASRH policies and statistics • Review existing ASRH training resources at the national level (if applicable), but also organizational ASRH training resources	**Global ASRH Resources and Tools** • Continue reading ASRH Toolkit for Humanitarian Settings • Continue reading Inter-Agency Field Manual on Reproductive Health in Humanitarian Settings • Deep-dive into health system and/or community engagement content and evidence-base resources on SRH (e.g. Emergency Obstetric and Newborn Care [EmONC] and safe abortion care clinical guidance) **ASRH Programmatic Documents and Tools** • Deep dive into local national clinical protocols (e.g. contraception and clinical management of rape guidelines and protocols)	**Global ASRH Resources and Tools** • Continue reading ASRH Toolkit for Humanitarian Settings • Continue reading Inter-Agency Field Manual on Reproductive Health in Humanitarian Settings • Continue deep-dive into health system and/or community engagement content and evidence-base resources. (e.g. EmONC and safe abortion care clinical guidance) **ASRH Programmatic Documents and Tools** • Deep dive into local national clinical protocols (e.g. contraception and clinical management of rape)
Activities	• Meet with SRH Program Manager—short introduction to ASRH program and introduce the onboarding plan and go through relevant chapter sections of ASRH Toolkit with staff, as relevant to their position (e.g. providers—reviewing facility & counseling) • Meet with Monitoring & Evaluation Manager—review country office data systems and ASRH data management plan and tools	• Check in meeting with SRH Manager—supportive supervision discussion looking at data and particularly looking at data to determine ASRH needs • Seek out opportunity to observe/participate in an SRH clinical training or ASRH Values Clarification and Attitudes Transformation (VCAT) activity/training • Meet with other technical response leads to understand their programmatic strategy and activities	• Check-in meeting with SRH Manager • Attend SRH Sub-Cluster meeting at national and/or subnational level • Field visit to intervention sites • Meet with implementing partners • Continue to seek out opportunity to observe an ASRH clinical training and/or VCAT trainings • If applicable, support proposal development processes, create report narratives, conduct assessments, and disseminate content to stakeholders	• Check in meeting with SRH Manager • Continue meetings with implementing partners • Continue field visit to intervention sites • If applicable, adapt training packages, facilitate workshops

Source: Adapted from IAWG ASRH Sub-Working Group members' onboarding tools.