**Draft of Cash Distribution**

**SOP**

**Standard Operational Procedures**

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| **Revision No** | **Date**  | **Prepared by**  | **Details** | **Reviewed and approved by**  |
| **1** | **6 August 023** | **Security manager** |  **Creation** | **Deputy Country Director** |

* **This procedure is designed to mitigate all potential risks are likely occurring during the cash transferring and distribution in Plan Sudan field sites.**
* **To ensure that Cash holding and distribution within the Plan Sudan field compounds in is as secure as possible.**
* **To ensure that access to cash holdings and distribution in Plan Sudan International field sites is carried out under dual control.**

**Procedures**

1. **Quick security risk assessment**
* **This is** targeting area or place of Cash distribution is it public place such as schools or WFP Hall ? . It is located very close to place is likely pose risk to staff such as market or public place with throng of people ?
1. **Security Briefing:**
* Security Focal Point has to brief the team members on security update in target area and enlighten them on recent incidents took place and how that can impede our operations, what the security advisory and modality can be provided to mitigate the risks during the mission.
* Ensure that the acceptance level of Plan Sudan among community is existing and increasing not effected with any change of context within an area.
* Ensure that the community sensitization on activities has been provided only for target specific groups in order to avoid any disputable points raised from others groups not involved.
* To ensure that, the local authorities, security bodies and community leaders at the targeted areas are involved and inducted about process of the activity implementation
1. **Coordination:**
* The team leader has to communicate at earlier time with HAC, community leaders and executives’ directors of localities who are a head of security committee to facilitate the objectives of mission and organize the activities smoothly and peacefully
* To ensure that, the supervisors at the targeted areas/ centres/ gathering points are selected, inducted about the criteria of beneficiaries selection place and expected time for initial assessment, verification and distribution to prepare the sites and targeted according to the criteria
1. **Movement to and from the Bank and confidentiality**
* The core aim of this procedure is to maintain as much as possible the fundamental procedures for vehicle and staff tracking whilst restricting information passed through communications channels.
* It is recognised that separate and specific risks are potentially in play when a member of staff travels to or from the bank or during the cash distribution. As such a balance has to be found that maintains the integrity of the overall security principals within Plan Sudan.
1. Information regarding travel to and from the bank should not be available to anyone other than the key Plan Sudan L staff and management involved or responsible. Information should not be provided to anyone until the last possible moment and before commencing cash distribution.
* Based on context and security situation along the road or inside the area Plan Sudan can use police Escort to secure movement of convey.
* Mission of cash distribution should be maximum with two vehicles one vehicle back up to another.
* Communications: vehicle should be equipped with EC ( Emergency communication ) particularly satellite phones
* The vehicles should identified with Plan Logos and the team members show the Plan visibility (badge – cards – chackit )
* The team leader ensure that obtained all travel documents from HAC and prepared contact list to team members
* The team leader Keep in contact during the mission with security focal point or logistic in order to track your movement in time and at place.
1. **Management distribution and crowd**
2. Designing lay out and venue
* Considering the volume of the people and how will they gain access and leave while the organizer achieves their objectives
1. Invitation
* What type of crowd is it? By is way of controlling the crowd type as volume Example men with men, women with women
1. **Crowd group leaders**

Identify leaders for specific groups and ask them to be in control of certain groups. you must keep the leaders inform and keep them in side

1. **Demarcation and signage**
* Ensure That there is suitable clear sufficient signage to give direction and informal information
1. **Barriers and Enclosure**
* Considered using barriers and enclosure to maintain walking Open, prevent high crowd density, segregate people as required
1. Emergency movement and contingency plan
* Ensure that there is safe route for emergency access for medical or others emergency matters and contingency for any evacuation or rapid crowd dissemination.
1. **Debrief:**
* Remember to thank all involved particularly community leaders if you have used them as group controllers. I t is important to Identify what well and what did not. This can only be done by having a debrief with those involved. It does not need to take along and it is important to write it down and take note