

	To Do		0/22Tasks completed
SELECT TYPE OF RESPONSE [1]	✓	Typical Timeline	Task
Core Tasks			This sheet is for support during activation, it is not supposed to give you more stress. This checklist will help you to have at hand relevant contacts, documents and resources and recommended steps + mandatory – order might change.
Core Tasks	<input type="checkbox"/>	October 1, 2023	Create folder on ___ for the Response on this drive , with a copy of this document
Core Tasks	<input type="checkbox"/>	October 1, 2023	Completed the Size-up disaster - Use GDACS , GLIDE and OCHA as reference (mandatory)
Core Tasks	<input type="checkbox"/>	October 1, 2023	Share Completed the Size-up disaster to activation@hotosm.org and share on #disaster-mapping on Slack
Core Tasks	<input type="checkbox"/>	October 1, 2023	Contact local OSM community to determine needs or support and get buy-in for modifying the map (mandatory)
Core Tasks	<input type="checkbox"/>	October 1, 2023	(mandatory) Create a copy of the Data Ethics and Protection Tool and carefully complete the checklist. Useful resources are ACLED and ACAPS
Core Tasks	<input type="checkbox"/>	October 1, 2023	Create Tasking Manager (TM) projects, closely following Guidelines and ensure projects compliance with OEG (mandatory)

Core Tasks	<input type="checkbox"/>	October 1, 2023	Use the Campaign request form to create a campaign on Tasking manager to contain the projects (otherwise contact HUB disaster managers) [2]
Core Tasks	<input type="checkbox"/>	October 1, 2023	Report TM Projects on HOT's Wiki (mandatory)
ADD if Surge Response	<input type="checkbox"/>	October 1, 2023	Create wiki page
Core Tasks	<input type="checkbox"/>	October 1, 2023	Check HDX exports are available and renew period
Core Tasks	<input type="checkbox"/>	October 1, 2023	Contact Communications for promotion request (post in Slack Channel " hot-comms-requests ") you can check your request on the Comms Tracker once submitted.
Core Tasks	<input type="checkbox"/>	October 1, 2023	Announcement of Disaster Response on slack's Disaster Mapping channel (mandatory)
ADD if Surge Response	<input type="checkbox"/>	October 1, 2023	Copy Disaster Response Multilateral Workplan (Tempalate) into your folder (mandatory)
ADD if Surge Response	<input type="checkbox"/>	October 1, 2023	Upload products to Reliefweb
ADD if Surge Response	<input type="checkbox"/>	October 1, 2023	Look at Imports Assessment
Core Tasks	<input type="checkbox"/>	October 1, 2023	Send After Action Reivew (AAR) to stakeholders
Core Tasks	<input type="checkbox"/>	October 1, 2023	Complete AAR debrief doc (mandatory)

[1] Always keep "core tasks"

Core task: are part of any response

Community Response: when community is leading and and HOT is only there to support in Quality, Compliance with OEG, or technical
Extended: When the HUB decides they need more resources than they have on the HUB to respond, or have determined this tool to be insufficient

[2] A Campaign is a container of projects in Tasking Manager. It allows easier tracking of them.

Users also view projects by filtering by campaign.