

Packing list

Preparing to leave for an assignment? Here is a sample packing list:

- Photocopy original critical documents (passport, credit cards, etc.) – put one copy in a safe place, provide one to your HR department or family member and email a scanned copy to yourself (to a web account).
- Note down telephone numbers for reporting lost credit cards etc.
- Pack a change of clothes, your wash bag and essential medicines in your carry on luggage in case your main luggage goes astray.
- A locked rigid suitcase protects your clothes etc. better from damage and pilfering than a soft kit bag - but packing the later into a small aircraft or the back of a vehicle is a lot easier - include plenty of stuff sacks or plastic bags.
- Take a small bag/back pack for field trips and short journeys.
- Take clothing and footwear appropriate to the climate, culture and nature of the work - remember even hot climates can be cold at night. A number of thin layers of clothing is more flexible than a smaller number of thicker layers. Natural fibres are more comfortable in warm climates than man-made fibres.
- Electrical equipment - check voltage, plugs and adapters.
- Computer equipment - do you need to take your own - will your software be compatible with the Agency's - remember anti-virus software is essential.
- Include a set of 'smart' clothes.
- Do not take anything remotely military in style or appearance.
- Check which items the Agency will provide before buying your own.
- Ensure you note down the contact details for RedR's Technical Support Service.

Electrical/electronic equipment

- Check your laptop computer, mains adapter, mouse etc.
- Emergency boot/recovery disks
- Range of printer drivers on disk unless all already loaded
- Consider a portable printer, mains adapter, spare cartridge and cable
- Modem, mains adapter, cable and line test meter
- Consider SW radio, mains adapter, aerial and spare batteries
- International mains adapter plugs

Documents

The documents you should have are:

- Contract
- Insurance documents
- Ticket
- Passport with exit and entry visas as appropriate
- Work permits
- Ordres de Mission
- Health certificates
- Record of blood group

- National and international driving license
- Plenty of passport photographs
- Address book
- Health insurance card
- Business cards
- Identify card(s)
- Contact details for home, work, RedR, agency etc.

Finances

- Cash - hard and local currencies as appropriate
- Travellers' cheques - check best currency and denominations
- Credit and direct debit cards, latter for cash withdrawals
- Emergency funds

Reference

- Reference books and manuals (although think of what you really need)
- People in Aid and Red Cross codes

Clothing

- jacket and tie, smart dress/suit
- jeans, trousers, skirts
- night-shirt/dress, pyjamas
- shorts
- 100% cotton clothing to keep off the sun and insects
- sun hat and glasses
- underwear
- polo, long and short sleeved shirts
- jumper
- socks
- flip-flops/sandals
- stout shoes/work boots
- hangers
- towel
- waterproof jacket with hood and possibly trousers
- swimming costume
- pashmina or long cotton scarf for women (especially when working in a hot climate where you may need to cover your arms)

Equipment - mini tool kit

- Altimeter(s)
- Stopwatch
- Clinometer/Abney level
- GPS
- Compass
- Camera, films and spare batteries
- Electrical test meter with battery test feature
- Electrician's screwdriver

- Steel tape measure
- Swiss army knife with cork screw and bottle opener
- Torch and spare batteries

Stationery

- Hard backed note book
- A4 ring binder with dividers
- Airmail writing paper and envelopes
- Small paper punch
- small stapler and staples
- Calculator - solar and battery
- Glue
- Ball point pens
- Pencils Pencil sharpener
- Eraser
- Highlighter
- Large permanent marker
- Clothes marker
- Scissors
- String

Medicines & toiletries

- Agency medical kit, field First Aid kit, sterile medical equipment
- Shampoo and soap
- Malaria prophylaxis and treatment (with directions)
- Mosquito coils, repellent (DEET-based) and 'anti-itch' cream (e.g. Eurax - more effective than antihistamine)
- Suntan cream/sun block
- Aspirin/paracetamol
- Laxative and emergency anti-diarrhoea medicine (Ciprofloxacin)
- Spare glasses/contact lenses and copy of optical prescription
- Contact lens solution
- Hairbrush
- Comb (a fine tooth comb will keep lice at bay)
- Razor, shaving soap, brush etc.
- Needles and syringes (where local supplies can not be relied on - especially in areas where Hepatitis B and HIV are prevalent. Ensure you obtain a medical prescription for countries which would suspect anyone carrying them of being a drug addict, e.g. Malaysia.)
- Oral rehydration salts
- Tooth brush
- Toothpaste
- Dental floss (useful also as impromptu washing line)
- Oil of cloves for toothache

- Nail clippers/scissors
- Liquid clothes detergent
- Foot powder and cream
- Sanitary pads or tampons, contraceptives
- Assignment specific medicines
- Personal medicines (and a list of the generic names of any medicines you might need)
- Water purifying tablets (iodine if possible otherwise chlorine)
- Thermometer (if glass, remember this cannot be taken as hand baggage)

Miscellaneous

- Mosquito net and Permethrin bednet treatment kit (research has shown that bednets alone do little to reduce malaria transmission but Permethrin treatment renders nets with holes protective)
- Sleeping bag, cotton liner and foam bedroll
- Umbrella
- Reading material
- Airline blindfold
- Cigarette lighter
- Length of washing line and mini clothes pegs
- Unbreakable 1 litre water bottle
- Goodies' for you and your colleagues