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# GUIDELINES

for Remote MHPSS Programming  
in Humanitarian Settings

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**Appendix B: Contingency  
Planning for Remote MHPSS  
Programming and Service**

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# Appendix B: Contingency Planning for Remote MHPSS Programming and Service Provision

List current administrative and programming activities (including logistical, human resource and finance) that require mitigation for remote delivery:

Activity	Risk/Challenge*	Probability** (high, medium, low)	Mitigation Measure(s)***	Staff Responsible****	Comments/Notes

\*Factors/events that may necessitate transition to remote delivery of the activity

\*\*How likely is the risk/challenge to occur? Probability can help prioritize the planning process

\*\*\*Actions to be taken to minimize/prevent disruptions resulting from risk/challenge

\*\*\*\*Primary responsible person for implementing mitigation measure(s) for the activity

List the current MHPSS service and activities that require mitigation for remote delivery:

Service/Activity	Risk/Challenge	Probability (high, medium, low)	Mitigation Measure(s)	Staff Responsible	Comments/Notes

**List the current managerial activities that require mitigation for remote modality:**

Activity	Risk/Challenge	Probability (high, medium, low)	Mitigation Measure(s)	Staff Responsible	Comments/Notes

**List the current training and supervision practices and activities that require mitigation for remote modality:**

Activity	Risk/Challenge	Probability (high, medium, low)	Mitigation Measure(s)	Staff Responsible	Comments/Notes

**List the current staff care activities that require mitigation for remote modality:**

Activity	Risk/Challenge	Probability (high, medium, low)	Mitigation Measure(s)	Staff Responsible	Comments/Notes

List the Monitoring, Evaluation, Accountability, Learning and documentation practices that require mitigation for remote modality:

Practice/ Document	Risk/Challenge	Probability (high, medium, low)	Mitigation Measure(s)	Staff Responsible	Comments/Notes

List the coordination tasks and practices that require mitigation for remote modality:

Task	Risk/Challenge	Probability (high, medium, low)	Mitigation Measure(s)	Staff Responsible	Comments/Notes

List the resource mobilization tasks that require mitigation for remote modality:

Task	Risk/Challenge	Probability (high, medium, low)	Mitigation Measure(s)	Staff Responsible	Comments/Notes

### Additional guidance

For additional and inter-sectoral contingency planning guidance, refer to [International Federation of Red Cross and Red Crescent Societies Contingency Planning Guide, 2012](#)

If it is not possible to continue provision of certain MHPSS services, please mitigate using [IMC \(2016\) Guidance Note: Disengagement/Exit strategies for the Discontinuation or Handover of Programming | Mental Health Innovation Network \(mhinnovation.net\)](#)