

Annex 6: Have a 'Field Day'

Team members are strongly encouraged to connect with beneficiaries and affected populations, 'end users,' partners and other stakeholders in our programs at least periodically. We call this a 'field day' and it is an important aspect of our work. Here are guidelines to support this work.

Have a 'Field Day'

Step 1: Find out more: Spend a day observing, asking questions, building rapport, listening, participating, and, above all having empathy.

Sample for interviewing an aid worker:

- What is your job title? How long have you worked here and in this industry? Please describe the roles you've had.
- Did you receive formal or informal training that prepared you to work in this field? If yes, please describe.
- As you conduct your work, what are the three things that are most "top of mind" for you on a daily basis? Why?
- Are there basic things that have to be in place for you to do your work (shelter, power, transportation, etc.), or does it depend on the situation? Please describe.
- What methods do you use to identify challenges and solve them?
- Describe a short-term issue that you (or you and your team) had to tackle and how you solved it.

Step 2: Document Everything: Identify which parts to make.

- Sketches and Photos/Video- Closeup & whole system, overall environment, GPS data, hand for to scale, include details like brand names, part numbers, symbols, material IDs
- Measurements and any other specifications
- Ancillary details including anything already existing

Step 3: Prioritize...At the end of the day:

- Show gratitude, say thank you, and be clear about the next steps (management expectations and never promise)
- Consider any questions that haven't been answered
- Talk to the team, get consensus on key issues, consider taking a poll, using a pros and cons list or a difficulty vs. importance matrix such as the one below.