**Opening a New Country Office**

**Introduction:**

The purpose of this document is to provide guidance on the development of new country operations. This document provides two quick “checklists” to use in initial planning stages 2phases:

1) Pre-work at UW campus

2) Initial Site Visits

**Phase 1: Pre-work at UW campus**

**Primary focus: Determining needs and tasks**

Things to think about before starting operations in a new country:

|  |  |
| --- | --- |
| **Question** | **Notes** |
| Who are the partners? |  |
| What meetings have taken place? |  |
| What is the initial type of work we are doing in-country? |  |
| Is another program from the UW working in-country? |  |
| What is the overall budget?  What is the in-country portion? |  |
| What kind of staffing is needed? (numbers and types – US consultants, local consultants, eventual UW employees, secondments?) |  |
| Will any staff be relocated? |  |
| How will staff be paid? |  |
| Will registration be pursued? |  |
| Will an HR vendor be needed? |  |
| How often and for how long will visitors be in-country? |  |
| What are the IT needs? |  |
| What size of office is needed ?(keep growth in mind) |  |
| What is the best location for an office? |  |
| What type of office furniture and office supplies are needed? |  |
| What kind of fiscal systems need to be put in place (bank account (usually can’t until registered – and the bank may be dictated by UW), TravelEx card, invoicing procedures, etc, Quickbooks |  |
| What type of transportation is needed? (e.g. purchase or lease a vehicle?) |  |
| What type of MOUs should be developed? |  |
| Are there initial safety and security concerns? |  |

**Phase 2: Initial Site Visits**

**Primary focus: Assessment, research and survey of local service providers**

Involves on the ground research and exploration of what the options are for meeting identified program needs.

**Things to think about and do during site visits:**

|  |  |
| --- | --- |
|  | Meet with partners to assess local salary ranges, per diem rates, safe neighborhoods, safety and security issues, local issues, reliable vendors, etc. |
|  | Meet with local US embassy |
|  | Find a lawyer or two to recommend as a SAAG to UW |
|  | Find the bank (there may be restrictions from HQ as to what bank to use) |
|  | Research and identify local real estate agencies |
|  | Find appropriate, safe office space |
|  | Research how to set up utilities for office |
|  | Research and identify insurance vendors (property & vehicles) |
|  | Find a good, safe, well located hotel |
|  | Find 2-3 IT software and hardware vendors |
|  | Determine safe local transportation options (taxis ok? Private car and driver?) |
|  | Find and meet with an HR vendor if needed |
|  | Identify vendors for furniture, office supplies, and medical supplies if applicable |