

# Visibility distribution – HQ briefing

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<b>The problem and cause:</b> <span>1</span> <ul style="list-style-type: none"><li>• HR and Logistics receiving information late (end of week) about sizes of Medair clothing to be given out. Briefers had to come to Logs area to get their items in a hurry before departure.</li><li>• Logs Officer spending a lot of time overall on giving out items, sometimes late Friday afternoon. HR Officer spending a lot of time &amp; energy on obtaining information from Briefers.</li><li>• Challenge of getting the info from Briefers in a timely manner.</li></ul>		<b>Changes made:</b> <span>2</span> <ul style="list-style-type: none"><li>• Briefers submitting information through a Google Form instead of filling out a paper form. The form sent by email to briefers. Easy tracking of people who filled out the form and who did not.</li><li>• Items brought directly to Briefers when they are all at the same place, instead of them coming to Logs area one by one.</li></ul>	<b>The impact:</b> <span>3</span> <ul style="list-style-type: none"><li>• The process that was spread out through the week and required a lot of interaction between HR and Logs made easier.</li><li>• What before was taking a few hours now takes less than one hour overall. <span>4</span></li><li>• We provide better service to Briefers. Time saved for customers and staff involved.</li></ul>

• Link to Google Form: <https://goo.gl/forms/3gM1oximbfekXPC82>