

This checklist is intended for use by the Country Office in preparation for submission to the Country Representative, prior to Rep approval and release. In the case of Level 2 and Level 3 Emergencies - Accountabilities for SitRep approval and release as per SSOPs

Section	Item	Y/N	Notes/Comments
General	<ul style="list-style-type: none"> The Scope of the SitRep should be the breadth of the CO humanitarian action, try not to lose sight of ongoing humanitarian situations during a specific response. 		
	<ul style="list-style-type: none"> Ensure funding matches HAC/CAP appeal amount; ensure UNICEF targets match HAC / CAP / Response plan targets. 		
	<ul style="list-style-type: none"> The SitRep can NOT be used to change CO humanitarian funding requirements. A revision of the CO HAC appeal is required. 		
	<ul style="list-style-type: none"> Use everyday language for non technical audience - avoid jargon and abbreviations. 		
	<ul style="list-style-type: none"> TRY TO KEEP EXTERNAL SITREP TO 4 PAGES MAXIMUM Keep the narrative sections light. Remove repetitions. Focus on analysis rather than input and activities. Try to stay within word limits and text boxes. 		Tips for COs in keeping to word limits <ul style="list-style-type: none"> Refer to template guidance word limit Section that are longer - delete all words over the limit Tidy the final sentence Review to ensure text is consistent with priority issues to raise
	<ul style="list-style-type: none"> Any sensitive issues not suitable for external audience should be included in internal part. E.g. criticism of host government or implementing partners; sensitive terminology (i.e. radical Islamists; famine; displacement etc.); issues that might compromise staff security (i.e. specific location of future field visits etc.) 		
	<ul style="list-style-type: none"> Gaps in HQ or RO support should be within internal part 		
	<ul style="list-style-type: none"> Photos/images that are degrading should not be used 		
	<ul style="list-style-type: none"> Relevant OCHA maps may be used - ensure OCHA are referenced. Potential useful resource: http://reliefweb.int/location-maps 		
	<ul style="list-style-type: none"> Images should have copyright 		
Formatting	<ul style="list-style-type: none"> Header on page 1 includes logo 		
	<ul style="list-style-type: none"> Include URL Link to CO HAC page, Facebook and any CO social media below CO contact 		
	<ul style="list-style-type: none"> Country name and date clear on page 1 		
	<ul style="list-style-type: none"> Contacts complete on final page of external SitRep as well as date of next SitRep 		
	<ul style="list-style-type: none"> Font (same in the whole document) 		
	<ul style="list-style-type: none"> Page numbers 		
	<ul style="list-style-type: none"> SitRep is numbered (i.e. SitRep #1) 		
One Page Summary	<ul style="list-style-type: none"> Key issues, messaging, results and funding that UNICEF senior managers can use externally. I.e. 1 Biggest advocacy issue; 2. Biggest UNICEF Result; 3. Biggest Funding Gap; 4. Biggest bottleneck to response. Avoid activities or too much detail. 		
Situation Overview & Humanitarian Needs	<ul style="list-style-type: none"> Situation & humanitarian needs table should include sources and dates. 		
	<ul style="list-style-type: none"> Include any key forthcoming or anticipated events. 		
	<ul style="list-style-type: none"> The term of 'affected population' should be agreed / aligned with Inter-Agency document (e.g. CAP/SRP) 		
Humanitarian Leadership and Coordination.	<ul style="list-style-type: none"> Should include the sentence: "Note that where relevant, UNICEF, as cluster lead agency, is responsible for information management of the cluster and sharing overall results achieved by the cluster collectively". 		
Humanitarian Strategy	<ul style="list-style-type: none"> Will likely remain static unless strategy changes Include Government / Inter-Agency strategic priorities and goals with UNICEF's role. Explain UNICEF humanitarian priorities and how each UNICEF sector contributes to the wider strategic priority. 		
Summary Analysis of Programme Response	Analysis - may include; <ul style="list-style-type: none"> Significant trends; Gaps and likely causes Key results not captured in the table Any major process milestones (i.e. capacity development with national partners) Indicate where UNICEF and where Cluster Any significant trends in results. Any significant challenges to programme implementation e.g. Do results adequately reflect funds received? <ul style="list-style-type: none"> Any key results not captured in the results table that merit mention Do not describe or list activities. 		

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Supply & logistics	<ul style="list-style-type: none"> 1-2 bullets on any supply / logistics challenges, bottlenecks, gaps and how they are being addressed; Programme specific supplies should be reported under each programme. 		
Media and External Communication	<ul style="list-style-type: none"> Depending on context this section may be more appropriate in the internal part Key messages/issues raised in the media Any clarification to media reports of the response Any high profile visitors (that does not compromise security) 		
Security	<ul style="list-style-type: none"> Depending on context this section may be more appropriate in the internal part Indicate overall security situation Highlight restrictions to accessing affected areas Sensitive issues should be in external part 		
Funding	<ul style="list-style-type: none"> Check for logic with previous SitRep; Needs should be consistent with HAC/CAP OR-E funding ceiling; NB. OR-E CEILING CAN NOT BE ADJUSTED IN A SITREP A separate row on unallocated balance is included where relevant and is added to the total funding available. Similarly, where response carries over from previous year, any carry-forward is also included in a separate row added to the total funding available. Cost-recovery should not be added to carry-forward. See new Guidance Note: Reporting and Tracking Humanitarian Funding, June 2015. Figures should be calculated correctly, including percentages. 		
	Table includes relevant foot notes: "** Funds received does not include pledges. " "***Total funding available includes total funds received against current appeal plus carry-forward" Note add the phrase "plus carry-forward" only where relevant		
	Section should include the note as appropriate: <i>UNICEF wishes to express its deep gratitude to all public and private sector donors for the contributions and pledges received, which have made the current response possible. UNICEF would especially like to thank National Committees and donors who have contributed 'unearmarked' funding. 'Unearmarked' funding gives UNICEF essential flexibility to direct resources and ensure the delivery of life-saving supplies and interventions to where they are needed most – especially in the form of longer-term and predictable funding and in strengthening preparedness and resilience building. Continued donor support is critical to continue scaling up the response.</i>		
Programme Results	<u>Programme Results Tables</u> <ul style="list-style-type: none"> Must include targets and progress to date Check consistency with previous reported targets and results Data in tables add up correctly Ensure cluster reporting accurately reflects the work of clusters and not a simple duplication of UNICEF reporting (if UNICEF is the only organization active in that cluster then mention in footnote). In situation where cluster target is same as UNICEF target, explanation should be included Where a CO faces multiple overlapping responses the decision to combine SitReps or have separate SitReps should be determined by CO/RO/HQ based on context. 		
Internal Part of SitRep			
Summary of Support Needs from RO and HQ	<ul style="list-style-type: none"> COs should use this section to flag or remind RO/HQ of support needs Issues may include staff capacity gaps / surge requests; advocacy issues; fund raising support; outstanding decisions at the RO/HQ level 		
Issues not suitable for External SitRep	Politically sensitive issues not suitable for an external audience		
Cluster/Sector Coordination	<ul style="list-style-type: none"> Status of UNICEF in meeting cluster coordination accountabilities where appointed country cluster lead agency by the HCT Status of UNICEF in meeting sector coordination accountabilities where UNICEF has a significant role in sector coordination 		
Human Resources	<ul style="list-style-type: none"> Snapshot of CO staffing needs Significant gaps should also be noted under RO/HQ support requests 		
Supply and Logistics	<ul style="list-style-type: none"> Information can be drawn from VISION 		