

Logistics Cluster Filing and Files Guidelines

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1. Why bother?

Why do we care about everyone having similar archives and file structures and why does everyone should name files the same way?

The Logistics Cluster website archive and the document archive of previous operations which are maintained in Rome are key parts of the history and institutional memory of both, the UNJLC and the Logistics Cluster and they're consulted regularly.

We use the same filing structure because finding the one key document you're looking for in someone's personal file structure is a difficult or impossible task.

Naturally, two people will not organise their files in the same way we have to pick some way of organising it. It might not be the best one, but at least we'll all get used to it and know where to look for things. Similarly we must make sure that key documents are shared, placed in a common repository, and backed up so that they don't get deleted accidentally.

Regarding the naming schemes of files: we have approximately 30 different files from Afghanistan labelled "report.doc" or "UNHCR.doc". As a group that processes information, it is important to keep track of the organisation that produced the document, the crisis/country that it's about, its title and the date we received it.

So, in summary, we care about all this because;

- it's easier to find things when we come back in a few months time looking for something;
- it's expected of us because we're professionals, and we have to maintain a record of what and why we've done things;
- our personal work archives should be able to be handed over to someone else when we're on leave or depart;
- we have reviews, audits and evaluations that need to make use of these documents;
- it forms the institutional memory for the Logistics Cluster.

2. Index structure

For every operation, a basic folder structure (index) exists, so documents and files are kept in a structured way.

It is recommended to use this structure on all computers (staff and file sharing computers when available).

Files are saved by the content of the document. A report about 'Fuel' is saved below 'Fuel' and not below 'Reporting'.

The existing 'default' folder structure is a template that can be amended depending on the needs of the operation. A proposed index is available in the annex of this document. An electronic version of this structure is also available from the Global Support Cell (it is a zip file with the entire folder structure so there is no need to install it all.)

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3. File naming

It is requested to follow the standard naming to save documents (Logistics Cluster and External ones). In order to do so, the file naming convention should be followed:

ORG_Crisis_GeographicReference_Title_status_Language_date

- **ORG: (Mandatory)**

This is the name or acronym of the original source of the document.

If the document is written by the Logistics Cluster or if it is a compilation of various sources, it should be a Logistics Cluster document. But sources should be referenced into the document itself.

If there is no source available the document won't be published.

- **Crisis: (Mandatory)**

This is a Logistics Cluster choice, a 3 letter code. The code is chosen by the Global Support Cell at the beginning of the operation.

- When the Logistics Cluster operation is focused on a single country, the 3 letter code used is the ISO 3 country code. (For ISO codes, see the annex.)
 - For the Logistics Cluster Myanmar operation: MMR
 - For the Pakistan earthquake: PAK
 - For the Democratic Republic of Congo operation: DRC
- When the Logistics Cluster operation spreads over several countries, the 3 letter code is an acronym of the name of the Logistics Cluster operation
 - For the Indian-Ocean Tsunami operation: IOT

- **Geographic reference: (Optional)**

- When the Logistics Cluster operation is deployed in a vast region, it might be required to differentiate the geographical areas on which the document is referring to.
- The general rule is to differentiate up to the level of the country. Therefore the 3 letter ISO code for the country should be used.
- For smaller geographical areas, it is the responsibility of the field operation office to define what the main geographical coverage is and to decide which information should be classified.

- **Title document: (Mandatory)**

Title and/or small description of the document: instead of using spaces " ", use underscores "_" between the words of your title.

- **Status: (Optional)**

This gives the status of the document

- Public (PUB): These documents are available for everyone (will be published on the public website).
- Restricted (RES): These documents are only available for a selected group of people, for example the heads of agencies or the logistic coordinators. These documents will never go to the website or will be published in a restricted area (extranet).
- Private (PRI): Only for the Logistics Cluster staff.

- **Language: (Optional)**

For some operations, it might be necessary to add 2 letters to know in what language the document is written.

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- **Date: (Mandatory)**

The date the document was last saved and updated: format YYMMDD

Example:

- *Logistics Cluster_IRQ_Fuel_Report_PUB_031216.pdf*
- *Logistics Cluster_IOT_IDN_Situation report_050212.doc*

This way everyone can find important files on their computers and the files can be archived in a proper way.

4. Filing system and archive

Be sure that you copy all the important documents to the right folders to the inter-office folder-sharing tool (a shared folder: in HQ it's the Q-drive / in the field it's the X-drive). If you don't know what this is then get the IM Officer of the Global Support Cell or crisis info manager to get you connected.

Every week the GLCSC in Rome makes a back-up from the online information sharing tool and archives documents produced in the field.

If you don't have access to the information sharing tool, send all your important files to the field main Logistics Cluster office or to the GLCSC in Rome. They will save the files in the archive and copy them to the information sharing tool.

Make sure that you save and name your files in the proper way. Only then the filing system can function properly.

5. Sending files

Tips and tricks

- Always send your files zipped (for more information about how to zip your files, consult the Zipping Guideline).
- Maybe you are not on a slow connection yourself, but your colleagues may be, and receiving large attachments can block their communication or can be really costly.