

*\*based on the OCHA Standard Operating Procedures*

### PURPOSE:

A situation report is a concise operational document intended to support the decision making process for the humanitarian logistics community response in an acute crisis. It should provide a snapshot of the current logistics needs, challenges, gaps and response in a given emergency.

The Logistics Cluster situation report is used to help actors directly involved in the humanitarian emergency to be aware of what the logistics situation is and to inform the wider humanitarian community about developments in the field. It is also a resource mobilization tool.

A Logistics Cluster situation report should be a factual, neutral, unbiased and unemotional accounting of an emergency response. There should be only one Logistics Cluster Situation Report per emergency in a public domain at a time.

The Situation Report should be issued during the acute phase of an emergency, at the onset of a new crisis or deterioration of an on-going emergency.

### FREQUENCY:

The first Situation Report should be issued within 24 hours of the emergency. In the initial phase of the emergency, a Situation Report should be issued on a daily basis. As the situation becomes more stable, reporting should move to every second or third day.

Once the emergency response phase has subsided, the Head of the Logistics Cluster together with the IM officer in the field are responsible for deciding whether to phase reporting into a weekly or monthly **Bulletin**. This decision should be made in consultation with the cluster participants at field level and with the advice of the Global Logistics Cluster Support Cell.

Recipient should be informed of this change when the last situation report in a series is issued.

### AUDIENCE:

The Situation Report has multiple audiences, with differing requirements. The primary audience to consider includes: humanitarian actors in the affected country followed by humanitarian actors outside the country, Logistics Cluster Staff outside the country and donors.

- Humanitarian actors in the affected country want to access the overall logistics situation and know what has been set up by the cluster
- Humanitarian actors outside the country want to decide whether to intervene
- Cluster staff outside the country use Situation Reports as a basis for other types of internal and external reports.
- Donors want the big picture of how the overall situation and response are evolving in order to make funding decisions and recommendations.

A secondary audience includes national governments, civil society organizations, the media and general public.

### CONTENT:

The main sources of content for the Situation Report are partners and actors in the field. This includes cluster and sector leads, national and international NGOs, civil society organizations, the national government organizations, the national government.

Use table to display a set of figures that change overtime.

### FORMAT:

The standard template for the Logistics Cluster Situation report should be followed in all cases.

All Situation Reports should have the following basic headings: highlight, security, border crossing and customs, logistics coordination, civil military coordination, air operation, infrastructure, transport sector, fuel, other.

#### *Situation Report Check list:*

1. *Is the emergency an acute crisis?*
2. *Have you provided the bug picture of the logistics response and remaining gaps?*
3. *Is all your information sourced?*
4. *Is the entire information place into context?*
5. *Are technical terms and acronyms explained?*
6. *Is thee any information that is too vague to be useful?*
7. *Is it less than three pages?*
8. *Has it gone thorough the appropriate clearance process?*
9. *Have you used the Log Cluster templates?*
10. *Is it clear what the reporting period is?*