



Participant resource  
& learning module

# Disaster Programme Information and Reporting



**Disaster Preparedness Training Programme**



International Federation  
of Red Cross and Red Crescent Societies

## Table of Contents

<b>BACKGROUND AND USES</b> .....	<b>3</b>
<b>THE NINE DISASTER PREPAREDNESS MODULES AND TRAINER'S NOTES ..</b>	<b>4</b>
<b>MAIN POINTS</b> .....	<b>5</b>
<b>1. INFORMATION MANAGEMENT SYSTEMS</b> .....	<b>5</b>
1.1 VULNERABILITY ANALYSIS.....	6
1.2 INFORMATION NEEDS: POST-DISASTER.....	7
<b>2. TYPES OF REPORTS</b> .....	<b>7</b>
2.1. DISASTER PREPAREDNESS PROGRAMME REPORTS.....	8
2.2 DISASTER NEEDS ASSESSMENT REPORTS.....	8
2.3 EMERGENCY RELIEF REPORTS.....	9
2.4 DONOR REPORTS .....	10
<b>ANNEX 1: DISASTER PREPAREDNESS PROGRAMME REPORT</b> .....	<b>11</b>
<b>ANNEX 2: DISASTER NEED ASSESSMENT REPORT FORM</b> .....	<b>12</b>
<b>ANNEX 3: RELIEF SITUATION REPORT</b> .....	<b>21</b>
<b>ANNEX 4: DISTRIBUTION REPORT</b> .....	<b>24</b>
<b>ANNEX 5: BENEFICIARY DISTRIBUTION LIST</b> .....	<b>25</b>
<b>ANNEX 6: STOCK REPORT</b> .....	<b>26</b>
<b>ANNEX 7: CONSOLIDATED REPORT</b> .....	<b>27</b>

## Background and uses

This module is one of nine modules that have been prepared by INTERWORKS for the International Federation of Red Cross and Red Crescent Societies Disaster Preparedness office in Geneva. This module can be used as for independent study, as a reference guide on the subject, and to provide participants at a workshop training event on this topic. It is intended to accompany the trainer's notes on this topic. Their intended use is global, and they are written for generalists, planners and professionals with disaster preparedness and/or emergency response responsibilities both within the Federation and in the National Societies. Non-governmental organisations interested in disaster preparedness and preparedness planning, government emergency commissions, local disaster committees and civil defence training units may also find these modules useful.

This material can be used as:

- A general reference material on disaster preparedness
- Training and workshop modules and trainer's guides
- An orientation to disaster preparedness for Delegates and NS officers
- A guide for assessing or planning disaster preparedness capabilities

All nine of these modules are revised and updated versions of modules that were initially developed for the Central Asia IFRC Disaster Preparedness Regional Delegation DP project in 1998. This project resulted from recommendations and training needs expressed by Central Asian National Society and Emergency Commission staff attending the IFRC sponsored regional disaster preparedness conference held in Tashkent, Uzbekistan from June 24-26, 1996.

The overall aim of the Central Asia DP training project was to support the National Societies in further developing their own structures for preparedness in conjunction with those of the Emergency Committees, Ministries and Civil Defence organisations in each of the five countries in the region. To date, disaster preparedness in the region has been typified by highly response oriented, well maintained and trained Civil Defence organisations; and largely unprepared, and untrained local populations and non-governmental organisations. Disaster management has traditionally consisted of preparedness for efficient and centralised emergency response, not the development of community-based or localised preparedness capacity. The Central Asia DP training programme was one attempt to change this emphasis and was proposed as a starting point from which revisions, and modifications for use on a country-by-country basis were expected and welcomed.

This material is based on a “multi-hazard” approach, and is typically applicable to preparedness in all of the hazard situations represented. However, the specific country context of the readers and trainees will necessitate a focus on the hazard types that are most applicable to their situation. While the modules and accompanying trainer’s notes are written for use at national level workshops, individuals with training responsibilities are encouraged to use and adapt the material for use at more local regions and towns.

## The nine disaster preparedness modules and trainer's notes

Disaster Preparedness	Preparedness Planning	Risk Reduction
Increasing Community Disaster Awareness	Disaster Needs Assessment	<b>Disaster Programme Information and Reporting</b>
Improving Coordination	Improving Basic Training Skills	Project Planning

### Acknowledgements

These nine modules and their accompanying trainer's notes were prepared for the International Federation by INTERWORKS, a consulting group with disaster management training and consulting experience in over 60 countries worldwide. Review and critique of these modules were provided by a team of Central Asian disaster management specialists, the disaster preparedness officers of five Central Asia National Societies, the Federation disaster preparedness staff in Geneva and delegates in Central Asia, the Caribbean and East Africa.

The following documents served as references for the compilation and writing of this particular module:

1. *Handbook for Delegates*, International Federation of Red Cross and Red Crescent Societies, 1997.
2. *Disaster Needs Assessment Module*, IFRC Disaster Preparedness Training Programme, 2000.
3. "Preparation of an Appeal for International Assistance for Disaster Response Operations: Guidelines for Pacific Red Cross National Societies," revised RDS - September 1997.

## Disaster Programme Information and Reporting

### Aim and audience

This module introduces and presents various types of information gathering and reporting forms that can be used to support disaster preparedness and response programmes. In introducing this topic, the intent is to get the reader to reflect on and enhance his/her own organisation's information and reporting systems, in addition to providing them with useful and standardised reporting formats. This module is appropriate for officials and personnel who are responsible for gathering and reporting information that supports disaster preparedness and response programming needs.<sup>1</sup>

### Main points

- the purpose and components of information and reporting systems
- general information needs both before and after disasters strike
- the importance, purpose and types of reports used in disaster preparedness and relief programmes
- sample reporting formats

### 1. Information management systems

Information gathering and reporting are essential components of National Society disaster preparedness and response planning and programmes. Ideally, National Societies incorporate these components into a thoughtful and coordinated information and reporting management system.

In designing such a system, the starting point is identifying the types of information to be collected, the exact users of this information and their particular information needs. Next, the design should determine what data need to be gathered and how it will be gathered. Once gathered, the data should be preserved in a planned and consistent way, using standardised formats and databases. Next, the data need to be analysed and converted into useful information and reports, which are disseminated and distributed to the end users.

The primary objective of disaster information and reporting systems is to improve the capacity of National Society officers and leaders to plan programs and take decisive action. An effective information system provides selective information relevant to the specific decision maker's need. It also *clarifies* particular problems and available options, and helps the user to make reasonable *choices* about what actions to take. It does not drown the decision maker in a sea of information, but rather, adds value and coherence to his/her activities.

---

<sup>1</sup> More detailed information and descriptions of logistic reporting requirements are in the IFRC *Handbook for Delegates*, Logistics: Forms and Reports for Warehousing and Distribution, pp. 969 - 991, 1997.

Field personnel are often responsible for collecting data (such as for emergency situation or needs assessments) and reporting this information to organisational directors and leadership—who then base their actions and decisions partially on this information. It is critical in these cases that the information provided helps these decision makers clarify particular problems and make informed choices. Reports and information can add value to a decision maker's actions and choices by:

- Selecting and presenting only information relevant to the decision maker's context
- Logically organising the information (i.e., formatting, grouping, and classifying)
- Providing an initial analysis and recommendations (i.e., evaluation, validation, comparison, synthesis and interpretation)
- Formatting the document for easy reading, with attention drawn to major points

Timely, regular and accurate reporting is the most important tool for ensuring good management support and sufficient funding for an emergency operation or for longer-term disaster preparedness programs. Reports are management tools which provide key information to facilitate effective decision making, fundraising efforts and donor relations. Conscientious reporting is also important for ensuring accountability and transparency in the use of funds and in program implementation. Collection and reporting of information should always have a clear purpose and a specific audience in mind.

Many staff, in setting priorities, often accord low status to the reporting function. Emergency response organisations should, as a preparedness measure, establish and communicate to all staff their expectations concerning reporting requirements. Staff should understand that reporting is a critical part of their jobs, not a burden but rather an essential tool in decision making.

### **1.1 Vulnerability analysis**

Information needs in the pre-disaster phase include collecting and analysing information necessary for preparedness planning. Most organisations in preparing for disasters follow early warning signs and *at least informally* consider possible scenarios that might occur. Disaster preparedness requires that choices be made concerning where and under what conditions organisations will respond. These choices will be guided chiefly by the agency's mission and strategic plans, as well as by existing resource constraints. Once these constraints are clarified, it is easier to determine realistic preparedness planning "boundaries." Knowing these boundaries facilitates the task of knowing what exact data and information need to be collected or monitored.

Disaster program planners increasingly use vulnerability information to refine their preparedness plans. Vulnerability analyses ideally provide indications of where the effects of disasters are likely to be the most pronounced (i.e., by region and population). These analyses can assist in prioritising activities and identifying specific target groups or program beneficiaries. Because of the high cost associated with conducting surveys, most vulnerability analysis is performed using national data sets such as censuses and income and expenditure surveys, which are then geographically disaggregated to the extent possible. At the community level, formal and informal vulnerability and resource surveys and community hazard, risk and capacity maps can be helpful in identifying the most vulnerable groups and in planning priorities and resources for an emergency response.

For many types of natural disasters—flash flooding, storms, forest fires, volcanoes, tsunamis—forecasting and early warning information and communication systems also need to be in place. During the pre-disaster planning phase, assessments collect and disseminate information on the potential development of the disaster, and determine the extent to which affected populations are taking measures to protect lives and facilities from the expected hazard impact. Capable organisations will also want to prepare for the implementation of post-disaster response and assessments.

### **1.2 Information needs: post-disaster**

When disasters occur, the various scenarios elaborated in the preparedness plan are reduced to one actual disaster. At this point, organisations must create and implement specific operational plans which will provide direction to the emergency response. This response should be based on information about the disaster situation and the emergency needs created by the disaster (exact location of the disaster, the number and categories of people affected, extent of the damage, available resources, etc.) The next section on "Types of Reports" describes in more detail the types of reports and disaster assessments that are often required.

## **2. Types of reports**

With regard to disaster preparedness and response, National Societies should collect information for the following types of reports:

### **Types of Reports**

- A. Programme Reports
- B. Disaster Needs Assessment
- C. Emergency Relief Reports
  - Relief Operation Situation Reports
  - (Warehouse) Stock Reports
  - Relief Distribution Reports
- D. Donor Reports

## **2.1. Disaster preparedness programme reports**

These reports are compiled monthly or quarterly, and annually and are submitted to one's supervisors, to the organisation's headquarters, and if required, to donor agencies. These reports:

- Help facilitate national level appeals and fundraising efforts
- Keep the leadership and donors abreast and informed of progress, accomplishments, and challenges
- Are useful for future program planning and strategy
- Serve as institutional memory and recorded history
- Highlight potential opportunities, problems and constraints
- Ensure accountability and transparency in the use of funds and in program implementation

Disaster preparedness program reports (see Annex 1) usually include the following information:

- Inventory of disasters and emergencies occurring during the reporting period
- Description and status report of activities completed or initiated (dates, participants, beneficiaries and results)
- Description of special challenges, constraints or problems encountered in implementing activities
- Priorities, work plans and goals for the next month, quarter or year
- Important new developments or concerns
- Requests for support

## **2.2 Disaster needs assessment reports**

When disaster strikes, timely information and assessments are required to plan disaster response action and to conduct effective fundraising appeals to assist in the relief operation. The Disaster Needs Assessment Report (see Annex 2) will serve both of these purposes.

A disaster needs assessment will serve two primary purposes for a National Society. First, it will inform the National Society's own response priorities and plans. Second, it can support the National Society's international appeal for outside assistance should the disaster be of such a magnitude that the NS cannot meet its humanitarian obligation within the limits of its own resources. The format shown in Annex 2 can be used to form the basis of an international appeal for assistance coordinated through the Federation or can be used as an emergency response disaster needs assessment, even when an appeal is not required.



In the latter case, the disaster needs assessment will assist National Society emergency response decision makers to determine and implement appropriate emergency response measures. To plan effective response efforts, these decision makers need to know:

- whether or not an emergency exists
- the demographics of the affected population
- the details of the emergency (cause, location, magnitude of disaster, etc.)
- the condition of the affected population (mortality and morbidity rates)
- the local response capacities and available resources, including organisational and logistical capabilities
- the extents and type of life-saving needs and priorities
- the likelihood of additional future problems or needs

The module "Disaster Needs Assessment" introduces basic concepts and approaches related to disaster situation and emergency needs assessments and presents post-disaster assistance needs typically associated with various types of natural hazards.

## **2.3 Emergency relief reports**

### **2.3.1 Relief situation reports**

Relief situation reports (see Annex 3) provide information on the status of emergency relief operations. They are useful in strategizing future relief actions, and in appealing to donors for support. The pace of events and the need to raise funds after an appeal is launched are the primary factors that determine the frequency of situation reports during an emergency relief operation. Depending on the situation, particularly in the case of a major catastrophe, situation reports may be required daily or even hourly. In such circumstances, it may not be possible to cover all the points suggested in the sample report format. Nevertheless, all points can be addressed with at least an explanatory phrase such as "not available" or "not applicable." In most cases, however, situation reports will be provided monthly as long as the relief operation is activated.

In determining what to report, one should decide to include that which will or could have an impact on the general situation or the National Society's operation, in particular. This could include the political, economic or social situation, weather conditions, predicted crop failures and the actions of other agencies. When compiling the report, as many different sources of information as possible should be used, including government sources, NGOs, local formal and informal leaders, newspapers, etc. The report should give an objective and factual picture of what is happening in the field. Relief situation reports ideally should be accompanied by updated Relief Supply Distribution Reports (see Annex 4) and Stock Reports (see Annex 6). Examples of IFRC Situation Reports can be found at the "situation report link" on the IFRC web site at [www.ifrc.org](http://www.ifrc.org).

### **2.3.2 Relief supply distribution report**

The distribution report (see Annex 4) describes and quantifies relief distribution activities. The distribution report is compiled using information from waybills (the received column)

and beneficiary lists or cards (the distributed column). The beneficiary distribution list (see Annex 5) reflects the beneficiaries who have received National Society relief assistance and is the basic supporting document confirming that the relief supplies have reached the beneficiaries.

In the case of food, the weight of distributed items should be specified wherever possible. National Societies should clearly specify who is to prepare this report and who is to receive it. Based on the individual branch distribution reports, the National Society should prepare a consolidated national distribution report.

### **2.3.3 Stock reports**

The stock report (see Annex 6) is prepared by the warehouse manager and indicates what stock has been received, issued, lost, and the total closing stock. The opening stock will usually be the closing stock carried-over from the previous month's report. The stock report is compiled using the reconciled information from the stock cards and stock ledger. Stock cards are used to register any commodities received or dispatched from the warehouse. National Societies should clearly specify who is to prepare this report and who is to receive it. Consolidated stock reports (see Annex 7) are produced at headquarters and are a compilation of all the stock reports received from all country warehouses. They have the same basic information as the stock report, with separate sheets for every commodity.

## **2.4 Donor reports**

National Societies often receive funds from governments and international donor agencies. Where agreements are established which involve transfer of resources (funds, food or other), it is important that reporting requirements and expectations be discussed and clarified from the outset—before funds are transferred. When establishing these agreements, reporting requirements should be reviewed and clarified; and specific requirements, reporting formats and procedures should be stipulated in each agreement. Timely and accurate reporting to donors encourages accountability and can lead to long-term relationships with donors. When recipient organisations fail to report on time, or at all, they jeopardise future disbursements of funds and donor confidence in their abilities. While each donor reporting format and content is different, most will ask for the following types of information:

- Background, objectives of project
- What did the National Society receive from the donor?
- What were the justification, purpose and objectives of the project?
- Who are the beneficiaries of the project?
- When were the proposed activities implemented? Who benefited?
- What objectives were achieved? What indicates that these objectives were achieved?
- What specific challenges, difficulties and constraints did you encounter in implementing your activities?
- What are your project priorities, work plans or goals for the next month, quarter or year?

## Annex 1: Disaster Preparedness Programme Report

Prepared by \_\_\_\_\_

Date of report \_\_\_\_\_ For period \_\_\_\_\_

Country \_\_\_\_\_

Region \_\_\_\_\_

City/Town \_\_\_\_\_

Organisation \_\_\_\_\_

**I. Inventory of disasters and emergencies occurring during the reporting period**

**II. Description and status report of activities completed or initiated (Dates, participants, beneficiaries and results)**

This information should be organised according to the categories of activities and objectives found in the initial project proposal or program planning documents.

**III. Description of special challenges, constraints or problems encountered in implementing activities**

**IV. Priorities, plans and goals for the next month, quarter and or year**

**V. Describe important new developments or concerns**

**VI. Request for support (resources, materials, expertise, in-kind, etc.)**

## Annex 2: Disaster Needs Assessment Report Form

*Based on format developed by the International Federation Pacific Region disaster preparedness office.*

<b>PREPARED BY:</b>	<b>COUNTRY:</b>	<b>DISTRICT/REGION:</b>
<b>YOUR ORGANIZATION:</b>	<b>DATE:</b>	<b>REPORT NUMBER:</b>

*When preparing the form, provide the most complete & recent information available. If the information is not known, write, "Not Known at this time."*

<b>I. The Disaster</b>												
<p><b>A. Type of Disaster:</b> (Circle one)</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">Cyclone</td> <td style="padding: 5px;">Earthquake</td> <td style="padding: 5px;">Flood</td> <td style="padding: 5px;">Landslide</td> </tr> <tr> <td style="padding: 5px;">Drought</td> <td style="padding: 5px;">Tsunami</td> <td colspan="2" style="padding: 5px;">Volcanic eruption</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Chemical explosion or spill</td> <td colspan="2" style="padding: 5px;">Other (specify)</td> </tr> </table>	Cyclone	Earthquake	Flood	Landslide	Drought	Tsunami	Volcanic eruption		Chemical explosion or spill		Other (specify)	
Cyclone	Earthquake	Flood	Landslide									
Drought	Tsunami	Volcanic eruption										
Chemical explosion or spill		Other (specify)										
<p><b>B. When did the disaster event occur?</b></p> <p>.....</p>												
<p><b>C. Briefly describe the disaster (attach additional sheets if necessary)</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>												
<p><b>D. Precise geographic areas and locations impacted (districts, states, towns)</b></p> <p>.....</p> <p>.....</p> <p>.....</p>												

<b>II. Disaster Impacts/Effects</b>	
<b>A.</b>	<b>How many people are affected and what percentage of the overall population is this number?</b> .....
<b>B.</b>	<b>How many deaths have been attributed to this disaster?</b> If possible, specify the gender and age composition of those affected. .....
<b>C.</b>	<b>How many injuries have been attributed to this disaster?</b> If possible, specify the gender and age composition of those affected, and the cause of their injuries. .....
<b>D.</b>	<b>How many people are displaced or evacuated?</b> Also identify where they have gone and if possible, specify the gender, age and family composition of those affected. .....
<b>E.</b>	<b>How many families are affected?</b> If possible, specify the gender and age composition of those affected. .....
<b>F.</b>	<b>How many households or dwellings have been completely destroyed?</b> .....
<b>G.</b>	<b>How many households or dwellings have been partially damaged but not completely destroyed?</b> .....
<b>H.</b>	<b>What is the physical and/or financial damage to other property, buildings and infrastructure in the affected area?</b> .....
<b>I.</b>	<b>What is the physical and/or financial damage to crops and livestock?</b> .....
<b>J.</b>	<b>What are the expected financial damages and costs to businesses in the affected area?</b> .....

<b>III. Local Financial, Material and Human Resources</b>	
<b>A. What resources and capacities do the local population have for responding to this disaster, and how might these resources be used?</b>	
<b>LOCAL CAPACITY OR RESOURCE</b>	<b>SUGGESTIONS FOR USE</b>
E.g. Local neighbourhood association volunteer group	Prepare and serve food for displaced and homeless
<b>B. What transport and storage facilities (commercial, government, Red Cross/Red Crescent) are available locally for immediate use?</b>	
.....	
.....	
.....	
<b>C. What is the availability, location and condition of roads, airports, ports and railways?</b>	
.....	
.....	
.....	
<b>D. What is the capacity of the local and national RC Society for dealing with this disaster?</b>	
.....	
.....	
.....	

#### IV. Immediate Needs

*Provide the most complete and up-to-date answers as you can to these questions:*

- A. Has a detailed needs assessment been carried out?** Please attach a copy if available or give a summary of the priority needs below.

*Describe the unmet needs in shelter, water, sanitation, food, household supplies (clothes, blankets, cooking utensils, cooking fuel, etc.) and health (medical supplies, equipment, facilities). Quantify and qualify the targeted needs (for example, 110 adults and 200 children need food and water for at least the next 20 days.) Attach additional sheets as necessary.*

.....

.....

.....

.....

- B. Who carried out the needs assessment?**

.....

- C. What is needed immediately and who will supply it? Please check or fill in the boxes below as appropriate.**

		TO BE SUPPLIED BY:			
ITEM	QUANTITY NEEDED	GOVERNMENT	RED CROSS	NGO'S (specify)	OTHERS (specify)

## V. Longer-Term Needs

- D. **What will be needed in the longer term (after the first month) and who will supply it?** One should anticipate serious problems or needs that may arise in the coming months resulting from the disaster and potential future events (winter or rainy season approaching, etc.)

ITEM	QUANTITY NEEDED	TO BE SUPPLIED BY:			
		GOVERN- MENT	RED CROSS	NGO'S (specify)	OTHERS (specify)



**VI. National Society Operation**

**A. Give a brief description of what the National Society proposes to do. (Attach additional sheets if necessary)**

.....  
.....  
.....  
.....

**B. What is the proposed duration of this NS operation?**

.....

**C. Which groups of people were chosen for assistance and why?**

.....  
.....  
.....

**D. What transport will be required and who will provide it?**

.....  
.....

**E. Who will carry out the operation (e.g. NS volunteers, staff, etc.)?**

.....  
.....  
.....

**F. Who is responsible for reporting to donors and when will the reports be made?**

.....  
.....  
.....

<b>VI. National Society Operation (continued)</b>				
<b>What items are required for the operation and from where can they be obtained?</b>				
<b>Item</b>	<b>Total Number Required</b>	<b>Number Available In Country</b>	<b>Number Needed From Outside</b>	<b>Nearest Country From Where They Can Be Obtained</b>
<b>VII. Additional Comments, Requests, or Information</b>				
<p>Feel free to add any important information not reflected in responses to this form. This might include political context, local ethnic tensions, history of disasters and response in the area, and other such contextualising factors.</p> <p><i>If this form is used for an international appeal, please provide further details in the Budget Table on the next page.</i></p>				

<b>VIII. Budget</b>			
<b>Budget Items</b>	<b>Number Required</b>	<b>Cost Per Item (Specify Currency)</b>	<b>Total Cost</b>
<b>Supplies</b>			
<b>Sub-total</b>			
<b>Equipment</b>			
<b>Sub-total</b>			
<b>Transport</b>			
<b>Sub-total</b>			

<b>Budget Items</b>	<b>Number Required</b>	<b>Cost Per Item (Specify Currency)</b>	<b>Total Cost</b>
<b>Personnel Expenses</b>			
<b>Sub-total</b>			
<b>Travel Expenses</b>			
<b>Sub-total</b>			
<b>Administration Expenses</b>			
<b>Sub-total</b>			
<b>Communications Expenses</b>			
<b>Other Expenses associated with the operation</b>			
<b>Sub-total</b>			
<b>TOTAL COST</b>			

## Annex 3: Relief Situation Reports

### Situation Report Title

The title of the Report is the same as that of the Appeal. It should indicate the affected global region (e.g. Central Asia) the country and the type of disaster.

### Situation Report Number

All Reports from the Relief operation should be numbered. The number is normally followed by the year — for example: 01/98 means Situation Report No. 1, year 1998.

### Appeal Reference Number

For easy reference all Relief Appeals for the same year are to be numbered, based on the date of their launch. For example: 05/98 means Appeal No. 5, launched during 1998. Note that the number is the Appeal number, and not the month of its launch.

### Date

The date when the report is submitted.

### Period Covered

The time period covered by the report.

## 1. The Context

This section should give a brief (1-4 page maximum), overall perspective of the disaster to ensure that the report can be placed in context by someone who has not kept up with events. It should include:

- The date of the disaster
- The number of people affected by the disaster (killed, injured, homeless, displaced, short of food, in refugee camps, etc.)
- A description of the affected geographical area (location, size, terrain) and the scale of the damage (destroyed houses, crops, livestock, etc.)
- The date the National Society relief operation started
- The number of target beneficiaries for the NS operation

## 2. Latest Events

This section consists of a strategic analysis of the overall disaster situation, including pertinent social, political and economic factors, including:

- New developments (since the last Situation Report)
- An assessment of whether the situation in general is getting better or worse, and why

Highlight, in particular, any events or changes which may have some impact on the situation and on the Operating National Society's action.

## 3. National Society Action—Main Achievements

This should describe the progress achieved by the Operating National Society in each operation, in each phase, in the order set out in the initial appeal. Key questions to be answered and information given should include:

Objective (as described in the Appeal)	Estimate % Achieved	Comments/Explanations

- What has been done since the last Situation Report, where and by whom?
- Division of work/respective roles of the National Society, including the number of National Society staff and volunteers involved in the operation and the management structures used
- Main problems and successes and the operational response to each
- Statistical records of relief supplies distributed or other services rendered during the period, and the combined totals since the beginning of the year. If possible, indicate beneficiaries by category (children under five years of age, lactating mothers, elders confined to their homes, etc.)

Item/Service	Quantity	Location of Distribution/ Service Provision	Category of Beneficiary	Number of Beneficiaries in Reporting Period	Number of Beneficiaries Year-to-Date

If available statistics are incomplete, provide realistic estimates, indicating clearly that they are estimates.

## 4. Outstanding Needs

This section should highlight all the outstanding needs to be met if the Operating National Society is to realise its operational objectives. Explain whether these needs can be met locally—and therefore cash is required—or whether in-kind goods and services are to be sent.

## 5. External Relations

This section should outline the general relief context in which the Operating National Society is acting, the role of other organisations and the coordination efforts of all agencies involved. It should include:

- The actions of the Government, local NGOs, UN agencies and international NGOs
- Material and financial resources committed by the Government and other agencies
- Cooperation between different agencies involved in the operation and coordination mechanism (government briefings, inter-agency meetings, etc.)
- Local and international media interest in the National Society Operation

## 6. Conclusion

The conclusion should gather all the major strands of the Report and reiterate the key messages.

## 7. Annexes

Some or all of the following may be attached to the report as annexes:

- Detailed distribution and stock reports
- Maps and photographs
- Financial statements



International Federation of Red Cross and Red Crescent Societies  
Delegation

### Annex 4: Distribution Report

Distribution point / centre

Number of beneficiaries

Distribution period

Relief Supplies	Units		Opening Stock (if any)	Received	Distributed	Losses (if any)*	Closing Balance
		units					
		Kg.					
		units					
		Kg.					
		units					
		Kg.					
		units					
		Kg.					
*Explanation of losses:							
Distribution point manager	Signature				Date		
Storekeeper (if any)	Signature				Date		





International Federation of Red Cross and Red Crescent Societies  
Delegation

### Annex 5: Beneficiary Distribution List

Distribution point / centre

Settlement (town, village, district, camp, etc.)

Date / Period

	Card Number	Name of family/ household head	No. of Benef.	Distributed relief supplies						Beneficiary Signature
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										
18.										
19.										
20.										



International Federation of Red Cross and Red Crescent Societies  
Delegation

### Annex 6: Stock Report

Warehouse

Period from

to

Relief Supplies	Units		Opening Stock (if any)	Received	Issued	Losses (if any)*	Closing stock
		units					
		Kg.					
		units					
		Kg.					
		units					
		Kg.					
		units					
		Kg.					
		units					
		Kg.					

\*Explanation of losses:

Storekeeper (if any)

Signature

Date



International Federation of Red Cross and Red Crescent Societies  
Delegation

### Annex 7: Consolidated Stock Report

Item

Period from

to

Warehouses		Opening Stock (if any)	Received	Issued	Losses (if any)*	Closing stock
	units					
	Kg.					
	units					
	Kg.					
	units					
	Kg.					
	units					
	Kg.					
	units					
	Kg.					
	units					
	Kg.					

\*Explanation of losses:

Officer-in-charge

Signature

Date