

Proposed folder structure and naming convention for files

Naming convention: YYYYMMDD – Title of document and version (edits/comments by XX)

Folder structure:

1. Admin
 - a. Branding
 - i. Logos
 - b. Finance
 - c. HR
 - i. International ToRs
 - ii. National Staff
 - d. Internal SOPs
 - e. Templates
2. Contact list
 - a. National
 - b. SAG – TWIG
 - c. Hubs
 - d. Templates
3. SAG and Strategy
 - a. TOR
 - b. Strategy
 - c. SAG
 - d. Strategy from appeals
 - e. Advocacy
 - f. Government policies
 - g. Performance management
 - i. Indicators
 - ii. Summary
 - h. Contingency planning
 - i. Templates
4. Appeals – Resource Mobilisation
 - a. FLASH
 - b. HRP – SRP – CAP – CHF
 - c. OPS
 - d. Grant submissions
 - i. FLASH
 - ii. Red Cross
 - e. HPC
 - f. Templates
5. SC meetings
 - a. Agenda
 - b. Minutes
 - c. Presentations
 - d. Templates
6. Sitreps
 - a. Shelter Cluster
 - b. OCHA
 - c. Agency
 - d. Templates
7. TWIGs and Technical Guidance
 - a. References
 - b. TWIG A
 - i. Agenda – Minutes
 - ii. Documents
 - iii. TOR
 - c. TWIG B
 - d. TWIG C
 - e. Templates
8. IM
 - a. 3W
 - b. Agency Profiles
 - c. Agency Report
 - i. Agency A
 - ii. Agency B
 - iii. Agency C
 - iv. Templates
 - d. Damage and Need Data
 - e. IMWG
 - f. Mapping
 - g. P-codes
 - h. Population data
 - i. Website
 - i. For upload
 - ii. Uploaded
 - j. SC Database
 - k. Reporting
 - l. Templates
9. Assessments
 - a. Agency Assessment
 - b. Joint – Common Assessments
 - c. Forms
 - d. SC Assessments
10. Hubs
11. Cross-cluster
 - a. ICCG
 - b. WASH
 - c. Early Recovery