



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

Page 1
Date 11-Mar-2005
Time 15:30:50

UN-CS-RAI-USAA-DB01-2005-00079 = DAP Annex 3, UNICEF-PRG-EMO
Emergency Operations - Record Series with Ref: Series number in ADA

Login Name Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

A	B			
ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description	Record Series physical store & ADA UR Series #	Comment for these records?
UNICEF-PRG-EMOPS-CU-001 CF/RA/SR/USAA/DB01/2004-00666	EMOPS general subject files	EMOPS general chronological files related to Incoming faxes, outgoing faxes, letters incoming/outgoing and other subject files that do not fall under 'emergency' category.	36	[
UNICEF-PRG-EMOPS-CU-002 CF/RA/SR/USAA/DB01/2004-00691	Co-ordination and Management Unit Files	DFID Phase I & II files: Proposals, workplans, budgets, progress reports, correspondence. Core Corporate Commitments, Martigny files.EMOPS workplan and budget files. MTSP files.	61	[
UNICEF-PRG-EMOPS-CU-003 CF/RA/SR/USAA/DB01/2004-01008	Budget, Financial and Administrative Files	Copies of correspondence, memos, faxes, E-mail and reports in paper form. Budget related docs such as , biennium budget submissions, Payment requests/invoices, PBAs, institutional contract agreements, financial rules and regulations, admin instructions,	370	[
UNICEF-PRG-EMOPS-CU-004 CF/RA/SR/USAA/DB01/2004-01566	UNICEF and United Nations Documents	Copies of executive directives, administrative instructions, information circulars, Secretary-General's bulletins, documents of United Nations principal organs, press releases and other UNICEF or United Nations publications used only for information of st	915	[
UNICEF-PRG-EMOPS-CU-005 CF/RA/SR/USAA/DB01/2004-01424	Chronological File	SSAs, PBA budget monitoring binders, institutional contacts, invoice processing docs, remittance transmittal slips, OT submissions, Contract Review Panel records, TR/TA/Claim records,.	773	[
UNICEF-PRG-EMOPS-CU-006 CF/RA/SR/USAA/DB01/2004-01497	Publications, Magazines, Reports	Emergency related publications, magazines, reports that are country, disaster, humanitarian specific.	846	[
UNICEF-PRG-EMOPS-CU-007 CF/RA/SR/USAA/DB01/2004-01498	Reference Library files	Publications, reports, booklets, books related to emergency issues, video tapes, slides, floppy disks, magazines, etc.	847	[
UNICEF-PRG-EMOPS-CU-008 CF/RA/SR/USAA/DB01/2004-01970	Humanitarian Policy Issues: HIV/AIDS & conflict	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1291	[



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

Page 2
Date 11-Mar-2005
Time 15:30:50

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UNICEF-PRG-EMOPS-CU-009 CF/RA/SR/USAA/DB01/2004-01978	Humanitarian Policy Issues: Women, Peace & Security	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1299	[
UNICEF-PRG-EMOPS-CU-010 CF/RA/SR/USAA/DB01/2004-01967	Humanitarian Policy Issues	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1288	[
UNICEF-PRG-EMOPS-CU-011 CF/RA/SR/USAA/DB01/2004-01969	Humanitarian Policy Issues: Refugees & IDP Children	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1290	[
UNICEF-PRG-EMOPS-CU-012 CF/RA/SR/USAA/DB01/2004-01974	Humanitarian Policy Issues: Small arms & light weapons	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1295	[
UNICEF-PRG-EMOPS-CU-013 CF/RA/SR/USAA/DB01/2004-01977	Humanitarian Policy Issues: Humanitarian Principles	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1298	[
UNICEF-PRG-EMOPS-CU-014 CF/RA/SR/USAA/DB01/2004-01971	Humanitarian Policy Issues: Education in Emergencies	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1292	[
UNICEF-PRG-EMOPS-CU-015 CF/RA/SR/USAA/DB01/2004-01972	Humanitarian Policy Issues: Days of tranquillity	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1293	[



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

Page 3
Date 11-Mar-2005
Time 15:30:50

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UNICEF-PRG-EMOPS-CU-016 CF/RA/SR/USAA/DB01/2004-01973	Humanitarian Policy Issues: Child Friendly Spaces	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1294	[
UNICEF-PRG-EMOPS-CU-017 CF/RA/SR/USAA/DB01/2004-01976	Humanitarian Policy Issues: Human rights	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1297	[
UNICEF-PRG-EMOPS-CU-018 CF/RA/SR/USAA/DB01/2004-01975	Humanitarian Policy Issues: Landmines	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1296	[
UNICEF-PRG-EMOPS-CU-019 CF/RA/SR/USAA/DB01/2004-01968	Humanitarian Policy Issues: Child soldiers	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1289	[
UNICEF-PRG-EMOPS-CU-020 CF/RA/SR/USAA/DB01/2004-01983	Humanitarian Policy Issues: Security Council Resolutions	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1304	[
UNICEF-PRG-EMOPS-CU-021 CF/RA/SR/USAA/DB01/2004-01986	Humanitarian Policy Issues: Business & Conflict	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1307	[
UNICEF-PRG-EMOPS-CU-022 CF/RA/SR/USAA/DB01/2004-01985	Humanitarian Policy Issues: Non-state Entities	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1306	[



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

Page 4
Date 11-Mar-2005
Time 15:30:50

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UNICEF-PRG-EMOPS-CU-023 CF/RA/SR/USAA/DB01/2004-01987	Humanitarian Policy Issues: Youth Participation	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1308
UNICEF-PRG-EMOPS-CU-024 CF/RA/SR/USAA/DB01/2004-01984	Humanitarian Policy Issues: Truth & Justice	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1305
UNICEF-PRG-EMOPS-CU-025 CF/RA/SR/USAA/DB01/2004-01982	Humanitarian Policy Issues: Peace & Security	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1303
UNICEF-PRG-EMOPS-CU-026 CF/RA/SR/USAA/DB01/2004-01981	Humanitarian Policy Issues: Sanctions	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1302
UNICEF-PRG-EMOPS-CU-027 CF/RA/SR/USAA/DB01/2004-01979	Humanitarian Policy Issues: Sexual abuse & exploitation	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1300
UNICEF-PRG-EMOPS-CU-028 CF/RA/SR/USAA/DB01/2004-01980	Humanitarian Policy Issues: Psychosocial support	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1301
UNICEF-PRG-EMOPS-CU-029 CF/RA/SR/USAA/DB01/2004-02091	Logistics Files	Working papers related to country specific logistics, Inter-Agency logistics activities, initiatives, training, materials, proposals, guidelines/draft handbooks, inventory spreadsheet, logistics related email correspondence, logistics magazines, publicati	1412



Record Series Table - Cover Page. - - See also detail report for Process & Workflow

Page 5
Date 11-Mar-2005
Time 15:30:50

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UNICEF-PRG-EMOPS-CU-030 CF/RA/SR/USAA/DB01/2004-02082	EMOPS Director's files	Current country specific files related to confidential and emergency issues, other confidential ongoing issues files, emails correspondence, faxes, chronological files, OED files.	1403	[
UNICEF-PRG-EMOPS-CU-031 CF/RA/SR/USAA/DB01/2004-02081	OPSCEN Emergency Files	These include electronic regional and country sub folders, sitreps, security reports, contact lists, emergency related correspondence, maps, alerts, briefs and takes, OPSCEN Standard Operating Procedure, news articles.	1402	[
UNICEF-PRG-EMOPS-CU-032 CF/RA/SR/USAA/DB01/2004-02299	Working Files	Budget drafts, rough notes, copies of correspondence, memos, reports and annotated publications or documents assembled for reference purposes or for use in the analysis or preparation of other material.	1617	[