

Logistics Cluster Standard Document Guidelines

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1. Standards

It's important that the Logistics Cluster is seen as one unity. A way to do this is using the same format of documents. Therefore several standard documents and guidelines are developed.

2. Metadata

- All documents need a short description about the document content. At the top and end of the document (header and footer) should come:
 - The Logistics Cluster Logo
 - Title
 - Short description content (1-2 lines): This is to be sure to post a correct description on the website or when broadcasting the documents to other parties.
 - Date created
 - Source
 - When publishing information, always CHECK and Double CHECK it. If possible, information should come from various and trusted sources.
 - Always mention your sources. The Logistics Cluster does have to recognise and give credits to those sharing their information with us and the rest of the humanitarian community. (See the *Source guideline*)
- **Status**
 - **PUB-RES-PRI:** This gives the status of the document
 - **PUB:** Public document, can be distributed to all
 - **RES:** restricted content for Logistics Cluster and close partners (not to be published on the Website)
 - **PRI:** Private Logistics Cluster document. Only to be distributed within Logistics Cluster staff.
- **Tags and Keywords:** for issues that needs to be highlight

3. Rules for publishing information

Logistics Cluster should focus on its core business and should publish only logistic oriented data and information.

Delete all non logistic information before publishing:

- Sensitive information
- Political oriented information
- Religious information
- Ethnical sensitive information
- Commercial information (unless the company has a monopoly or if we give extensive view of companies in place we don't provide information about companies)

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4. Lay-out documents

All the Logistics Cluster documents must have a logo, and the following text as the footer:

'For more information see www.logcluster.org or contact the logistics Cluster at info@logcluster.org '

(see annex B for a sample of a standard document layout or check the intranet for a document template or ask the IM officer to get one)

4.1 Word documents

For Word documents there is a standard format available with the right layout (see annex A for a sample).

The header and footer contain the necessary metadata and have the desired lay-out. The first page header has space for the necessary metadata (see above).

For all documents that don't have their own specific format this format should be used.

To change or update metadata in the header, go to View, see Header and Footer

4.2 Excel documents

For Excel documents there is a standard format available with the right layout (See ANNEX B for a sample)

When opening the standard Excel template, it looks empty. The header and Footer of Excel are only seen when printing, or print previewing, of the sheet.

To change the metadata in the header and footer go to File, Page setup and select the Header/Footer tab. Then choose Custom Header and Custom footer. The metadata can now be changed.

Style Guide for the Logistics Cluster Excel Forms

- Title
- 1-2 line description of what information the form is being used to collect
- Logistics Cluster crisis name, email address and phone/fax numbers
- Contact details of where form should be emailed (will differ from form to form).

Preferably, do not use personal but pre-established functional emails (info@logcluster.org.) To ask for functional email creation and list, ask the IM unit in Rome.

Data entry Layout

- Areas where the user will enter data should be in white, with a 2 point black border.
- Non-data entry areas should be off-white, either grey or pale sand/orange.
- Drop-down lists should be used where possible. These are accessed in Excel via the Data>Validation menu.
- Each entry box should have a description either of options or of units as close to the entry box as is feasible. See attached example.
- Numbering: place each data item's number in a separate cell and not with the item's question. This allows for the insertion/deletion of questions at a later date.

4.3 E-mail

Create a signature for your emails.

For this

- Go to your inbox in Lotus Notes
- Go to Tools – Preferences – Signature
- Fill at least in your name, function, and add the address of the Logistics Cluster website: www.logcluster.org
- Fill in your telephone number, mobile phone number, fax number

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- Sample:

Logistics Cluster – Field Officer
UN World Food Programme, Rome/Italy
Tel. : +216 3342 2183
Mob.: +216 3342 3149
Fax.: +39 06 6513 2962
Email: john.doe@wfp.org
<http://www.logcluster.org>

- Click on: "Automatically append a signature to the bottom of my outgoing messages"

Email subject

In all your emails, use a subject line with a clear description of the content of the email. It is recommended to use the 3 letter code of the Logistics Cluster operation in the beginning of your email. This might help later to trace e-mails by using the search tool. Sample:

'Subject: Logistics Cluster_IOT: latest Bulletin 02 Feb 2005'

4.4 Standards for specific documents

Bulletins: The Logistics Cluster produces periodic bulletins on its operations in the field. These have a specific template and format. For more information please consult the specific Logistics Cluster guidelines on bulletins and templates.

SitRep: For the Sitrep there is a standard format that can be filled in. See specific Logistics Cluster guidelines for Field Sitreps.

Assessment forms: Collect, or request those collecting information, your logistic information with assistance of these forms. The Logistics Cluster produces specific templates for main infrastructure items assessments: airfield, roads, bridges, rail, ports and warehouses. See the specific Logistics Cluster guidelines and templates for assessments.