

Why bother?

- Information management is one of the core scope of the Logistics Cluster and it achieved to the provision of different services that goes from the collection through the analysis and the publication of logistics related data and information
- It's easier to find things
- We don't work alone, we need to come up with solution that everybody can understand
- to make easier the hand over of the work to someone else
- Reviews, audits and evaluations make use of these documents
- Institutional memory for the Logistics Cluster.

File naming

Standard naming to save documents (Logistics Cluster and External ones):

ORG_Crisis_GeographicReference_Title_status*_Language*_date

Date Format: YYMMDD

*No mandatory

Rules for publishing information

Focus on core business: logistic oriented 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)

Thematic Logistics

These thematic are use to tag and organise content on logistics information.

Several themes can be applied to one piece of information.

Not all themes might apply to all operations.

1. Coordination
2. Air Transport
3. Roads Transport
4. Rail Transport
5. Sea & Rivers Transport
6. Fuel
7. Customs & Immigration
8. Supply Chain
9. Infrastructure, Communication & various
10. Maps

Possible added thematic:

Cargo
Passengers
Suppliers

Please suggest Tags and Keywords you would like to be highlighted.

Document Type

- Stories
- Bulletins & Update
- Sitreps
- Report
- Snapshot
- Procedures
- Assessments
- Schedules or Time table
- Form/template
- Minutes
- Flash News & Alert
- Brief

(Size for documents: max 4.5 MB)

Source

- When a document, or information, is produced or shared by an organisation, there is a need to acknowledge it and give credit to those sharing their information with us and the rest of the humanitarian community.
- If several sources are used to compile a document, the sources should be listed within the document itself.

Date

The date the document or information is valid. (Date of publication)

Pictures Format

- Use the file naming rules for picture name
- Preferred format for pictures and images are: JPG or GIF format;
- **DO NOT** use .BMP or TIF format.
- The size of the image should preferably not exceed 100/200 Kb;
- When you want to insert pictures within WORD documents or any MS-Office application, reduce it to 300 in width (see below for technical explanation) or smaller BEFORE embedding it into the MS-Office application.
- To resize pictures use IrfanView

Sending

When sending documents it is always better to add on the e mail a short description/ highlights about the document content.

If you have several photos of one single subject, please **zip** them and note that the zipped files are from the same 'photo gallery'. Use a proper file naming for these zipped files.

When documents are bigger than 100 KB, zipped them.

For details please refers to Logistics Cluster Guidelines (available on request):

Logistics Cluster Photos and Pictures Guidelines
Logistics Cluster filing Guidelines
Logistics Cluster Document Standard Guidelines
Logistics Cluster Metadata
Logistics Cluster Sitrep Guidelines