**TEMPLATE**

**UNDAC REPORT ON …**

**NOTE ON ADMINISTRATION, FINANCE AND LOGISTICS**

Introductory paragraph on role and functions during UNDAC mission, including specific areas of support provided.

1. **Finance :**
2. **Cash management**

* Cash allocation from Geneva
* Cash breakdown and expenses level

1. **Preparation of the cost plan (if applicable)**
2. **Logistics :**

* OCHA settings and different premises in the emergency (number of sub-offices an arrangement provided for each location

=> options preferred and rationale behind are to be shortly described

* State of play in the establishment of different potential lease agreement
* Equipment of goods : procured items ( distinguishing procured locally and internationally items)
* Vehicles management: brief on mechanisms set up for daily check and fuel consumption and how the mechanism was set up.

1. **Inventory**

This would include a list of items, their respective location and their origin distinguishing

* Procured items locally
* Procured items internationally (statu request, status transfer)
* In kind donations (From UNDAC/FCSS or UNDAC outside partners)
* On loan

1. **Communications**

* List of communication equipments. Description on what was installed, working and what is not operational yet.

1. **Travel**

List of travel status, integration in Umoja (including UNDAC members, assimilated to IC)

1. **Contacts (locally and internationally)**

UNDSS contact point,

UN agencies, DPKO

Logcluster,

Local providers in IT, lease, services (Cleaning, security, phone)

Hotels

1. **Staff security and safety**

* List of staff and their movement
* Insert the prepared introduction briefing, including set up UNDSS briefing and security procedures.

1. **Archive**

* Set up an archive system, or if OCHA pre-exists, insert anUNDAC folder (with sub-folders by thematic order).

This hand over note is to be transferred to the UNDAC team leader, FCSS focal point and ADMIN Focal point within FSU to ensure an adequate hand over to the next admin staff sent on surge (most probably ERR admin officers).