|  |  |
| --- | --- |
| Situation Report | Cluster input form  Country | CLUSTER | DD MM YYYY |  |

In order to prepare a Situation Report, OCHA requests information from cluster partners. **Please fill in the blue sections below and return this form to** [**email@un.org**](mailto:email@un.org) **no later than COB on DD Mmm YYYY.**

|  |  |
| --- | --- |
| **To be filled in by OCHA. Please indicate any corrections or changes directly to** [**email@un.org**](mailto:email@un.org) . | |
| **Cluster** | [Cluster name, e.g. Nutrition] |
| **Lead agency** | [Agency name, e.g. UNICEF] |
| **Agency focal point** | [Name, phone and email address of Agency focal point] |
| **Reporting period** | DD MM to DD MM YYYY. |
| **Report number** | [Update every submission] |
| **Information request sent on** | DD MM YYYY |
| **Completed form requested by** | DD MM YYYY |
| **OCHA focal point** | [Name, phone and e-mail address of OCHA focal point] |

|  |
| --- |
| **Key figure**  Please indicate at least one key figure that the cluster would like to highlight. This figure will appear in a call-out box in the Situation Report. The figure can be related to needs, response, gaps or constraints and can also appear in the boxes below. |
| * [Example: 4,300 schools damaged by hurricane] * [Example: 1.5 million people need cluster assistance] * [Example: $4.1 million required to repair infrastructure] |

|  |
| --- |
| **Humanitarian needs**  Please describe people’s humanitarian needs in the cluster, including needs not currently addressed. If available, please fill in the total estimate need (first bullet point). |
| * **Total estimated people in need of [Cluster Name] assistance: xxxxxxx** * [Please keep information in this section focused on people’s needs. Needs such as staffing, capacity or better information should be described in the gaps and constraints section.] * [Please consolidate information as much as possible and try to keep this section to 150 words or less.] * Xxxx * Xxxx |

|  |
| --- |
| **Humanitarian response**  Please describe humanitarian response activities in the cluster, including activities by partners. If available, please fill in the estimated total people reached with assistance in the cluster (first bullet point). |
| * **Total estimated people reached with [Cluster Name] assistance: xxxxxxxxx** * [Please keep information in this section focused on people reached with assistance. Activities such as meetings, plans and strategies should be included in the Coordination section.] * [Please consolidate information as much as possible and try to keep this section to 150 words or less.] * Xxxx * Xxxx |

|  |
| --- |
| **Gaps and constraints**  Please describe operational gaps and constraints. “Gaps” refer to people in need who have not yet received assistance. Constraints refer to obstacles to effective programmes, such as impeded access, insufficient funding, weak capacity, etc. If available, please fill in the total estimated difference between people in need and people reached with assistance in the sector. |
| * **Total estimated gap in [Cluster Name] (total needs minus total response): xxxxxxxxx** * [Please keep information in this section focused on obstacles to operational programmes (insufficient funding, poor access, no available information, high turn-over, etc.)] * [Please consolidate information as much as possible and try to keep this section to 100 words or less.] * Xxxx |

|  |
| --- |
| **Coordination**  Please indicate any important developments in cluster coordination, such as the activation of a cluster or sub-cluster, the launch of a new strategy, plans for needs assessments, etc. If no significant developments have occurred, please leave this section blank. |
| * [Please try to keep this section to 100 words or less.] * Xxxx |