|  |
| --- |
| **[EMERGENCY] - [COUNTRY]** **ERSB DAILY UPDATE** ***(INTERNAL MANAGEMENT DOCUMENT - CONFIDENTIAL)*****United Nations Disaster Assessment and Coordination (UNDAC)**  |
|  |

Purpose:

This is the standard template to use by the team for its daily report to ERSB and when relevant the respective OCHA Regional Office :

* Use this template to report issues to OCHA ERSB & the OCHA RO on a daily basis (or as per agreed timing)
* NOTE: THIS IS A **CONFIDENTIAL DOCUMENT FOR INTERNAL DISTRIBUTION ONLY**

**DURING EMERGENCY, A PHONE CALL TO ERS MIGHT BE DONE IN LIEU OF THIS REPORT.**

1. STAFF ISSUES

(Staff tracking (table below), personal issues (DSA, funds), hotel, health, travel dates & tickets, etc)

* xxx

In country team member movements (adapt table as appropriate for the mission)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Organization | Start of mission | End of mission | Field Location & Dates | Comments |
|  |  | *Eg. 3 Nov* | *Eg. 21 Nov* | *Eg. Capital 3 to 5 Nov.* *Field location 1: 6-12 Nov.* |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

2. MAIN CHANGES ON OVERALL SITUATION

(List priorities, major changes, major trends, forecasts etc…)

* xxx

3. KEY ACTIVITIES/DECISIONS/OUTSTANDING ISSUES OF THE DAY

(Meetings and outcomes, discussions and issues for follow up with key partners/regional office/HQ)

* xxx

4. PLAN OF ACTION UPDATE (Include changes in TORs)

(Mention priority tasks for UNDAC in next 48 hours)

* xxx

5. SECURITY ISSUES

* xxx

6. HUMAN RESOURCES, ADMINISTRATION & LOGISTICAL ISSUES

(Staffing for transition, surge, financial cable, etc)

* xxx