Record Series Table - Cover Page. - - See also detail report for Process & Workflow

DAP Annex 3, UNICEF-PRG-EMO Emergency Operations - Record Series with Ref: Series number in ADA database.

A — ExtRef: Local Series Year-# *Expanded Number*	B — Record Series Title	Record Series Description	Record Series physical store & ADA UR Series #	Comment for these records?
UNICEF-PRG-EMOPS-CU-001 CF/RA/SR/USAA/DB01/2004-00666	**EMOPS general subject files**	EMOPS general chronological files related to Incoming faxes, outgoing faxes, letters incoming/outgoing and other subject files that do not fall under 'emergency' category.	36	
UNICEF-PRG-EMOPS-CU-002 CF/RA/SR/USAA/DB01/2004-00691	**Co-ordination and Management Unit Files**	DFID Phase I & II files: Proposals, workplans, budgets, progress reports, correspondence. Core Corporate Commitments, Martigny files.EMOPS workplan and budget files. MTSP files.	61	
UNICEF-PRG-EMOPS-CU-003 CF/RA/SR/USAA/DB01/2004-01008	**Budget, Financial and Administrative Files**	Copies of correspondence, memos, faxes, E-mail and reports in paper form. Budget related docs such as , biennium budget submissions, Payment requests/invoices, PBAs, institutional contract agreements, financial rules and regulations, admin instructions,	370	
UNICEF-PRG-EMOPS-CU-004 CF/RA/SR/USAA/DB01/2004-01566	**UNICEF and United Nations Documents**	Copies of executive directives, administrative instructions, information circulars, Secretary-General's bulletins, documents of United Nations principal organs, press releases and other UNICEF or United Nations publications used only for information of st	915	
UNICEF-PRG-EMOPS-CU-005 CF/RA/SR/USAA/DB01/2004-01424	**Chronological File**	SSAs, PBA budget monitoring binders, institutional contacts, invoice processing docs, remittance transmittal slips, OT submissions, Contract Review Panel records, TR/TA/Claim records,.	773	
UNICEF-PRG-EMOPS-CU-006 CF/RA/SR/USAA/DB01/2004-01497	**Publications, Magazines, Reports**	Emergency related publications, magazines, reports that are country, disaster, humanitarian specific.	846	
UNICEF-PRG-EMOPS-CU-007 CF/RA/SR/USAA/DB01/2004-01498	**Reference Library files**	Publications, reports, booklets, books related to emergency issues, video tapes, slides, floppy disks, magazines, etc.	847	
UNICEF-PRG-EMOPS-CU-008 CF/RA/SR/USAA/DB01/2004-01970	**Humanitarian Policy Issues: HIV/AIDS & conflict**	Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects	1291	

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ExtRef: Local Series Year-# *Expanded Number*	**Record Series Title**	**Record Series Description**	Record Series physical store & ADA UR Series #	Comment for these records?
UNICEF-PRG-EMOPS-CU-009 CF/RA/SR/USAA/DB01/2004-01978	**Humanitarian Policy Issues: Women, Peace & Security**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1299**	
UNICEF-PRG-EMOPS-CU-010 CF/RA/SR/USAA/DB01/2004-01967	**Humanitarian Policy Issues**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1288**	
UNICEF-PRG-EMOPS-CU-011 CF/RA/SR/USAA/DB01/2004-01969	**Humanitarian Policy Issues: Refugees & IDP Children**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1290**	
UNICEF-PRG-EMOPS-CU-012 CF/RA/SR/USAA/DB01/2004-01974	**Humanitarian Policy Issues: Small arms & light weapons**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1295**	
UNICEF-PRG-EMOPS-CU-013 CF/RA/SR/USAA/DB01/2004-01977	**Humanitarian Policy Issues: Humanitarian Principles**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1298**	
UNICEF-PRG-EMOPS-CU-014 CF/RA/SR/USAA/DB01/2004-01971	**Humanitarian Policy Issues: Education in Emergencies**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1292**	
UNICEF-PRG-EMOPS-CU-015 CF/RA/SR/USAA/DB01/2004-01972	**Humanitarian Policy Issues: Days of tranquillity**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1293**	

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DAP Annex 3, UNICEF-PRG-EMO Emergency Operations - Record Series with Ref: Series number in ADA database.

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UNICEF-PRG-EMOPS-CU-016 CF/RA/SR/USAA/DB01/2004-01973	**Humanitarian Policy Issues: Child Friendly Spaces**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1294**	
UNICEF-PRG-EMOPS-CU-017 CF/RA/SR/USAA/DB01/2004-01976	**Humanitarian Policy Issues: Human rights**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1297**	
UNICEF-PRG-EMOPS-CU-018 CF/RA/SR/USAA/DB01/2004-01975	**Humanitarian Policy Issues: Landmines**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1296**	
UNICEF-PRG-EMOPS-CU-019 CF/RA/SR/USAA/DB01/2004-01968	**Humanitarian Policy Issues: Child soldiers**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1289**	
UNICEF-PRG-EMOPS-CU-020 CF/RA/SR/USAA/DB01/2004-01983	**Humanitarian Policy Issues: Security Council Resolutions**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1304**	
UNICEF-PRG-EMOPS-CU-021 CF/RA/SR/USAA/DB01/2004-01986	**Humanitarian Policy Issues: Business & Conflict**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1307**	
UNICEF-PRG-EMOPS-CU-022 CF/RA/SR/USAA/DB01/2004-01985	**Humanitarian Policy Issues: Non-state Entities**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1306**	

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Login Name   Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

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ExtRef: Local Series Year-# *Expanded Number*	**Record Series Title**	**Record Series Description**	Record Series physical store & ADA UR Series #	Comment for these records?
UNICEF-PRG-EMOPS-CU-023 CF/RA/SR/USAA/DB01/2004-01987	**Humanitarian Policy Issues: Youth Participation**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1308**	
UNICEF-PRG-EMOPS-CU-024 CF/RA/SR/USAA/DB01/2004-01984	**Humanitarian Policy Issues: Truth & Justice**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1305**	
UNICEF-PRG-EMOPS-CU-025 CF/RA/SR/USAA/DB01/2004-01982	**Humanitarian Policy Issues: Peace & Security**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1303**	
UNICEF-PRG-EMOPS-CU-026 CF/RA/SR/USAA/DB01/2004-01981	**Humanitarian Policy Issues: Sanctions**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1302**	
UNICEF-PRG-EMOPS-CU-027 CF/RA/SR/USAA/DB01/2004-01979	**Humanitarian Policy Issues: Sexual abuse & exploitation**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1300**	
UNICEF-PRG-EMOPS-CU-028 CF/RA/SR/USAA/DB01/2004-01980	**Humanitarian Policy Issues: Psychosocial support**	**Policy Issues, Research & Data Collection, Inter-Agency Collaboration, Reference Documents, Donor relations & Resource Mobilisation, Preparedness Planning, Martigny Process, Executive Board, Advocacy, Projects**	**1301**	
UNICEF-PRG-EMOPS-CU-029 CF/RA/SR/USAA/DB01/2004-02091	**Logistics Files**	**Working papers related to country specific logistics, Inter-Agency logistics activities, initiatives, training, materials, proposals, guidelines/draft handbooks, inventory spreadsheet, logistics related email correspondence, logistics magazines, publicati**	**1412**	

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Login Name Adhiratha Keefe (Proj Dev & Rec/Arch Officer)

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UNICEF-PRG-EMOPS-CU-030 CF/RA/SR/USAA/DB01/2004-02082	**EMOPS Director's files**	**Current country specific files related to confidential and emergency issues, other confidential ongoing issues files, emails correspondence, faxes, chronological files, OED files.**	**1403**	
UNICEF-PRG-EMOPS-CU-031 CF/RA/SR/USAA/DB01/2004-02081	**OPSCEN Emergency Files**	**These include electronic regional and country sub folders, sitreps, security reports, contact lists, emergency related correspondence, maps, alerts, briefs and takes, OPSCEN Standard Operating Procedure, news articles.**	**1402**	
UNICEF-PRG-EMOPS-CU-032 CF/RA/SR/USAA/DB01/2004-02299	**Working Files**	**Budget drafts, rough notes, copies of correspondence, memos, reports and annotated publications or documents assembled for reference purposes or for use in the analysis or preparation of other material.**	**1617**	