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UNICEF-ERG-PFO-001 CF/RA/SR/USAA/DB01/2004-00668	**General Files (PFO Director)**	For reference e.g. PBR, GMT, NYMT		
UNICEF-ERG-PFO-002 CF/RA/SR/USAA/DB01/2004-00702	**Executive Director General Files**	OED Correspondance, breifing notes, trips material		
UNICEF-ERG-PFO-003 CF/RA/SR/USAA/DB01/2004-00670	**General Administration**	Training: Different types of training done each year by staff sembers, e.g. internal training, external training. Telephone: Telephone quarterly reports. Transmittal Notes: Listing of all cheques sent to DFAM. Equipment: Lists of computers, laptops,		
UNICEF-ERG-PFO-004 CF/RA/SR/USAA/DB01/2004-00669	**Office Management Report File**	Monthly Office Management Reports and background data (since 2002) including Emergency Income analysis		
UNICEF-ERG-PFO-005 CF/RA/SR/USAA/DB01/2004-00915	**Travel Files**	Travel files for the division -Copies of all TAs and completed claims for each SM; circulars re TAs and claims		
UNICEF-ERG-PFO-006 CF/RA/SR/USAA/DB01/2004-01022	**Budget Files**	Budget file (by year) - general. e.g. copies of all payment vouchers sent to DFAM against the different GL Accounts; budget circulars; FLS circulars.		
UNICEF-ERG-PFO-007 CF/RA/SR/USAA/DB01/2004-01074	**Compendium of Contributions by Main Donors**	Compilation of Income/contribution data from main donors		
UNICEF-ERG-PFO-008 CF/RA/SR/USAA/DB01/2004-01072	**Funded Files (all records of contributions for Other Resources to UNICEF, both regular and emergency)**	Correspondence section contains: correspondence leading to the acceptance by UNICEF of the contribution, correspondence related to the contributions until the closure of the contribution. Financial Section contains: agreement or pledge letter and accepta		
UNICEF-ERG-PFO-009 CF/RA/SR/USAA/DB01/2004-01073	**DIK files**	Compilation of DIK forms, kept by clusters and SIAU		

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UNICEF-ERG-PFO-010 CF/RA/SR/USAA/DB01/2004-01082	**Donor Approach files for project proposal submissions.**	**Proposals sent to donors for funding consideration and relevant correspondance with the donor on the subject matter.**		
UNICEF-ERG-PFO-011 CF/RA/SR/USAA/DB01/2004-01086	**Government Donors General Files**	**General corespondance on donor relations and policy issues with donor governments, including briefing notes prepared for senior management. Kept with relevant cluster which deals with the country.**		
UNICEF-ERG-PFO-012 CF/RA/SR/USAA/DB01/2004-01222	**Personnel files**	**For staff members and consultants (includes contracts): File for SMs,consultants, interns/volunteers containing copies of contracts, PERs, evaluation reports,etc.**		
UNICEF-ERG-PFO-013 CF/RA/SR/USAA/DB01/2004-01429	**Chron Files**	**Chron faxes, Chron files for funding officer by year: correspondence, faxes,**		
UNICEF-ERG-PFO-014 CF/RA/SR/USAA/DB01/2004-01606	**PFO Inputs to Internal and External Audiences**	**PFO inputs to UN documents (GA/ECOSOC), UNICEF Executive Board documents (EDAR I & II), Annual Reports, CAP binders, etc.**		
UNICEF-ERG-PFO-015 CF/RA/SR/USAA/DB01/2004-01775	**Audit Files**	**Audit reports for all UNICEF Headquarters, Regional and Field Offices, and New York HQs divisions**		
UNICEF-ERG-PFO-016 CF/RA/SR/USAA/DB01/2004-01820	**Pledging Event Files**	**Background information, general correspondence, input to and analysis of results of UNICEF Pledging Events and UN Pledging Conferences (since 2000)**		
UNICEF-ERG-PFO-017 CF/RA/SR/USAA/DB01/2004-01900	**Medium-Term Strategic Plan and emergency General Files**	**Reference file in support of PFO focal point responsibility for a specific thematic area or emergencies.**		
UNICEF-ERG-PFO-018 CF/RA/SR/USAA/DB01/2004-02063	**PFO Cross-cluster Team Files**	**Material related to the team work**		
UNICEF-ERG-PFO-019 CF/RA/SR/USAA/DB01/2004-02137	**Regional General Files:**	**General corespondance pertaining to PFO co-operation with Regional Offices and Country Offices in support of resource mobilization and contribution management issues. Kept by clusters**		

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UNICEF-ERG-PFO-020 CF/RA/SR/USAA/DB01/2004-02141	**PFO Inputs to Regional Management Team Meetings**	**PFO package on the status of funding, contribution management per Region and Country**		
UNICEF-ERG-PFO-021 CF/RA/SR/USAA/DB01/2004-02191	**Inter-Organizational Arrangement (UN System) and Inter-Governmnetal Organizations Donor Files**	**General corespondance on donor relations and policy issues with IOA and IGO donors (UN, ECHO, IFIs) including briefing notes prepared for senior management. Kept with relevant cluster which deals with the donor.**		
UNICEF-ERG-PFO-022 CF/RA/SR/USAA/DB01/2004-02227	**Non-Governmental Organization Donor and NatCom (prior to 2000) Files**	**General corespondance on donor relations and policy issues with NGO donors (GAVI, UNF, Rotary International etc) including briefing notes prepared for senior management. Kept with relevant cluster which deals with the donor.**		