

Examples of Mission File Plans

EXAMPLE 1

12 Public Information & Communications Management

01 Policy Development

- 01 Files for public information and communications policy areas arranged alphabetically by topic.

02 Procedure Development

- 01 Files for public information and communications procedures arranged alphabetically by topic.

03 Strategy Development

- 01 Files for public information and communications strategy areas arranged alphabetically by topic.

04 Planning

- 01 Files for public information and communications planning issues and specific plans arranged either alphabetically by topic or chronologically.

05 Evaluation

- 01 Files for reviews of public information and communications activities arranged chronologically.

06 Partnership Management

- 01 Files for partnership organizations arranged alphabetically by organization name.

07 In-Mission Coordination

08 Administration

09 Media Relations Management

- 01 Media Liaison

- 01 Media Accreditation & Liaison
 - 01 Files for media organizations arranged alphabetically by organization name.
- 02 Media Enquiry Handling
 - 01 Files for media enquiries arranged either alphabetically by topic or numerically by enquiry reference.
- 02 Media Communications Coordination
 - 01 Media briefing transcripts arranged chronologically.
 - 02 Press conference transcripts / recordings arranged chronologically.
 - 03 Press releases arranged chronologically.
 - 04 Files for media interviews arranged chronologically.
- 03 Media Monitoring & Analysis
 - 01 Press clippings arranged (1) by publication (2) chronologically.
 - 02 Media monitoring reports arranged chronologically.
- 10 Publication Production**
 - 01 Files for publications arranged either by publication title or alphabetically by subject. Files may be grouped by type of publication (e.g. print, audio-visual). Files have sections: Publication Development; Publication Production; Publication Distribution.
- 11 Website Management**
 - 01 Website Design
 - 02 Website Content Management
- 12 Broadcasting**
 - 01 Radio Broadcasting

- 01 Files for radio programmes arranged either by programme title or chronologically. Files have sections: Programme Development; Programme Production; Programme Broadcasting.
- 02 Television Broadcasting
 - 01 Files for television programmes arranged either by programme title or chronologically. Files have sections: Programme Development; Programme Production; Programme Broadcasting.
- 13 Public Event Management**
 - 01 Files for public events arranged either by topic / type of event or chronologically.
- 14 Community Outreach**
 - 01 Files for community outreach events arranged either by topic / type of event or chronologically.
 - 02 Files for community outreach projects arranged either by topic / type or chronologically. Files have sections: Project Planning; Project Implementation; Project Review.
- 15 Local Media Capacity Development**
 - 01 Local Media Training
 - 01 Files for local media training events arranged chronologically. Files have sections: Event Planning; Event Review; Event Administration.

EXAMPLE 2

PRO Procurement

A Policy Development

01 Files for procurement policy areas arranged alphabetically by topic.

B Procedure Development

01 Files for procurement procedures arranged alphabetically by topic.

C Strategy Development

01 Files for procurement strategy areas arranged alphabetically by topic.

D Planning

01 Files for procurement planning issues and specific plans arranged either alphabetically by topic or chronologically.

E Evaluation

01 Files for reviews of procurement activities arranged chronologically.

F Partnership Management

01 Files for partnership organizations arranged alphabetically by organization name.

G In-Mission Coordination

H Administration

J Vendors Approval / Registration

01 Vendor registration applications arranged either alphabetically by vendor name or numerically by vendor reference, in separate sequences for approved vendors and unsuccessful applications.

K Supply Contracts Tendering

- 01 Files for tenders arranged either numerically by contract (case) number or chronologically.

L Supply Contracts Management

- 01 Files for supply contracts arranged numerically by contract (case) number. Includes: Local Contracts Committee minutes and presentations; UN Headquarters Contracts Committee minutes and presentations.

EXAMPLE 3

HRT Human Rights Support

01 Policy Development

01 Files for human rights policy areas arranged alphabetically by topic.

02 Procedure Development

01 Files for human rights procedures arranged alphabetically by topic.

03 Strategy Development

01 Files for human rights strategy areas arranged alphabetically by topic.

04 Planning

01 Files for human rights planning issues and specific plans arranged either alphabetically by topic or chronologically.

05 Evaluation

01 Files for reviews of human rights activities arranged chronologically.

06 Partnership Management

01 Files for partnership organizations arranged alphabetically by organization name

07 In-Mission Coordination

08 Administration

09 Human Rights Monitoring & Reporting

01 Files for human rights monitoring reports arranged chronologically.

10 Human Rights Violations Investigation

- 01 Files for human rights violations cases / occurrences arranged (1) by type of violation (2) either alphabetically by name or chronologically.

11 Human Rights Violations Assessment & Analysis

- 01 Files for human rights violations assessments and analyses arranged either by type of violation or chronologically.

12 Human Rights Education & Training

- 01 Files for human rights education and training programmes arranged either by type or chronologically. Files have sections: Programme Planning; Programme Delivery; Programme Review.

13 Human Rights Capacity Building

- 01 Files for human rights capacity building programmes arranged alphabetically by programme title. Files have sections: Programme Planning; Programme Delivery; Programme Review.

14 Human Rights Institution Building

- 01 Files for human rights institution building programmes arranged alphabetically by name of institution. Files have sections: Programme Planning; Programme Delivery; Programme Review.

