**APPENDIX L**

**STRATEGIC ACTION PROGRAMME FOR THE INTERNATIONAL WATERS OF THE PACIFIC SMALL ISLAND DEVELOPING STATES**

**FILE REGISTRY STRUCTURE**
**Ver. 1.0**
**February 2002**

The National Coordinator, with administrative support from the Assistant National Coordinator (or alternatively designated support position) where provision has been made for such support, is responsible for the management of all files associated with the national component of the Programme. All outgoing correspondence, and all hard copy communications received, must be correctly filed. Where communications relate to more than one file issue, the correspondence should be copied to all relevant files.

To assist the Project Coordination Unit (PCU) keep communications with national programmes separate, a three-letter country code has been adopted:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **COI** | Cook Islands | **RMI** | Marshall Islands | **PNG** | Papua New Guinea | **TUV** | Tuvalu |
| **FSM** | Federated States of Micronesia | **NAU** | Nauru | **SAM** | Samoa | **VAN** | Vanuatu |
| **FIJ** | Fiji | **NIU** | Niue | **SOL** | Solomon Islands | | |
| **KIR** | Kiribati | **PAL** | Palau | **TON** | Tonga | | |

Thus, all communications should bear a reference in the following format (usually placed somewhere near the top of the first page of correspondence):

IW/three letter country code/year/file reference number

The following table details the File Reference System as of February 2002. As pilot project implementation precedes this structure will be periodically reviewed.

So, for Cook Islands, for example, the following structure would apply for 2002:

| File Reference | File Title |
|---|---|
| **IW/COI/2002/1** | **Personnel** |
| IW/COI/2002/1.1 | National Coordinator |
| IW/COI/2002/1.2 | Assistant National Coordinator |
| IW/COI/2002/1.3 | Recruitment File |
| IW/COI/2002/1.4 | Casual Staff |
| IW/COI/2002/1.5 | Consultants |
| **IW/COI/2002/2** | **Travel** |

| | |
|---|---|
| IW/COI/2002/2.1 | Quotes and Itineraries |
| IW/COI/2002/2.2 | DSA |
| IW/COI/2002/2.3 | Travel Reconciliations |
| IW/COI/2002/2.4 | Travel Reports |
| **IW/COI/2002/3** | **Equipment** |
| IW/COI/2002/3.1 | Quotes |
| IW/COI/2002/3.2 | Manuals and Warranties |
| IW/COI/2002/3.3 | Repairs and Maintenance |
| IW/COI/2002/3.4 | Lost, Damaged and/or Stolen Reports |
| **IW/COI/2002/4** | **Insurance** |
| IW/COI/2002/4.1 | Correspondence |
| IW/COI/20024.2 | Policies |
| **IW/COI/2002/5** | **Utilities** |
| IW/COI/2002/5.1 | Power |
| IW/COI/2002/5.2 | Water |
| IW/COI/2002/5.3 | Telephone |
| IW/COI/2002/5.4 | Fax |
| IW/COI/2002/5.5 | Internet and Web |
| IW/COI/2002/5.6 | Postage |
| **IW/COI/2002/6** | **Transport** |
| IW/COI/2002 | Vehicle Hire |
| IW/COI/2002 | Fuel |
| **IW/COI/2002/7** | **Narrative Reports** |
| IW/COI/2002/7.1 | Quarterly Narrative |
| IW/COI/2002/7.2 | Annual Narrative |
| IW/COI/2002/7.3 | Annual Use of Consultants Report |
| IW/COI/2002/7.4 | Annual Non-Expendable Equipment Report |
| **IW/COI/2002/8** | **Financial** |
| IW/COI/2002/8.1 | Financial Correspondence |
| IW/COI/2002/8.2 | Annual Split Budget |
| IW/COI/2002/8.3 | Quarterly Financial Reports and Requests |
| IW/COI/2002/8.4 | Audit |
| **IW/COI/2002/9** | **Office** |
| IW/COI/2002/9.1 | Consumables |
| IW/COI/2002/9.2 | Office Furniture |
| IW/COI/2002/9.3/1-12 (Jan- Dec) | Monthly Chronological (Running) File |
| **IW/COI/2002/10** | **Meetings** |
| IW/COI/2002/10.1 | NTF |
| IW/COI/2002/10.2 | National Coordinator's Meetings |
| IW/COI/2002/10.3 | Regional Programme Technical Advisory Group |
| IW/COI/2002/10.4 | RTF |
| IW/COI/2002/10.5 | Programme Consultative Meetings |
| IW/COI/2002/10.6 | Technical Sub-committees |
| IW/COI/2002/10.7 | Other Local Meetings |
| IW/COI/2002/10.8 | Other Regional Meetings |
| IW/COI/2002/10.9 | International Meetings |
| **IW/COI/2002/11** | **Technical Programmes** |
| IW/COI/2002/11.1 | IWP Reference Material |

| | |
|---|---|
| IW/COI/2002/11.1.2 | IWP Project Document |
| IW/COI/2002/11.1.3 | IWP Inception Report |
| IW/COI/2002/11.1.4 | IWP Narrative Report (Entire Programme) |
| IW/COI/2002/11.1.5 | Other IWP Background Material |
| IW/COI/2002/11.2 | Communications Strategy |
| IW/COI/2002/11.3 | Social Assessment and Participation |
| IW/COI/2002/11.4 | Resource and Community Economics |
| IW/COI/2002/11.5 | Baseline Assessments |
| IW/COI/2002/11.6 | Monitoring and Evaluation |
| IW/COI/2002/11.7 | Technical Reviews |
| **IW/COI/2002/12** | **Other Programmes and Activities** |
| IW/COI/2002/12.1 | GEF |
| IW/COI/2002/12.2 | UNDP |
| IW/COI/2002/12.3 | SPREP |
| IW/COI/2002/12.4 | SPC |
| IW/COI/2002/12.5 | FFA |
| IW/COI/2002/12.6 | USP |
| IW/COI/2002/12.7 | TNC |
| IW/COI/2002/12.8 | WWF |
| IW/COI/2002/12.9 | IUCN |
| IW/COI/2002/12.10 | Etc. |
| **IW/COI/2002/13** | **Capacity Building** |
| IW/COI/2002/13.1 | Local Training Activities |
| IW/COI/2002/13.2 | Regional Training Activities |
| IW/COI/2002/13.3 | IWP Building Capacity Component |