

Situation reports (often called sitreps) are a communication tool used to report on progress in responding to an emergency. The audience could be ACT members, authorities in-country, colleagues with other humanitarian actors or the media.

Suggested format

- a) Name of organization, title and number, and the party (staff member) responsible for issuing the situation report
- b) Date and place of issue
- c) Overview of ACT members’ activities and particular concerns
- d) More detailed reporting of individual activities of ACT member(s)
 - distributions of food, seeds and other relief materials, major transports, rehabilitation activities, major delays/challenges, if any (explain briefly), results of surveys/assessments, new projects initiated, etc.
- e) Funding, “pipeline” and supply situation
- f) Background to the emergency – climatic conditions and forecasts, crop prospects, food availability (prices, etc.), major logistical and security issues, political developments of importance to the humanitarian situation
- g) Other relevant information
- h) Contact information for people who would like to know more

Tips for Writing Situation Reports

Do	Do not
<ul style="list-style-type: none"> • Forward situation reports as simple, “text-only” e-mails with no special formatting • Write briefly, to-the-point and be self-explanatory (all abbreviations explained, etc.) • Focus on field activities • Send supporting digital photographs of the situation or your response 	<ul style="list-style-type: none"> • Exceed 2-3 pages • Send large-size (greater than 2MB) photographs • Send more than 2-3 photographs per situation report