**Guidance on Folder Structure**

The below structure can help country-based WASH Cluster IMOs to organize their files in specific folders. This follows the general structure of the IMTK and provides a detailed overview of how the IMO should organize files and folders and also promote and share all the public documents on further websites or online repositories (Google Drive or Dropbox).

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| **GWC Country Folder Structure** | |
| **Main Categories** | **Sub-category 1** |
| **Admin** | Contacts |
| **Admin** | Minutes |
| **Admin** | ToRs |
| **Admin** | Logos |
| **Admin** | Icons |
| **Admin** | Templates |
| **Admin** | Workplans |
| **Admin** | Handover |
| **Admin** | Coordination Structure |
| **Admin** | Recruitment |
| **Assessment** | MIRA |
| **Assessment** | Tools |
| **Assessment** | Reports |
| **Assessment** | Market |
| **Assessment** | WASH Assessments |
| **Strategic Planning** | HNO |
| **Strategic Planning** | HRP |
| **Strategic Planning** | SOF |
| **Strategic Planning** | Pooled Funds |
| **Strategic Planning** | PDNA |
| **Strategic Planning** | Standards & Indicators |
| **Strategic Planning** | National policies, strategies, standards |
| **Strategic Planning** | Other Response Plans (FLASH) |
| **Strategic Planning** | IM Framework and Workplan |
| **Contingency Plans** | Plans |
| **Contingency Plans** | Capacity Mapping |
| **Contingency Plans** | Stocks Tracking |
| **GIS & Data** | CODs |
| **GIS & Data** | DTM |
| **GIS & Data** | Health surveillance |
| **GIS & Data** | Camp profiles |
| **GIS & Data** | Damages |
| **Response Tracking** | 4Ws |
| **Response Tracking** | Monitoring Framework |
| **Reporting & Visualisations** | SitReps |
| **Reporting & Visualisations** | Dashboards/Infographics |
| **Reporting & Visualisations** | Reports |
| **Reporting & Visualisations** | Presentations |
| **Reporting & Visualisations** | Maps |
| **Reporting & Visualisations** | Website |
| **Implementation and Monitoring** | Periodic Monitoring Report |
| **Evaluation** | Operational Peer Review Summary |
| **Evaluation** | Inter-Agency Humanitarian Evaluation |
| **Inter-Sector** | IMWG |
| **Inter-Sector** | ICC |
| **TWGs** | Hygiene IECs |
| **TWGs** | Hygiene Kits |
| **TWGs** | Solid Waste |
| **TWGs** | KAPs |
| **TWGs** | HHWT |
| **Capacity-Building** | Technical materials |
| **Advocacy** | Advocacy Framework |
| **Advocacy** | Advocacy Products |
| **CCPM** |  |
| **Transition** | Strategy |
| **AAP** | Framework |