BRIEFING SHEET

Creating a WASH Bulletin with MS Word or Publisher

A WASH Bulletin is unlike a WASH Dashboard, in that it is more of a textual document that should be produced less often. The bulletin will take longer to produce than the dashboard (which should be produced in the same cycle as the 4W).
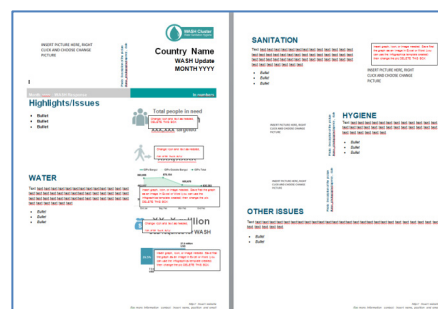
The bulletin should include information on partner's interventions and how the emergency response is progressing. The bulletin should have photographs and other visuals (maps, charts etc.) that help tell a story. The bulletin should be circulated to a wider audience than the dashboard (i.e. to Government and WASH experts outside of the country of response.

TIPS

- Ensure the bulletin has lots of positive news, as well as identifying ongoing issues
- Share the bulletin widely, to all Cluster partners, government, GWC, interested agencies outside the country and donors

Creating a simple Bulletin with MS Word

1. In the WASH Bulletin folder (Reporting Tools for IMO), open the *Basic Bulletin* folder and the file *yymmdd_Bulletin_WASH_Country2Page*
2. Add data for the highlights, water, and sanitation and hygiene sections. Include other issues of operational importance
3. Add figures and photographs as appropriate
4. Add contact details
5. Export the saved bulletin to PDF
6. Share and upload to operational website

Creating a Bulletin with MS Publisher

1. In the WASH Bulletin folder (Reporting Tools for IMO), open the *Advanced Bulletin* folder and the file *yymmdd_Bulletin_WASH_Country4page*
2. Add information on page 1, an interesting story or achievement of the WASH Cluster and potential issues. Add a photograph, contents and special points of interest
3. On page 2-3, add information on themes (e.g. water, sanitation, hygiene) or locations (e.g. Location, A, B and C). Add some information to the side panels, partner stories etc.
4. Add figures, photographs as appropriate
5. On page 4 add contact details and some additional response/partner information
6. Export the saved bulletin to PDF
7. Share and upload to operational website