<table>
<thead>
<tr>
<th>CONTENT</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPES OF SOFTWARE</td>
<td>5</td>
</tr>
<tr>
<td>WEBSITE</td>
<td>6</td>
</tr>
<tr>
<td>FONTS, CHARACTER &amp; PARAGRAPH</td>
<td>7</td>
</tr>
<tr>
<td>COLOURS</td>
<td>9</td>
</tr>
<tr>
<td>LOGO</td>
<td>10</td>
</tr>
<tr>
<td>IMAGES</td>
<td>11</td>
</tr>
</tbody>
</table>
ACKNOWLEDGEMENTS

These Guidelines have been created from the inputs of the Food Security Cluster staff in order to guarantee a high level of consistency across the FSC products worldwide.

These Guidelines are intended to remain dynamic and regularly updated, reflecting new emerging requirements and experiences. Comments and suggestions on the guide are welcomed and should be addressed to:
info@fscluster.org

INTENDED USERS OF THESE GUIDELINES

These Guidelines are intended for use by:
• FSC staff in decentralized (regional, subregional and country) offices and at headquarters who are required to produce products/documents for the Cluster;
• Coordinators and IMO of Food Security Cluster involved in needs assessments;
These guidelines are not intended to substitute for guidance and training on assessments; they should be used in conjunction with such training materials.

PURPOSE AND SCOPE OF THE GUIDELINES

The main purpose of these Guidelines is to establish a standardized corporate ‘look’ and tools that aligns with the global Food Security Cluster image.
The Guidelines provide minimum common standard guidelines and methodologies for producing consistent products globally.
The guide included in this manual is developed by the Global staff at the HQ office in Rome and shared globally through the FSC website.
TYPES OF SOFTWARE

All documents prepared by the Food Security Cluster are developed using standard templates available for download on the FSC website: www.fscluster.org
The main softwares used for preparing these products are: Microsoft PowerPoint, Microsoft Word and Excel; staff with more advanced skills might also use a combination of InDesign, Illustrator and Photoshop to improve the quality of their work but we strongly suggest sticking to the basic two software available to all.
Due to its wide availability and ease of use, Microsoft PowerPoint is the preferred software globally and most templates are based on this programme.

All FSC mapping is performed in ArcGIS, the FSC runs annual training covering the basic modules of this program. Should you be interested in participating, please contact our staff directly.

Please contact the gFSC at info@fscluster.org for Information regarding Software.

Adobe:

Microsoft

ArcGIS (mapping)
WEBSITE

The FSC website is managed at HQ level by the global support team (gST). All the styleguides and tools are saved on a regular basis in the IM Compendium. The domain is: www.fscluster.org

All templates, guidelines and useful links for the creation of high quality products can be found in the ‘Information Management’ section of the website. This page is protected by password and only official staff is given access to it.

If you require the password, please contact the FSC HQ office at: info@fscluster.org

The Information Management section includes two sub-sections:

- gFSC Templates
- Guides and Tools

**gFSC Templates**
This section of the website includes all templates required to produce monthly Dashboards, Reports/Bulletins, Partners Presence Maps and other FSC related documents. All templates are regularly updated and shared through this channel.

**Guides and Tools**
Guides and tools include all the guidance needed for the development of the FSC official products/documents.
Make sure all written documents are set to **ENGLISH (UK)** for proof reading and grammar checks. The Food Security Cluster has adopted the use of two main fonts across all publications. Official font to be used for Dashboards and most documents/publications (text):

**Verdana** (regular, italic, bold) and/or **Arial** (regular, narrow, italic, bold)

*generally 8pt for normal text on publications.*

*Headings can use a larger font size or in bold, as appropriate.*

Colour for all text: **Black**

**white text might be used on a colored background**

*you may also use bold text for headings, sub-headings and important sections*

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Best suited for titles/headings and numbers:

**Arial**

- Arial Regular
- Arial Narrow
- Arial Italic
- Arial Bold
- Arial Bold Italic
- Arial Black
Leading (or line space) is the vertical space between lines of type. Leading is measured from the baseline of one line of text to the baseline of the line above it. Baseline is the invisible line on which most letters—that is, those without descenders—sit.

Different software operate the leading slightly different, as a general rule, in InDesign set the Leading to: AUTO
While in PowerPoint or Microsoft Word, please make sure Line Space is set to: 1

By default, leading is a character attribute, which means that you can apply more than one leading value within the same paragraph. The largest leading value in a line of type determines the leading for that line. However, you can select a preferences option so that leading applies to the entire paragraph, instead of to text within a paragraph. This setting does not affect the leading in existing frames.

**PowerPoint** allows you to adjust the amount of space between each line in a paragraph.

To format line spacing:

- Select the text you want to format.
- Click the Line Spacing command in the Paragraph group on the Home tab.
- Select the desired spacing option from the drop-down menu.
The Food Security Cluster uses a specific colour that **MUST** be used on all publications. No variations of this colour are permitted at anytime. **This colour does not apply to TEXT!** All text must be black.

**RGB**

FSC Blue: 5/148/175

Other colours permitted on publications for decorative use are:

- **(Dark Blue)**
  - RGB 6/107/128

- **(Orange)**
  - RGB 234/108/37

- **(Green)**
  - RGB 1/199/176

- **(Beige)**
  - RGB 224/228/204

Exact RGB colour codes must be used. **Alternatively, grey may be used as a neutral colour for backgrounds or decorative boxes.**

**OFFICIAL IPC COLOUR CODES**

All IPC maps must adhere to official colour codes. The RGB values are as follows:

- **Phase 1**
  - RGB (205,250,205);  

- **Phase 2**
  - RGB (250,230,030);  

- **Phase 3**
  - RGB (230,120,000);  

- **Phase 4**
  - RGB (200,000,000);  

- **Phase 5**
  - RGB(100,000,000).
The country FSC logo should be used in all country IM products such as meeting presentations, meeting minutes, dashboards, bulletins, maps and cluster guidance.

The logo should be used on the top or the bottom of the first page of the document, preferably on the right side.

On white or no background:

On blue or full background:
IMAGES

All images are to be placed and scaled up (resized) proportionally. No distorted images are acceptable. To resize an imported or placed picture on a document, always drag one of the four corners. **NEVER** drag the middle points, horizontally or vertically.

![Image RESIZE EXAMPLE](image.png)

*TIP. On some softwares, hold down SHIFT on the keyboard while you drag the corner to make sure resize is correct.*

**CORRECT**

**WRONG**

NEVER place images in the center of the page. Always align to one side (right or left)

**Always use HIGH QUALITY Images, prefered resolution: 200px/inch**

**Credits**

Credit details should be noted on every picture, in the left bottom side of the photograph or as text over the image. Credits can be much smaller text size, up to 5pt is acceptable.

Name of Photographer/Organization

i.e. Rein Skullerud/WFP

**References**

Appropriate acknowledgement should be given to individuals and materials that are incorporated into the Cluster documents, as footnote at the bottom of the page or in a reference list at the end of a document.
SOUTH SUDAN RESPONSE UPDATE

• An estimated 4.8 million people throughout South Sudan are facing grave food insecurity and require urgent humanitarian assistance. According to the Integrated Food Security Phase Classification (IPC) update (April 2016), the food access situation has deteriorated significantly from the first quarter of 2016 to the second quarter last year. The highest proportions of population classified as phase 3, Stressed, in the second quarter were recorded in Upper Nile, Jonglei, Western Bahr el Ghazal, and Unity States. The Greater Upper Nile also remains structurally fragile and vulnerable as a result of the protracted conflict.

• The conflict exacerbated by inflation and high commodity prices has resulted in reduced access to food, to which the FSL-C has initiated the Urban Programming Working Group, to focus partners on the need to implement responsible market based programmes.

• Priorities for the FSL-C are to improve access, including direct distribution of in-kind assistance; to expand programming; and to invest in livelihoods to the extent possible with the distribution of crop fishing kits.

• The FSL-C partners are only 46% funded as of mid-2016 with a funding gap of USD 165 million are required for partners to meet urgent unmet requirements. It is essential that funding access issues are addressed in the near future to avoid a further deterioration of the food security situation and prolonged human suffering.

TIPS FOR CREATING YOUR OWN DASHBOARD

- Intro text, giving overall overview always go first
- Keep the chart as big as possible and don’t overlay it with too many colors or bubbles.
- Keep the design simple and eye catching. Don’t use too many colors. Remember: design should help comprehension. An effective infographic should be a good balance of visual and written information.
- Please be aware that bubbles don’t cover essential data on the map
Based programmes to focus partners on the need to implement responsible market strategies. FSL-C has initiated the Urban Programming Working Group, highlighting the critical need to address food security in urban areas. The conflict exacerbated by inflation and high commodity prices has resulted in reduced access to food, to which the protracted conflict in South Sudan has contributed. The Greater Upper Nile also remains structurally fragile and vulnerable as a result of the humanitarian crisis and ongoing conflict in the region.

The highest proportions of populations in Crisis, Emergency, and Stressed phases, including those facing grave food insecurity, are concentrated in the Western Bahr el Ghazal, and Unity States. The landscape is characterized by a range of livelihood activities, including direct distribution of in-kind assistance and cash transfers, as well as support for fishing and livestock rearing. Priorities for the FSL-C are to improve access to food-based coping capacities of the most vulnerable population at risk of hunger and malnutrition, and to invest in livelihoods activities to increase resilience to future shocks.

As of mid-2016, the FSL-C partners are only 46% funded as of mid-2016, and some US$230 million in urgent unmet funding is required to prevent further deterioration of the food security situation and support on the ground. The focus is on ensuring that funding and support are provided to the most vulnerable populations to prevent a potential famine in the future.

This year, 4.8 million people throughout South Sudan are facing grave food insecurity and require urgent humanitarian assistance. According to the Integrated Food Security Phase Classification (IPC) update (April 2016), this is a significant increase from the first quarter of 2016 and the same period in 2015.

Key Facts & Figures:
- **SO1: Ensure continued and regular access to food for the most vulnerable population at risk of hunger and malnutrition**
  - Target Reached (Calculated on a Monthly Basis): 44%
- **SO2: Protect livelihoods and promote livelihoods based coping capacities of the most vulnerable population at risk of hunger and malnutrition**
  - Target Reached (Calculated on a Monthly Basis): 33%

PEOPLE TARGETED:
- **4.23 MILLION**
  - 51% men
  - 49% women

PARTNERS:
- **34** Humanitarian Response Plan Partners participating in FSC

FUNDING REQUIREMENTS:
- **$424.8 MILLION**
  - Gap USD 231.674m
  - 46% FUNDED

RESPONSES BY MODALITY:
- **SO1**
  - 65% Food
  - 9% Cash & Vouchers
- **SO2**
  - 26% Livelihood Inputs

Key Diagrams:
- **EMERGENCY LIVELIHOOD SUPPORT – JUNE 2016**
- **EMERGENCY FOOD ASSISTANCE MAP – JUNE 2016**

Contact:
- info.southsudan@foodsecuritycluster.net
- http://fscluster.org/south-sudan-rep
To standardize the production of Dashboards globally the gST has produced a detailed Template that can be used by any staff member. The template is saved in the IM compendium of the FSC website. It is a comprehensive document that guides you through every step of the design process and helps you to producing high quality products.

The benefits of using the templates are:
- Increased production speed
- Reduction in errors
- Consistency
- Improvement in quality of work

COUNTRY OFFICE DASHBOARDS

TAKE THE TEMPLATE

COPY AND PASTE THE ELEMENTS YOU NEED

UPDATE BY EXCEL THE GRAPHS AND CHARTS WITH NEW DATA AND TEXT

BUILD YOUR OWN DASHBOARD