

FORMAT FOR A BASIC ACTOR PROFILE

1. Basic details
 - 1.1. Name of the actor
 - 1.2. Contact details
 - 1.2.1. Address
 - 1.2.2. Important phone numbers
 - 1.2.3. Key contacts
 - 1.3. Insignia and symbols
2. Statutes, laws, and policies (enclose copies of key documents!)
 - 2.1. Legal statutes
 - 2.2. Relevant laws, rules and regulations
 - 2.3. Relevant policies and strategies
3. History of the actor
 - 3.1. Date of and rationale for establishment
 - 3.2. Role and activities in the past
4. Functions, activities and services
 - 4.1. Mandated functions (reference legal sources)
 - 4.2. Actually performed activities and services (what do they actually do?)
 - 4.3. Services the actor should but is not providing
 - 4.4. Preliminary identification of institutional factors causing the service delivery deficits
5. Leadership
 - 5.1. Name, personal details, and contact details of leadership and other key personnel
 - 5.2. Leadership appointments: mandated and actual procedures
 - 5.3. Key political issues
 - 5.3.1. Relationship of leadership with key political groups or persons
 - 5.3.2. Group identity of leadership
 - 5.3.3. History of leadership
6. Personnel
 - 6.1. Number: mandated and (estimated) actual
 - 6.2. Composition
 - 6.2.1. Ethnic: mandated and (estimated) actual
 - 6.2.2. Gender: mandated and (estimated) actual
 - 6.2.3. Geographic: mandated and (estimated) actual
 - 6.2.4. Religious: mandated and (estimated) actual
 - 6.3. Personnel management system: functional or not
 - 6.4. Payroll system: functional or not
 - 6.5. Appointments
 - 6.5.1. Of existing personnel: was according to legal process or not
 - 6.5.2. Of incoming personnel: is according to legal process or not
 - 6.6. Qualifications and training: mandated and actual
 - 6.7. Income
 - 6.7.1. Salary: mandated and actually paid
 - 6.7.2. Other sources of income
7. Organization

- 7.1. Organizational structure
 - 7.1.1. Organizational chart: mandated and actual
 - 7.1.2. Lines of communication: mandated and actual
- 7.2. Geographic distribution
 - 7.2.1. Area of responsibility: mandated and actual
 - 7.2.2. Locations: mandated and actual
 - 7.2.3. Deployment of personnel: mandated and actual
- 7.3. Links with other actors and institutions
 - 7.3.1. Vertical links (subordination/supervision) with other institutions: mandated and actual
 - 7.3.2. Horizontal links with other institutions: mandated and actual
- 8. Infrastructure
 - 8.1. Buildings (kind, number, conditions)
 - 8.2. Physical assets (vehicles, communications, library, weapons, uniforms, etc.)
- 9. Budget
 - 9.1. Size: mandated and actual
 - 9.2. Funding sources: mandated and actual
- 10. Observations
 - 10.1. Most important information gaps in the profile
 - 10.2. Other observations by UN staff preparing the profile
- 11. Sources and quality of information collected
 - 11.1. Sources of information for this actor profile
 - 11.2. Trustworthiness of information