

# VCA REPOSITORY

## WHAT IS IT?

A platform developed by the IFRC together with the Global Disaster Preparedness Center, to facilitate the collection and use of VCA reports and Plans of Action from the Red Cross/Red Crescent Movement.

[vcarepository.info](http://vcarepository.info)



### STORING AND ACCESSING

The site allows users to upload, search for and access VCA reports and Plans of Action facilitated by National Societies and other partners worldwide. Serving as a central storage point of VCA reports and a place of reference of primary and secondary information.



### CAPACITY BUILDING AND EXPERIENCE SHARING

The site serves National Societies and communities as a platform to collect, share experiences, learn from, and implement the VCA's Action Plans to reduce risks.



### FUTURE USE

It also allows National Societies to have a historic repository of their work to be accessed for monitoring and evaluation purposes; and to inform response, recovery interventions and longer term planning.



# A QUICK GUIDE TO UPLOAD YOUR VCA TO THE REPOSITORY

Go to: [vcarepository.info](http://vcarepository.info) and click on the "share" tab

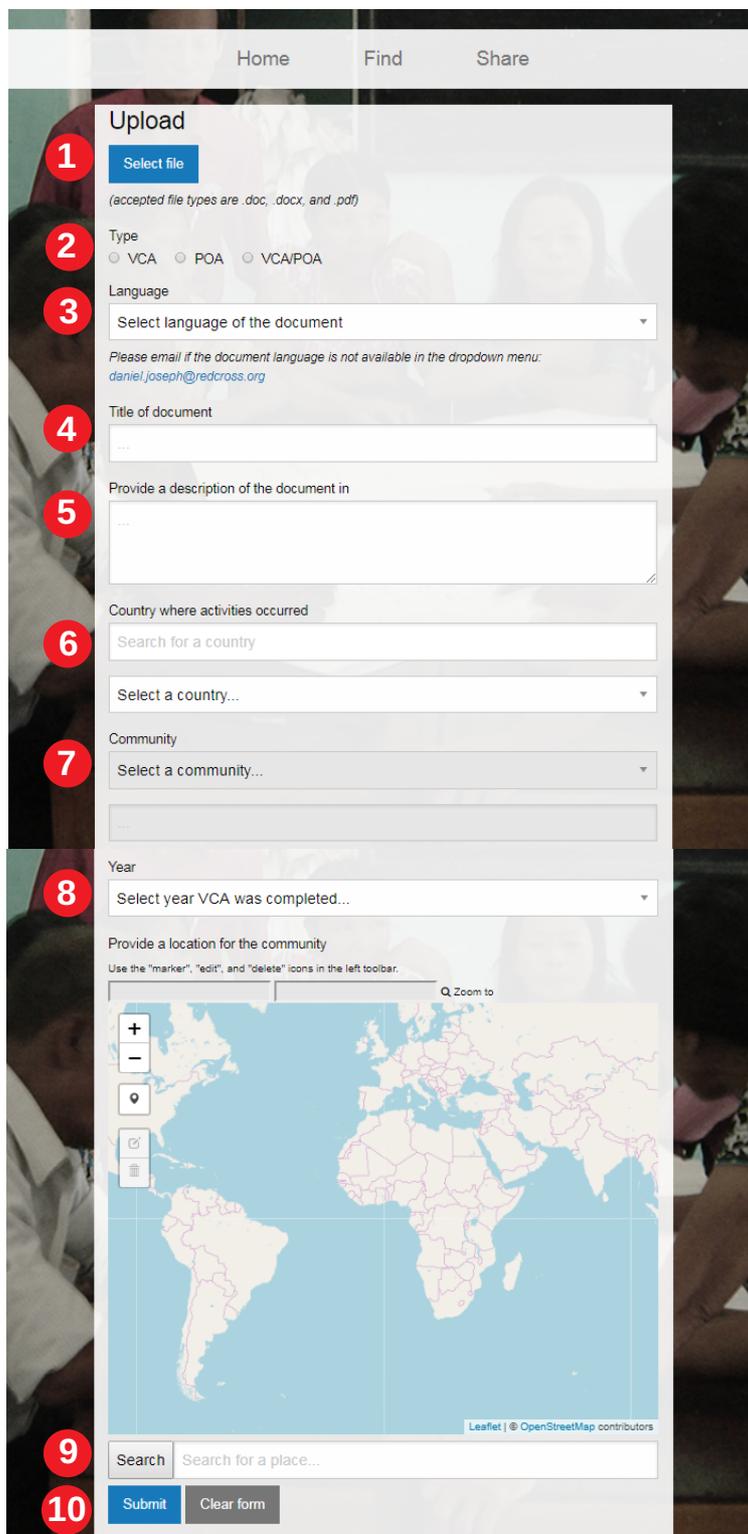
- 1 Click on "select file" and find the document you want to upload



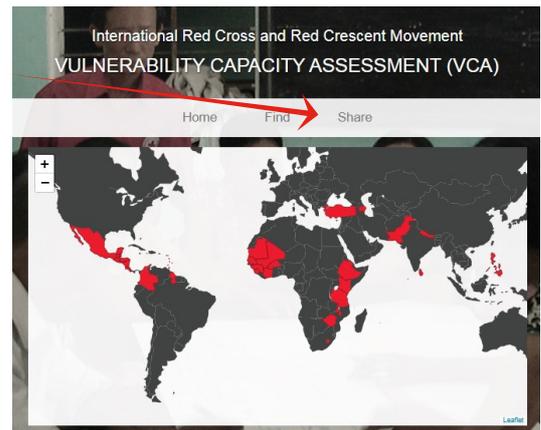
Tip: Make sure your document does not contain confidential information like people's contact details.

- 2 Select the type of document

Is it a VCA, a Plan of Action (POA) or both (VCA/POA)?



The screenshot shows the 'Upload' form on the 'vcarepository.info' website. The form is titled 'Upload' and has a 'Select file' button. Below this, it lists accepted file types (.doc, .docx, .pdf). The form includes several fields: 'Type' (radio buttons for VCA, POA, VCA/POA), 'Language' (dropdown menu), 'Title of document' (text input), 'Provide a description of the document in' (text area), 'Country where activities occurred' (search and dropdown), 'Community' (dropdown), 'Year' (dropdown), and a map section for location. The map section includes a search bar and a 'Submit' button. The form is overlaid with numbered steps 1 through 10, corresponding to the instructions on the right.



- 3 Select the language of your document

- 4 Give the document a title



Tip: it's good to give it a name that includes the name of the community.

- 5 Write a short description of the contents in the language of the document and in English if possible



Tip: it is good to include the issues highlighted by the community and the actions planned to address them.

- 6 Select the country

- 7 Add the name of the community

- 8 Select the year your document was completed

- 9 Search for the community, or zoom in on the map and use the marker to put it on the map



Tip: if the search button can't find the community look for a bigger city close by and then find your community and pinpoint its location with the marker. 

- 10 Finally, click "submit". It is that easy!

Upload your VCAs now!