# About the Contents of this Folder

ROOT/ISO3\_COUNTRY\_NAME/Ancillary

This folder contains files associated with information management, but not tied directly to datasets, production of information products, or the information product outputs. The standard folders/files in this location are:

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| Folder/File | Contents |
| Training\_Materials | Presentations and other documents used in training. |
| Tools | Software install files, scripts, etc. |
| Guidelines\_and\_Policies | Global and local policy and guidance documents |
| Handover\_Notes | Repository of handover notes |
| Workplans | Repository of workplans. |
| Media | Contains folders for Videos and Photos |
| *other folders as needed* |  |