# **Annex 16. Template for Asset Management**

**1 Updates on the hard asset procurement status**

| No. | Inventory code | List (model description) | Plan | Actual | Location | Remarks |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |

**2 Updates on the soft asset status**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Inventory code | Type | Title | Number | Year | Language | Submission to the Secretariat |
| 1 |  | Audio-visual presentation |  |  |  |  |  |
| 2 |  | News articles |  |  |  |  |  |
| 3 |  | Brochure |  |  |  |  |  |
| 4 |  | Manual |  |  |  |  |  |
| 5 |  | Research article |  |  |  |  |  |
| … |  | Proceedings |  |  |  |  |  |
|  |  | Others… |  |  |  |  |  |