

Guidance Note: LRP Addendum Reporting

Purpose

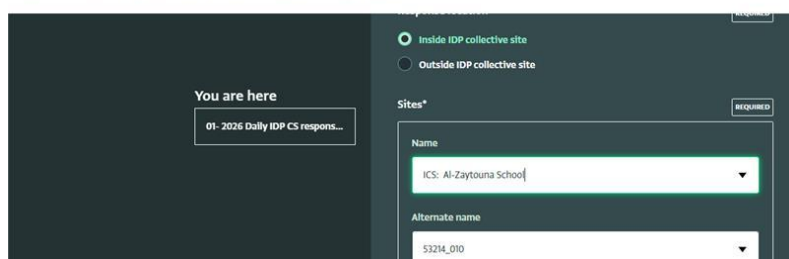
To ensure accurate tracking of the response under the Lebanon Response Plan (LRP) Addendum, all partners are requested to report their activities on a monthly basis through [ActivityInfo](#), covering assistance provided both inside and outside collective shelters.

This aims to support operational coordination with the Government, as the information feeds into the Disaster Risk Management (DRM) dashboard, and government briefings. Delays in reporting will result in gaps in the overall response picture.

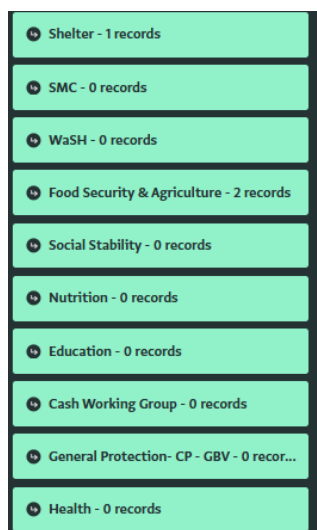
Guiding Principles

1. Log in to <https://www.activityinfo.org/login>.
2. Navigate to the “**LEBANON - 01. 2026 LRP Sector Reporting**” database. If you do not see the folder, please contact the sector Information Management Officer listed [HERE](#) to request access.
3. Click on the “**40- IDP Response Tracking Tool**”.
4. Click on the “**01- 2026 Daily IDP CS Response Tracking Tool**” to add a record based on the location if inside or outside IDP collective Site.

DATABASES > LEBANON - 01. 2026 LRP SECTOR REPORTING > 01- 2026 DAILY IDP CS RESPONSE TRACKING TOOL > ADD RECORD
Add record in 01- 2026 Daily IDP CS response tracking tool



5. Under the sectors subform, select the relevant ‘Sector’ and fill in the data fields.



6. Partners are kindly requested to ensure that all inputs are entered accurately.

Need Help?

For any questions, support in reporting, or access issues, please contact your sector IM focal point listed on the [National Inter-Sector Coordination Group Mailing List](#).