



**ASSESSMENT REGISTRY:  
GUIDELINES ON HOW TO USE THE ASSESSMENT REGISTRY**

Prepared by the Assessment Working Group of the Inter-Agency  
Information Management Working Group

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## Introduction

The assessment registry is a tool that has been developed by UNHCR to record planned, on-going and completed assessments lead by different agencies involved in the humanitarian response. This will allow for greater coordination between agencies, as there will be open access to all planned, on-going and completed assessments, thus also ensuring less duplication of material.

The registry will also act as an endorsement process for new assessments. Each new assessment registered will be reviewed and recommendations will be made according to whether or not there is a relevant and available body of information on the topic.

## Assessment Working Group

The Assessment Working Group has been formed to support the work of this new tool and further enhance information sharing among agencies. The chair of this working group is Malcolm Johnstone, who can be contacted on [johnston@unhcr.org](mailto:johnston@unhcr.org).

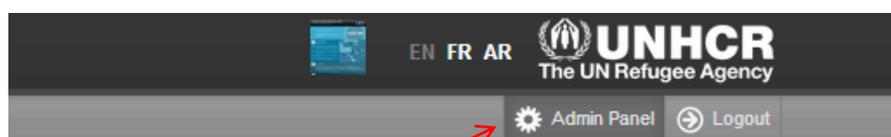
## Goal

To facilitate the planning process of future assessments and to ensure that existing information is utilized to the fullest extent.

- The registry will provide all agencies with open access to existing data.
- Agencies will be able to better coordinate planned activities.
- The endorsement process will ensure less duplication of information and less assessment fatigue among assessed populations.
- The endorsement process will also provide agencies with a platform to request assistance where necessary. For example lessons learnt and support on developing an effective methodology.

## Process – How To Register Your Assessment

1. Before you register your assessment you must be granted access to the registry by submitting a request to Remo Fambri, [fambri@unhcr.org](mailto:fambri@unhcr.org).
2. Once access has been granted you will be notified and can register your assessment immediately.
3. To register your assessment, go to: <http://data.unhcr.org/syrianrefugees/regional.php>.
4. On the top right hand corner there is an option to log in, select this option and log in with the information you were provided.
5. Once you have logged in you will see 'admin panel' written in the top right hand corner. Select this option.





6. You will then be redirected to a page that will give you two options, as shown below.

**Administrative Panel**

**Partners & Activities**

-  **Needs Assessment Registry**   
A repository to coordinate needs assessment activities.
-  **Needs Assessment Approval**  
View and approve planned needs assessment exercises.

7. Select 'Needs Assessment Registry'.
8. Then select 'register new assessment' and follow the instructions for the registration process.
9. If you have submitted a planned assessment you must notify Malcolm Johnstone via e-mail on [johnston@unhcr.org](mailto:johnston@unhcr.org).

For any clarification needed about this document please contact Remo Fambri ([fambri@unhcr.org](mailto:fambri@unhcr.org)) or Malcolm Johnstone ([johnston@unhcr.org](mailto:johnston@unhcr.org)).