RESPONSE MONITORING TASK FORCE

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| Minutes | December 20, 2018 | 15:00-16:00 | CONFERENCE ROOM |

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| Meeting called by | BO HURKMANS – IM TEAM LEADER |
| Type of meeting | COORDINATION |
| Facilitator | BO HURKMANS |
| Note taker | HILLARY MUMBERE |
| Attendees | BO HURKMANS (UNHCR), HILLARY MUMBERE (UNHCR), SARAH COLLMAN (REACH), BRENT WESTERGREN (SP), DENNIS TUMUSIIME (WFP) |

## Agenda topics, Introduction, Review of action points from last meeting / task force work plan, Review of second reporting platform configuration example, Further feedback on product template draft, AOB

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| discussion |  |
| 1. **Review of action points from last meeting / task force work plan**    1. The training of sector leads is shifted to the second half of January and will consist of 2 hour timeslots over a 2 week time period for which they can sign-up so that the set-up can be reviewed and training can be provided at the same time. 2. **Review of second reporting platform configuration example**    1. Mismatching units make it difficult to link activities directly to indicators directly in all cases, it has therefore been decided to mainstream RRP and 5W indicators (for those RRP indicators on which partners can report directly).    2. Sectors are required to report on the RRP indicators, but are free to track more indicators if they wish.    3. The platform needs to account for protection sensitive data (such as in the case of SGBV incidents, which are perhaps better reported in % than numbers or at district level as compared to settlement level) and food distribution data (which sometimes spills over across months).    4. Donors should be involved in the reporting process, as they can persuade non-RRP partners to report their activities and might have specific reporting expectations (for instance with regards to capturing disability / vulnerable groups).    5. WFP requested participation of their implementing partners in the task force.    6. It was suggested to report on Host Community interventions as a total, not split by Country of Origin. 3. **Further feedback on product template draft**    1. No new feedback. 4. **AOB**    1. Next meeting will in January 2019, exact date TBD | |
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