

3RP Livelihoods Sector Gaziantep Working Group Meeting Thursday, 1 August 2019, 09:00hrs, UN House, Gaziantep

Chair(s): Asuman Baba (WFP), Firat Olcay (UNHCR)

Participants as Institutions: UNDP, WFP, UNHCR, Concern Worldwide, Care International, ACTED, Turkish Red Crescent İmece İnisiyafiti, Danish Refugee Council, Takaful Al-Sham

Agenda	Discussion	Action Points
1: Ongoing Programmes Mapping Questionnaire	<ul style="list-style-type: none"> • Highlighted as an important questionnaire to complement existing work on Services Advisor. • Questionnaire on ongoing livelihoods activities in Turkey is presented in detail. (https://ee.humanitarianresponse.info/x/#USh2yQVY) 	<ul style="list-style-type: none"> • “Field Monitoring Assistant (FMA) Number” should be filled with 999. • An entry should be submitted to be collected in the database.
2: Introduction to the coordination mechanism	<ul style="list-style-type: none"> • Summary on Regional Refugee Resilience Plan (3RP) and coordination mechanism of Turkey. (http://www.refugeeinfoturkey.org/img/images/OrganigrammeUpdated.png) • A brief introduction on the scope of different sectors, leading agencies and how the coordination works between agencies under 3RP. • UNDP is highlighted as a leading agency of Livelihoods (LH). • The yearly planning cycle is briefly introduced; Each sector sets objectives and plans the response, sets the indicators to monitor. • Information Management Working Group (IMWG) is to support the sectors on the technical level of planning, monitoring and evaluating the response. 	
3: Overview of the 2019 Indicators	<ul style="list-style-type: none"> • 2019 indicators of LH sector are presented. 	

4: New interactive guidance interface for indicators	<ul style="list-style-type: none"> • The link of the interactive reporting guidance is introduced. • How to use each interface is shown through LH sector indicators. 	
5: An introduction to ActivityInfo	<ul style="list-style-type: none"> • ActivityInfo is introduced as a web-based data collection software to capture monthly reporting that beneficiaries reached and/or activities implemented by partner organizations. A walkthrough of ActivityInfo has been demonstrated. • Two different interfaces in specifically designed for LH sector is highlighted and demonstrated. • If there is another type of training which is not listed, it can be added to ActivityInfo and can also be added for the next year as an indicator. 	
6: Monthly reporting routine, definitions of attributes and extracting data	<ul style="list-style-type: none"> • As a monthly reporting routine, activities should be reported through ActivityInfo as a being a part of 3RP Turkey Refugee Response. • Reporting should be completed by the 10th of every month. • Requests for clarification by sector coordinators and IM focal points should be responded. • Focal point changes should be reported to the sector IM. 	
7: Services Advisor	<ul style="list-style-type: none"> • Services Advisor is an inter-agency tool developed by UNHCR to display available services provided by organizations by each location and service. • Sectors need to follow up with the partners to collect their updated services. • Activities reported under ActivityInfo should be listed in Services Advisor by the implementing agency. 	<ul style="list-style-type: none"> • Sector members contact their respectful IM Focal Point to create/update their services.