DATA MANAGEMENT WORKING GROUP MEETING

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| Minutes | December 11, 2019 | 10:00-12:00 | UNHCR BOARDROOM |

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| Meeting called by | GODFREY NABONGO AND BO HURKMANS |
| Type of meeting |  DATA MANAGEMENT - CORDINATION |
| Facilitator | BO HURKMANS |
| Note taker | STEPHEN ADEUN |
| Attendees | SIMONA SIMKUTE (DRC), KIGUDDE DEOGRATIUS (HOT), BO HURKMANS (UNHCR), HILLARY MUMBERE (UNHCR), STEPHEN ADEUN (UNHCR), CHARLES MATOVU (UNHCR), KATIE BERNHARD (UNDP), GERIANNE PENNINGS (ZOA), SARAH COLLMAN (REACH), YOURI FRANCX (HI), MOHAMED ALY (UNHCR), AMOS NYANWAYA (REACH), EUNICE ATIM (UNICEF), MICHAEL ABUSA (UNHCR), MOREEN NINSIIMA (UNHCR), DIMITRIS MENTIS (WRI) |

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| Agenda topics: | ActivityInfo: reporting guidance / Q3 productsUpdate from the Assessment Technical Working GroupPresentation on individual refugee profilingUNHCR Data Transformation StrategySession of the GIS Sub-Working Group (update on spatial datasets)Data collection plans for 2020AOB |

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| discussion |  |
| 1. **ActivityInfo: reporting guidance / Q3 products**
	1. Previously shared reporting guidance was reiterated. Key elements of the SOP were also highlighted, most notably the ability of sector leads to disregard data not corrected or clarified within 5 days of requesting a partner to do so.
	2. OPM recently launched their M&E system, the indicator framework will need to be reviewed to determine the potential for overlap with ActivityInfo. Partners indicated that they need to provide feedback on the framework by end of December 2019 and that the first reporting deadline is end of January 2020.
	3. Revised timelines for ActivityInfo reporting were presented, the period for partner reporting and data validation by sector leads will both be extended from 5 to 10 days. The exact deadline for Q4 reporting in January will be confirmed later, but it will not fall on the first Friday as usual.
	4. 68 partners reported in Q3, the products were shared on 6 December. Settlement products are currently being worked on by regional IMOs, the dashboard for Environment & Energy will be shared with the Q4 products.
	5. Lessons learned from the RRP performance tracking to date indicate that more detailed products would be very useful as the national level products only provide a high-level overview. In addition, certain indicators (such as those for Food Security, Health & Nutrition and WASH) are reported on by sector leads directly using data from existing sectoral systems, partners can therefore not report on them through ActivityInfo.
2. **Update from the Assessment Technical Working Group**
	1. The ATWG was established in April 2019 as a sub-group of the Inter-Sector Working Group, it aims to better coordinate assessments and research activities in the refugee operation and contribute to data needs of partners by aligning research methodologies used in the operation. It is co-chaired by REACH, WFP and UNHCR with a large participation of technical staff from donors, NGOs and notably the Uganda Bureau of Statistics (UBOS). The ATWG can support UBOS in its role as the “clearing house” for assessments in Uganda.
	2. The Vulnerability and Essential Needs Assessment (VENA) has been the first project falling under the group’s portfolio. Since April, the ATWG has therefore been mostly involved in the VENA, but next year there will be more space for dealing with other aspects of the ToR, such as promoting joint assessments and analysis.
	3. Preliminary analysis results of VENA were discussed in November. There is also a component on market assessment, it is expected that the market products will be published by the end of the year. The survey data will be compared with proGres and ActivityInfo data where relevant. UNDP has created a draft multi-dimensional poverty index based on the VENA data, which will be presented at the ATWG.
3. **Presentation on individual refugee profiling**
	1. UNHCR transitioned from RIMS to proGres v4 in 2018, however, due to the time-sensitive nature of the rapid verification exercise, only key preliminary data per individual was captured.
	2. Since proGres provides for individual profiling and case management of refugees, the aim of the individual profiling exercise is to provide comprehensive profiles in proGres v4 to support referral mechanisms, update household compositions, verify existing specific needs and identify new cases, collect key sector specific indicators to allow for evidence-based programming, support the basic needs approach in addition to providing information that meets the needs of development and private sector partners without adding to the existing assessment fatigue.
	3. The approach will be to establish a comprehensive primary dataset in proGres by building on the PSN verification exercise, but collecting data from every household instead. Profiles will include key indicators for registration, shelter, education, protection, livelihoods, health and nutrition, food security as well as energy and environment, based on ActivityInfo and sector lead inputs. It was noted that host communities are not included in this exercise.
	4. Although all data will be collected as a starting point, going forward data maintenance will need to be ensured through partners identifying, supporting or inactivating specific needs cases, this will also prevent duplication in targeting as eligibility for intervention can be determined more easily. Updates to regular individual profiles can be made through registration activities (such as updates to family composition, inclusion of new arrivals or expiration of data elements with a limited shelf-life).
	5. There are certain specific needs which the system might not capture if the standard PSN classification is used (as a result, proGres data currently indicates that only 1% of the refugee population has specific needs, compared to 12% for Ugandan nationals and a global rate of 15%). Discussions have taken place in the Protection WG with a view to improve the classification, but this has not been finalised yet. The profiling should capture all the information relevant to specific needs.
	6. Capacity building is key to ensure data quality, the ATWG can support with this.
4. **UNHCR Data Transformation Strategy**
	1. Due to time constraints the strategy was not presented, however, it is attached to the minutes.
5. **Session of the GIS Sub-Working Group (update on spatial datasets)**
	1. HOT presented on their Kampala project. Mapping has taken place in Nakamiro (northern part of Kampala), Gaba and 22 villages. These areas are prone to flooding, the aim was to identify structures that can easily be washed away by floods in order to support prevention interventions. The stakeholders include HOT, KCCA, Kawempe Divison and community members. The final maps are expected at the beginning of the 2020.
	2. Follow-up is needed to the mapping of data sources for CODs and FODs that was compiled in the previous meeting. Updated data on facilities (especially markets and water points) is urgently needed.
6. **Data collection plans for 2020**
	1. Members are requested to inform the DMWG and ATWG of their data collection plans for 2020, a form will be circulated for this purpose.
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| Action items | Person responsible | Deadline |
| Compare OPM and RRP indicator frameworks | UNHCR IM | By end Dec ‘19 |
| Confirm Q4 reporting deadline | UNHCR IM | By end Dec ‘19 |
| Share settlement information products | UNHCR IM | By end Dec ‘19 |
| Agree on list of needs and actions for PSN verification | Protection | Before roll-out |
| Follow-up on mapping of data sources for CODs and FODs | UNHCR GIS & GIS partners | By Q1 2020 |
| Complete form on data collection plans for 2020 | All partners | By end Jan ‘20 |