

Poland: Information Management Working Group

Meeting notes

Date: 12 January 15:30 CET

Agenda:

1. Tour de table
2. ACAPS Intervention
3. Short update on IMWG Terms of Reference
4. RRP 2022 – final reporting (Activities and Funding)
5. RRP 2023 – quick outlook on monitoring framework
6. Assessment Coordination 2023

1. Tour de table

Present have been representatives of

ACAPS	IFRC	Save the Children
ADRA	IMC	Talk To Loop
British Embassy & FCDO	IOM	UNHCR
DRC	IRC	UNICEF
HIAS	Plan	WHO
	REACH	

2. ACAPS Intervention

Please get in touch with Ewa Wieliczko <ew@acaps.org> for further details.

3. Short update on IMWG ToR

IM Working Group Terms of reference was shared with Sector Coordinators.

- Interagency Coordination suggested defining objectives for the IMWG to be laid out in the ToR
Objectives: Objectives should be clear and understandable, and easy to follow up. One of the objectives can be training delivery and capacity building, encouraging other partners to cooperate.
- ToR will be made available to WG members
- Members insert objectives
- Next IMWG decision on objectives to be proposed to IAC
- In next step Objectives can be underlined with measurable and traceable activities

IMWG ToR Action Points

Action	Responsible	Deadline	Status
IMWG ToR is going to be put on an additional round of circulation so every partner can provide comments and suggestions	Each partner	Ongoing	In progress

4. RRP 2022 – final reporting (Activities and Funding)

Appeal

All partners of RRP 2022 requested to report activities and funding of 2022 until 20th of January.

MPCA(https://docs.google.com/spreadsheets/d/1SBnLiyOO1W26fzqNS5PlqFdW_3PGGDasdQxCiqEiUR4/edit?usp=sharing) is reported via separate Excel template.

For those with large quantity of activities to report Excel Template is available for batch upload. Please get in touch with IM UNHCR (polwarrpsupport@unhcr.org)

Action	Responsible	Deadline	Status
Agencies requested to complete reporting of their activities	RRP 2022 partners	January 20	In progress
Funding reporting through the KOBO form: https://enketo.unhcr.org/x/5LsH8zk3 ¹	RRP 2022 partners	Ongoing	In progress

5. RRP 2023 reporting

Activity Info database has been prepared and contain 2 blocks of reporting requirement:

1. Activities
2. Fundings

Action	Responsible	Deadline	Status
Manual will be provided	RRP 2023 partners	January 20	In progress
Trainings will be conducted ²	RRP 2023 partners	January 23-31	In progress

6. Assessment Coordination 2023

Main goal:

- Ensure good data quality
- Protect people of concern from being over-assessed
- Ensure shared access to data & information for humanitarian community
- Avoid duplications in assessments and increase efficiency of resources
- Harmonize methodology and promote comparability of results
- Ensure consistent temporal and geographical coverage
- Ensuring that needs assessments help meet the identified information needs to inform strategic decisions and assistance, protection, and solutions delivery

Results of discussion:

- Coordination of Assessment only possible by cooperation of agencies.
- Task Team formed that works on coordination of assessments under direction of IMWG
- Members of Task Team – UNHCR, IOM, DRC, IRC, ADRA, Save the Children, WHO, REACH

Goals:

1. Control geographical coverage
2. Avoid overassessment
3. Assessing the mutual capacity of WG participants
4. Compare form structure and questions
5. Raw data sharing
6. Collect data jointly
7. ToR to be drafted

Action	Responsible	Deadline	Status
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¹ If you not able to enter the form, please reach us out (Poland RRP Support: polwarrpsupport@unhcr.org; Thomas Rommel: rommel@unhcr.org; Iliia Markowski: markowsk@unhcr.org)

² UNHCR will also consider a possibility to conduct trainings in person not only in Warsaw, but also in other voivodships.

Finalization of designing of assessment coordination guideline	Task Team	Ongoing	In progress
Meeting schedule changing	Biweekly Assessment Working Group to be set in biweekly regularity IMWG meeting regularity to be changed to monthly		

7. AOB

UNHCR: we are updating the assessment register continuously.

Most recently, we have reviewed the list and would like to ask your help in reviewing it and adding more items that you may be aware about from your field interactions.

- Here is the link to the dashboard: <https://data.unhcr.org/en/dataviz/227?sv=54&geo=10781>
- And the link to the form to submit a new assessment: <https://enketo.unhcr.org/x/S85dk0lf>

Definition of new Action Points

Action	Responsible	Deadline	Status
Put IMWG ToR draft on an additional round of circulation so every partner can provide comments and suggestions	Each partner	Ongoing	In progress
Finalization of designing of assessment coordination guideline	Task Team	Ongoing	In progress
Meeting schedule changing	Assessment Task Team bi-weekly IMWG - once a month		
Funding reporting through the KOBO form	RRP 2022 partners	Ongoing	In progress
RRP 2023 manual will be provided	RRP 2023 partners	January 20	In progress
RRP 2023 trainings will be conducted	RRP 2023 partners	January 23-31	In progress
Next Task force meeting	IMWG participants	January 26	
Next IMWG meeting	IMWG participants	February 9	

Attachments:

1. [Presentation IMWG 12.01.2023 pdf](#)