

Slovakia Information Management Working Group

Meeting Minutes | 21st February 2024 | Online meeting

Agenda

1. *Review of minutes of last meeting and actions points*
2. *Follow up RRP 3rd Technical workshop: Activity reporting.*
3. *Assessment Registry*
4. *2024 IMWG Workplan discussion*
5. *AoB*

0. *Initial announcements*

From next IMWG meeting, UNCHR will provide the option to attend it in person in the new premises. Online modality will be also provided. Details on the address will be shared in the next invitation.

UNHCR Focal point, Carmen Garcia, informed of the change of TENENT focal point; Zhannat Mukhamadiyeva, will support the coordination of the IMWG on behalf of TENENET, jointly with UNHCR.

1. *Review of minutes of last meeting and actions points*

- Assessment Registry
 - IMWG member identify a focal point per organization to be responsible for updating the Assessment Registry – and inform the IMWG co-chairs with the contact details of the focal points - ONGOING
 - Focal points will update the assessment registry with the planned/ongoing assessments for 2024 before the next IMWG meeting – ONGOING
- 2024 RRP Framework
 - UNHCR IM Focal point will consolidate all inputs and share the final version of the Slovakia 2024 RRP Framework - COMPLETED
- Feedback survey results
 - IMWG co-chairs shared the results of the feedback, which will be use to draft the 2024 Workplan, in consultation with the group members.

2. *Follow up RRP 3rd Technical Workshop: Activity reporting*

UNHCR focal point remind the steps that have been done for the implementation of the RRP Monitoring system in Slovakia; revision and agreement of the final version of the framework, development of the reporting system in Activity Info Platform and training session on the Activity and Funding report during the 3rd Technical workshop.

Next steps will be to provide access to the focal points of each organization, therefor each organization should send an email to UNHCR focal point with the information of the Reporting focal point.

UNHCR focal point also informed on the conformation of the Country Guidance note; this document is a consolidation of the Regional guidance to provide more information on what and how to report under each indicator, as well as step by step description on the use of the platform. This document will be shared in the coming weeks.

First reporting deadline for First Quarter (Activity and Funding) was agreed for the 12 April; in the meantime, UNHCR focal point remain available to provide bilateral support throughout the year.

Action Points:

- IMWG members to identify a focal point per organization to be responsible for the RRP reporting; and inform UNHCR focal point to provide them access to the Platform.

3. Assessment Registry Update

IMWG co-chairs reminded the importance of data collection coordination and assessments. In this regard, the [assessment registry](#) developed in the group at the beginning of this year, aims to record all data collection activities to inform refugee response. This tool contains all assessments recorded in one place, to facilitate accessibility to the information, as well to efficiency and coordination to avoid gaps and duplications.

IMWG members are requested to support this initiative by providing updated information on their planned, ongoing and completed assessments.

Action Points:

- IMWG members to identify a focal point per organization to be responsible for updating the Assessment Registry – and inform the IMWG co-chairs with the contact details of the focal points.
- Focal points will update the assessment registry with the planned/ongoing assessments for 2024 before end of the year - [LINK](#)

4. 2024 IMWG Workplan discussion

UNHCR focal point presented the 2023 IMWG Workplan, that could be used as a base for the 2024, focused on Management and coordination, Capacity Building, Analysis and Assessments and Monitoring and Reporting.

Additional items were included in the discussion, obtained from the suggested topics reported in the Feedback survey, such as, collaboration with sectoral WGs, joint identification of information gaps and overlaps, and reinforcement of members IM capacities and skills.

IMWG members are invited to share their ideas and suggestions by email with the co-chairs of the IMWG, while they start preparing a draft version of the 2024 workplan based on the discussions. This draft will be shared for the next meeting, for members' revision and inputs.

Action Points:

- IMWG members to share ideas and suggestion of topics to focus IMWG workplan for 2024
- IMWG co-chairs to start drafting the workplan.

5. A.O.B.

A member asked on the frequency of the meeting; therefor the IMWG co-chairs will prepare a meeting calendar that will be shared with all members.

Next meeting: March 2024