Hungary: Refugee Response Plan 2025-2026

Regional Refugee Response for the Ukraine Situation

ACTIVITYINFO REPORTING - STEP-BY-STEP GUIDE (March 2025)

This document details the steps required for RRP and UNHCR partner reporting focal points to follow to be able to access to the ActivityInfo database and report achievements in the response as well as funding received. For any clarification, please contact the UNHCR IM Unit (hunbuim@unhcr.org). Before you begin, please note the following:

- Reporting is open to all partners currently responding to the refugee emergency. While it is mandatory for RRP and UNHCR partners, all RCF organizations are warmly encouraged to report.
- The reporting has 3 components. You can access the 3 components from your ActivityInfo account, once you have logged in:

Component	For who...	What is it used for...	Where to find the reporting link
1. Indicators[1]	RRP and UNHCR partners	Quarterly Dashboard, Interagency Updates (bi-annual)	Here, under the database "RRP Reporting - Hungary" in the folder "Achievements Reporting" (requires logging into ActivityInfo)
2. Narrative	RRP partners	Interagency Updates (bi-annual)	
3. Funding	RRP partners	Interagency Updates (bi-annual)	Here; under the database "Refugee Funding Tracker" (requires logging into ActivityInfo)

- Organisations can report through the ActivityInfo platform (which works both online and offline) or through the import template (which can be uploaded to ActivityInfo). The import template is of help if you have multiple submissions at the same time, for example, if your organisation has to report against many indicators or locations.

IMPORTANT: If you are receiving funding from another RRP partner (e.g. IOM), you should not report against funding or activities implemented with funding from that RRP partner as the RRP partner can report on your behalf (please clarify this with the reporting focal point). In this case, you can still submit narrative reporting and report on funds received from other donors.

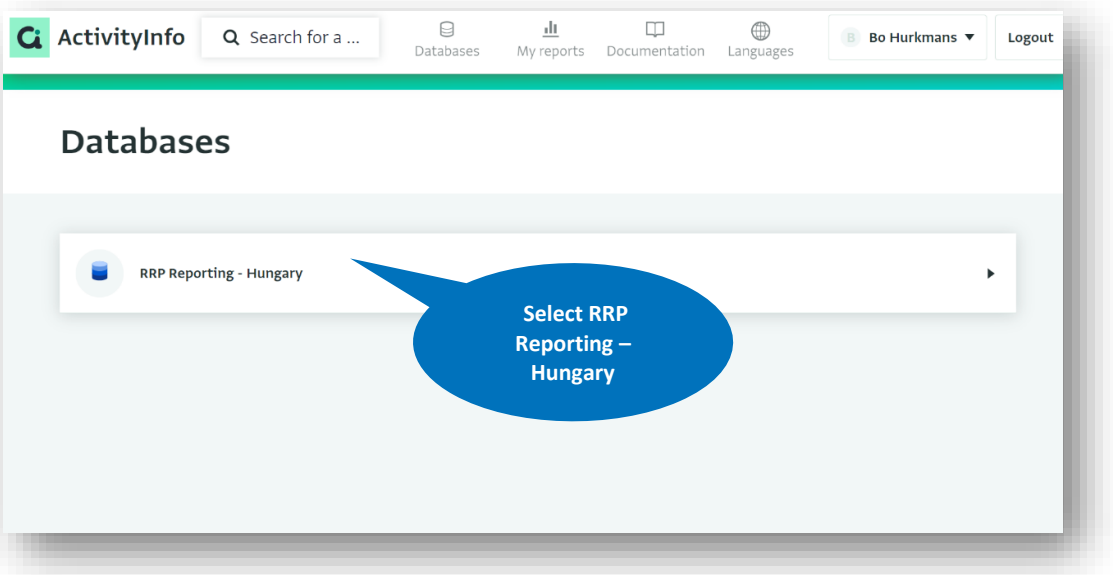
HOW TO GET STARTED: Browse to ActivityInfo (www.activityinfo.org) and click on "Log In".
If you do not have a username and password, please send an email to: hunbuim@unhcr.org.

[1] Information on activities is collected through indicators defined by location (county level), gender/age (men, women, boys, and girls), and type of beneficiary (refugees, host community, staff). Activities that are implemented online or over the phone can also be reported (by selecting the online/remote option).

1. ACTIVITY REPORTING

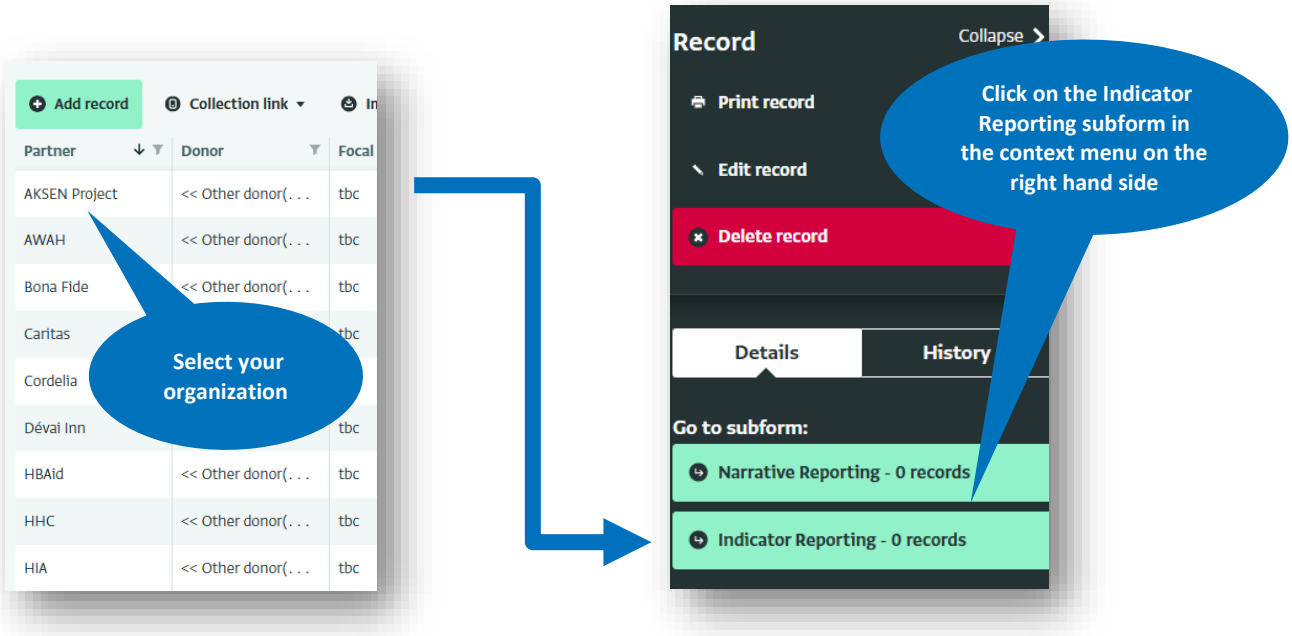
Overview:

a. Once logged in, select the database for the Hungary RRP

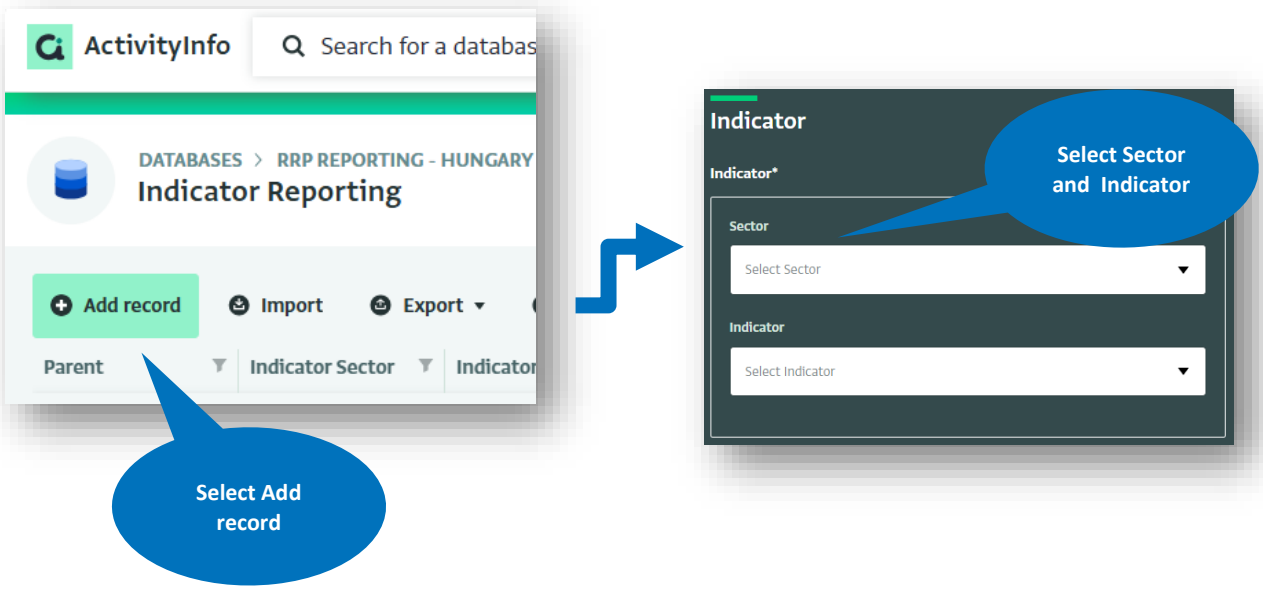


b. Select the "Achievements Reporting" folder and click on the "Achievements Reporting Form".

c. **Select your organisation and then select the "Indicator Reporting" subform on your right side of the screen.** If your organisation is not listed, please send an email to: hunbuim@unhcr.org).

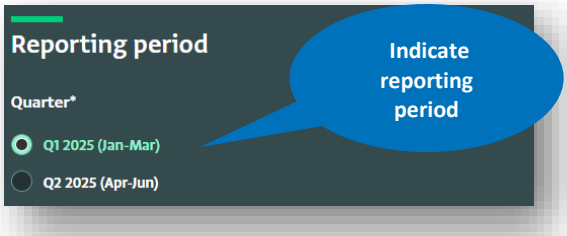


d. **Once you are in the reporting subform, select "Add record", then select the sector and indicator form the list.**

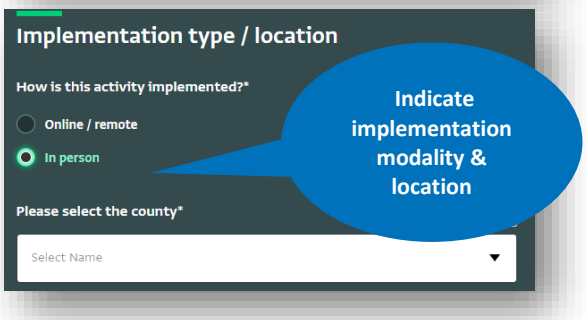


UNHCR partners: Indicators shown in the form for UNHCR partners are automatically filtered based on your activities, there is no need to select a sector.

e. **Indicate the reporting period for the submission.** By default, the current reporting period will be selected. If you have missed a previous reporting period, please add your inputs retroactively in order to ensure a comprehensive picture of achievements.



f. **Indicate if the activity is implemented online/remotely or in person. If the activity is implemented online/remotely no location details need to be provided.** If the activity is implemented in person, you are required to provide the county.

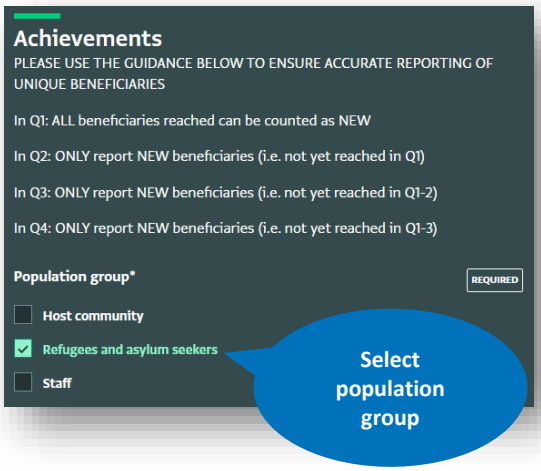


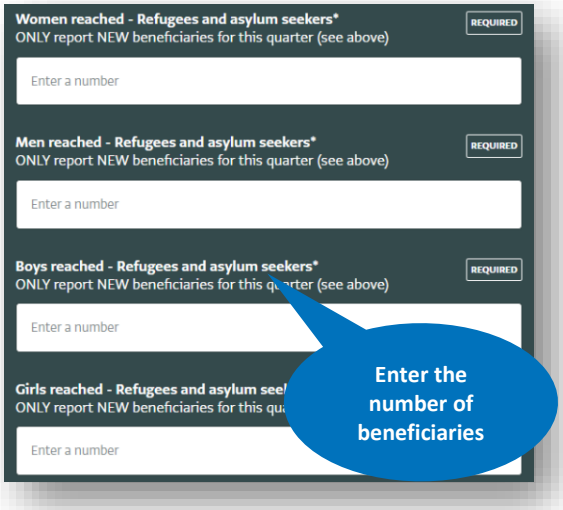
g. Scrolling down, you will find the "Achievements" section, **here you can specify the category of people reached (refugees and asylum seekers is selected by default, but you can select another category or multiple categories if needed)**.

IMPORTANT: Please use the guidance below to ensure accurate reporting of <u>unique beneficiaries.</u>

- In Q1: ALL beneficiaries reached can be counted as NEW
- In Q2: ONLY report NEW beneficiaries (i.e. not yet reached in Q1)
- In Q3: ONLY report NEW beneficiaries (i.e. not yet reached in Q1-2)
- In Q4: ONLY report NEW beneficiaries (i.e. not yet reached in Q1-3)

h. Please enter the number of NEW beneficiaries reached, broken down by women, men, boys and girls.





UNHCR partners: To report on people with disabilities or other gender identities, please <u>expand</u> the standard gender/age breakdown by selecting the relevant option under "Reporting on diversity"

IMPORTANT: If no precise breakdown is available, please use the following rounded estimates from the Hungary 2024 Socio-Economic Insights Survey:

Only adults:	73% female / 27% male
Only children:	45% girls / 55% boys
Adults and Children	66% adults (48% women, 18% men) 33% children (15% girls, 18% boys)

USING THE IMPORT TEMPLATE: An import template is available to assist with entering multiple submissions at the same time (instructions here). The advantage of the import template is that it speeds up data entry if you report on several indicators or several locations. The import template can be filled out offline in Excel and then uploaded into ActivtyInfo. It follows the same structure as the form on ActivityInfo, however, please note the following points:

- Most cells have validation applied to them in order to make sure that the answers match with the options that are available in ActivityInfo, use the dropdown menus provided
- Activities and indicators per sector have been copied into the template for reference, you can copy / delete as needed
- Do not copy the first row (WHO, WHERE, WHEN, WHAT, WHOM etc.) into the ActivityInfo import interface

If you made a mistake while entering data, you can always edit or delete your submission. It is also possible to export the information entered if you want to keep a copy for your own records.

2. NARRATIVE REPORTING

Overview

The narrative reporting form gives partners the opportunity to provide bi-annual inputs on:

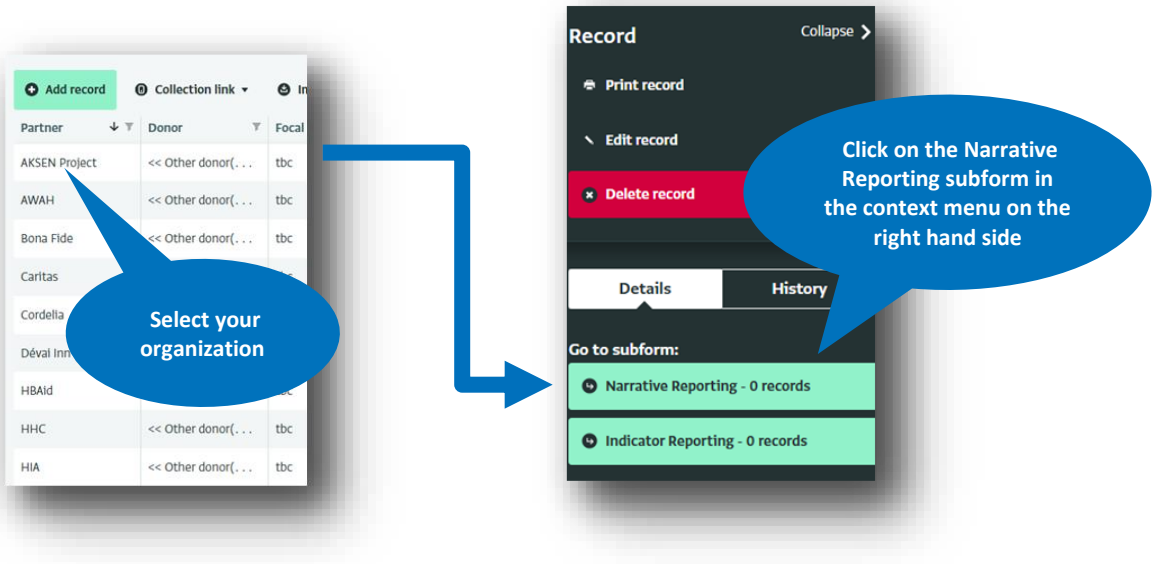
- Main accomplishments and challenges, broken down per objective of the RRP.
  - Objective 1: Refugees have access to protection, legal status, and rights
  - Objective 2: Access of refugees to national systems
  - Objective 3: Strengthening social cohesion with the host community
  - Objective 4: Advance the localization of the response in Hungary
- Any activities or projects that could not be implemented due to lack of funding.
- Any picture of activities, events, offices you want to share (with a caption).[2]
- Any report, assessment, analysis related to the response you wish to share with the RCF.

[2] *Please ensure that you have obtained the consent of individuals in the photo before sharing as submissions can be used by the Interagency Team in reports and displayed during public events.*

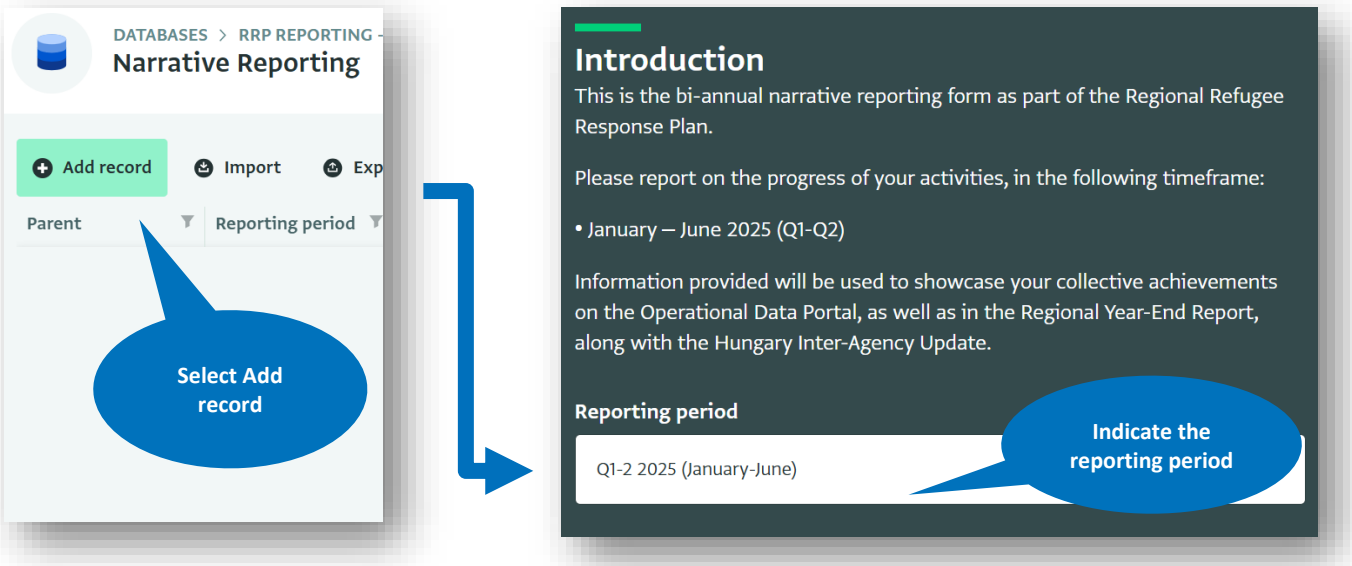
IMPORTANT: If your organization provided support to national or local civil society, authorities (e.g. municipalities) or coordination structures, please provide details of the support provided as well as an estimate of the value of the support in USD. This will feed into reporting against the regional outcome indicator on funding to national and local actors,

These inputs will be used **in the bi-annual Inter-Agency Updates.**

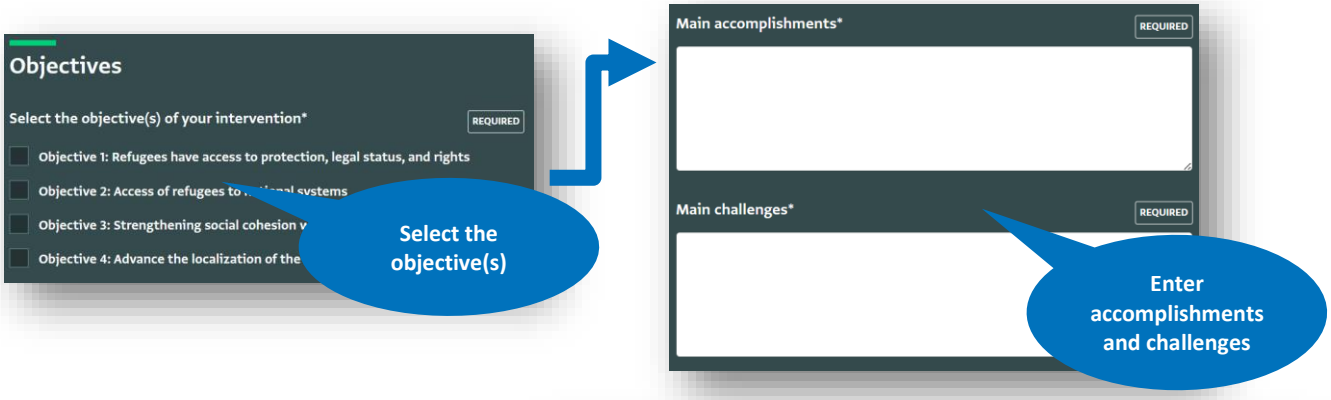
a. Select your organisation and then select the "Narrative Reporting" subform on your right side of the screen.



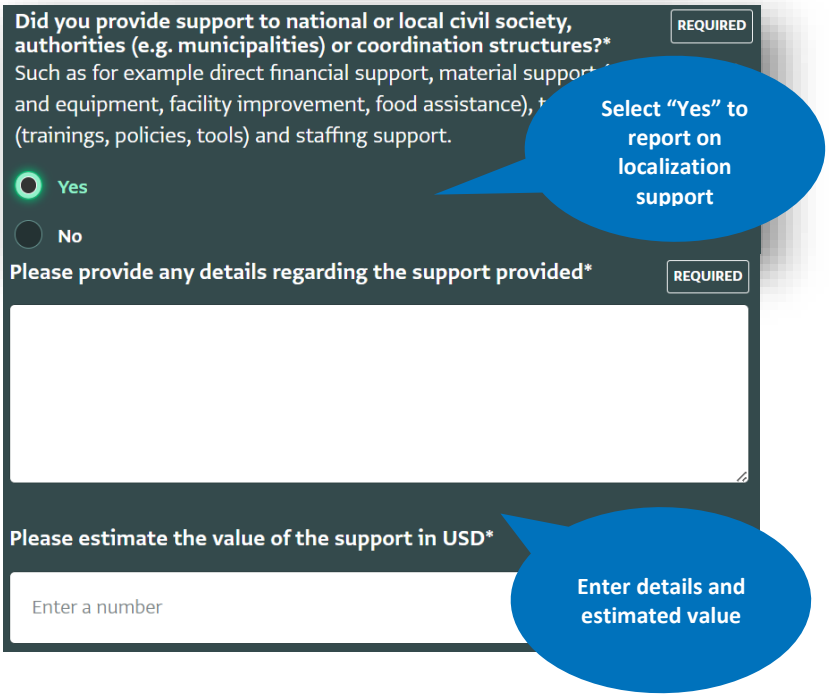
b. Select "Add record" to open the narrative reporting form and indicate the reporting period. By default, the current reporting period will be selected.



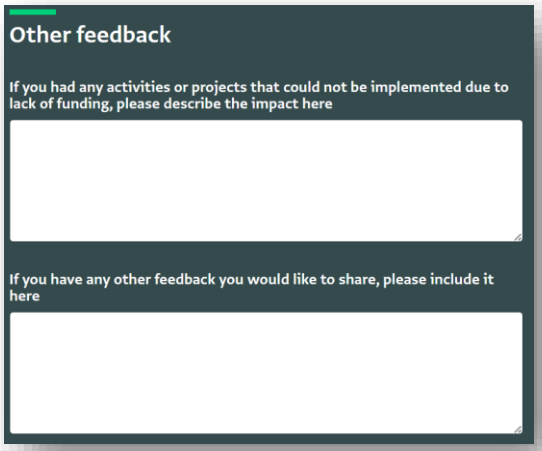
c. **Select the objective(s) against which you are reporting and provide an overview of the main accomplishments and challenges.**

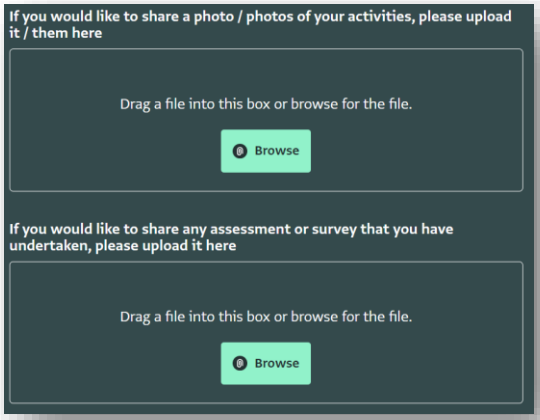


d. **If your organization provided support to national or local civil society, authorities (e.g. municipalities) or coordination structures, please select "Yes" and provide details of the support provided as well as an estimate of the value of the support in USD.** This option will only show up when selecting Objective 4 (Advance the localization of the response in Hungary).



e. **Finally, you have the option to provide any other feedback (e.g. on the impact of underfunding) and upload any photos or reports that you wish to share.**





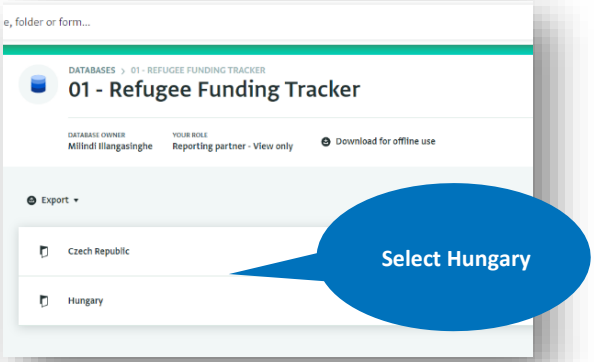
3. FUNDING REPORTING

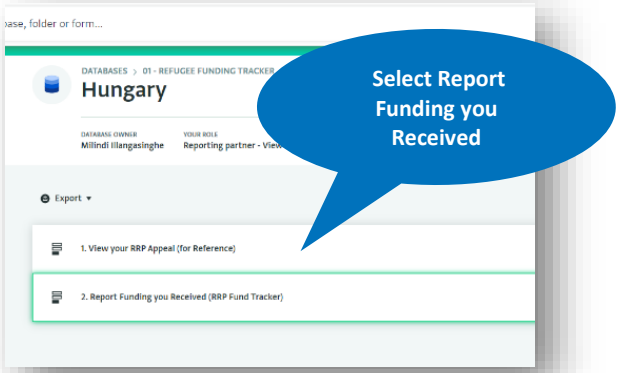
The RRP financial tracking overview and database on ActivityInfo uses the following terms:

- **Recipient organization:** Refers to the organization that initially received RRP funds (i.e., first recipients of funds). All RRP-appealing organizations are expected to report on the funding they received.
- **Financial focal points:** Staff within the organization that is responsible or have access to the funding received by the organization. Financial focal points are the ones responsible for reporting the funding.

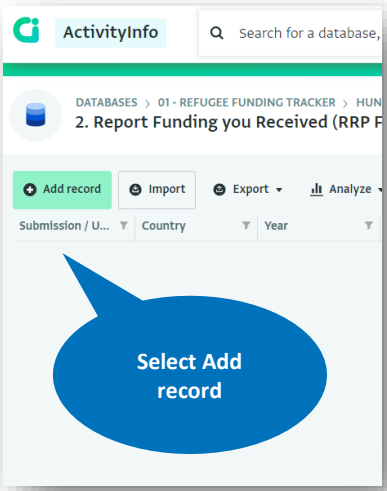
a. Once logged in, select the database for the Refugee Funding Tracker

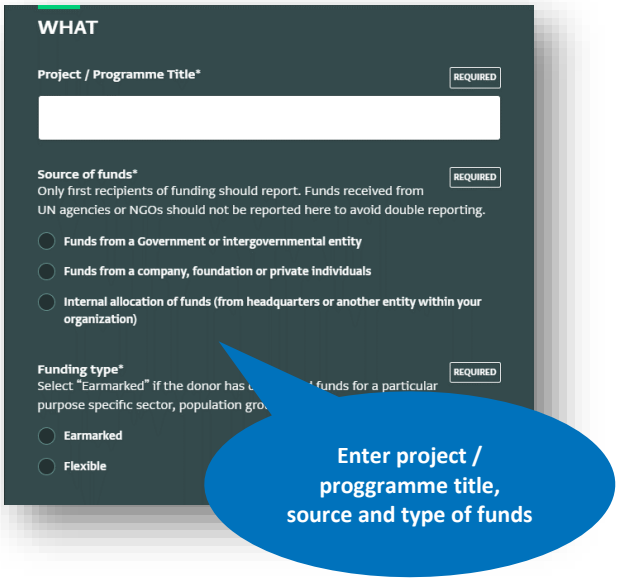
b. Select the "Hungary" folder and click on "Report Funding you Received".





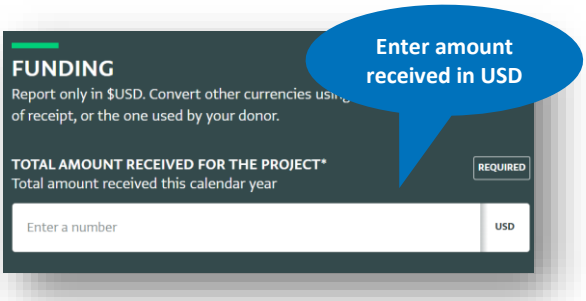
c. Select Add record and complete the funding reporting form





Complete the form as follows:

- Enter the project / programme title.
- Select the type of funding source and provide the name of the donor (optional).
    - Donors can include government, intergovernmental or non-governmental entities, private sector companies, foundations, or private individuals.
    - A list of government and intergovernmental donors is provided, it is not mandatory to select one. In case the donor is not in the list, or cannot be disclosed, select <<NOT IN LIST>> or <<PREFER NOT TO SHARE>>.
    - When selecting company, foundation or private individuals as source, you are requested to provide the name of the funding source, enter "PREFER NOT TO SHARE" if the name(s) should be kept private.
- Mark if the funding received was:
    - **Earmarked:** Refers to funds that have been designated for a specific purpose or project and may be subject to certain conditions or restrictions on how they can be used. Examples include funding designated for a specific sector, geographic location, or population group.
    - **Flexible.** Flexible funding refers to money that has been received without a specific term of use. The recipient organization can use the funds as they see fit and allocate it / spend it the way they want. This type of funding allows for more flexibility in addressing needs.
- Enter the total amount of money received (e.g. in the bank) by the recipient organization. This does not include funds committed for the remainder of the year or beyond. It only refers to first-level recipients of funds and does not include money received from UN agencies.
- Select the relevant sectors to this project/programme. RRP partners are expected to break the total funding received down by sector (including the sub-sectors of Child Protection and Gender-Based Violence under Protection). If exact amounts are not known estimates can be provided. If the funding received was flexible, partners are expected to estimate the allocation of the funds by RRP sector. It is possible to mark that the funding is not yet allocated.



Feedback / Questions
In case of further questions or feedback, please get in touch:
Bo Hurkmans: hurkmans@unhcr.org / +36305818505
Peter Salgo: salgo@unhcr.org / +36302429820