



Meeting			
<b>Name</b>	Information Management Working Group	<b>Meeting Date</b>	26/02/2014
<b>Meeting Location</b>	UNHCR	<b>Meeting Time</b>	10:00 A.M
<b>Chair person</b>	Jad Ghosn, Information Management Officer	<b>Meeting Duration</b>	1.5 hours
<b>Minutes Prepared by</b>	Jad Ghosn		
<b>Purpose of Meeting</b>	<ol style="list-style-type: none"><li>1. Activity Info Update (UNICEF / UNHCR) Discussion: what is going well, what are the issues and what we are doing to fix them</li><li>2. Multi Sectorial Needs Assessment (MSNA) Update (LHIF)</li><li>3. Update on the informal settlement mapping project – (MEDAIR / UNHCR)</li></ol>		

#### Summary of discussions and action points

<b>1.</b>	<b>Activity Info Update</b>
	<p>An open discussion with the IMWG on what is going well with Activity Info, what is not going well and what we are doing to fix the issues:</p> <p><b>What is going well</b></p> <p>UNICEF and UNHCR updated the IMWG on the positive points of having Activity info:</p> <ul style="list-style-type: none"><li>- 60 out of 115 organizations have reported on Activity Info.</li><li>- Partners reported against 270 out of the 393 indicators in Activity Info ( a review of the remaining 123 indicators is needed)</li><li>- Data on indicators received using Activity in January 2014 is more complete than all 5W matrices reported in 2013.</li><li>- Analysis of data at cadastral level is now possible.</li></ul> <p><b>Issues highlighted / Action Points</b></p> <ul style="list-style-type: none"><li>- Some indicators misunderstood – need modification <b>IM activity info task force liaising with sector leads to revise indicators and descriptions</b></li><li>- Delays in reporting! (Next week deadline for Feb) <b>IM focal points to monitor and report early on delays</b></li><li>- Roles and duties of field sector focal points not clear <b>Train field sector focal points</b></li><li>- Development of new features slow <b>UNICEF/UNHCR to liaise with the company to speed up the development</b></li><li>- Security of information: All users within an organization can delete sites <b>Discuss the possibility to add a new delete role in the security permissions</b></li><li>- The need to fix the data import tool in Activity Info <b>On track</b></li></ul>

- Retroactive updates are allowed which means partners can change past figures after end period reporting  
**Feature under development**
- Total of Age Gender aggregation does not equal the reported total. Issue is caused by some partners reporting only totals.
- Some Data not mapped to a site  
**Partners are requested to follow the Activity Info user guide and edit un-mapped sites.**
- Block the reporting of months in the future  
**Development of new feature on track**
- Some partners unable to meet cutoff date for certain indicators  
**Partners should discuss with sector lead and agree on reporting**

IM Focal Points Per Sector:

General	Remo Fambri Hrayr Wanniss	<a href="mailto:Fambri@unhcr.org">Fambri@unhcr.org</a> <a href="mailto:hwannis@unhcr.org">hwannis@unhcr.org</a>
NFI	Jad Ghosn Remo Fambri	<a href="mailto:ghosn@unhcr.org">ghosn@unhcr.org</a> <a href="mailto:Fambri@unhcr.org">Fambri@unhcr.org</a>
WASH	William Lavell	<a href="mailto:wlavell@unicef.org">wlavell@unicef.org</a>
Education	Georges Haddad; Aoife Long	<a href="mailto:ghaddad@unicef.org">ghaddad@unicef.org</a> , <a href="mailto:along@unicef.org">along@unicef.org</a>
Shelter	Remo Fambri	<a href="mailto:Fambri@unhcr.org">Fambri@unhcr.org</a>
Protection	Aung Thu Win	<a href="mailto:wina@unhcr.org">wina@unhcr.org</a>
Child protection	Rodolphe Ghoussoub Aoife Long	<a href="mailto:rghoussoub@unicef.org">rghoussoub@unicef.org</a> <a href="mailto:along@unicef.org">along@unicef.org</a>
SGBV	Rodolphe Ghoussoub Aung Thu Win	<a href="mailto:rghoussoub@unicef.org">rghoussoub@unicef.org</a> , <a href="mailto:wina@unhcr.org">wina@unhcr.org</a>
Health	Aung Thu Win	<a href="mailto:wina@unhcr.org">wina@unhcr.org</a>
Nutrition	Georges Haddad; Rodolphe ghoussoub	<a href="mailto:ghaddad@unicef.org">ghaddad@unicef.org</a> , <a href="mailto:rghoussoub@unicef.org">rghoussoub@unicef.org</a>
Social Cohesion	Remo Fambri	<a href="mailto:Fambri@unhcr.org">Fambri@unhcr.org</a>
Food Security	Remo Fambri, Jad Ghosn	<a href="mailto:Fambri@unhcr.org">Fambri@unhcr.org</a> <a href="mailto:ghosn@unhcr.org">ghosn@unhcr.org</a>

## 2. Multi Sectorial Needs Assessment (MSNA) Update (Tanya Axisa MSNA coordinator)

- MSNA inter-agency technical working group established
- Methodology steps presented to the IMWG (attached MSNA presentation)
- Draft Methodology shared with IMWG for endorsement (attached methodology)

Action points:

- MSNA team to share methodology with IMWG for comments by Thursday 27 Feb

## 4. Update on the informal settlement mapping project – (MEDAIR / UNHCR)

- MEDAIR finished training REACH and Solidarites International on how to use ARCGIS collector App and on IS mapping standard operating procedures.
- Training for South partners (interSOS, CISP and PU-AMI) is scheduled for 27 Feb 2014.
- Trained Data collection teams started the first country wide sweep and are expected to finish by mid-March 2014.
- Designated mapping partners and focal points for the various area of Lebanon :
  - Akkar: **REACH** (Paul NEUMAN: [paul.neuman@acted.org](mailto:paul.neuman@acted.org))
  - Tripoli + 5: **Solidarites International** (Maya Zahabi Mz.Si.tripoli@gmail.com)
  - Mount Lebanon/Beirut: **PUAMI** (Wassim El Kadri)
  - Jezzine & Saida: **PUAMI** (Wassim El Kadri)
  - Marjayoun, Nabatieh, Hasbaya: **CISP** (Ciro D'Acunzo [dacunzo.cispleb@gmail.com](mailto:dacunzo.cispleb@gmail.com))
  - Sour & Bint Jbeil: **INTERSOS** (Nabil Kraittem [intersos.nabil@gmail.com](mailto:intersos.nabil@gmail.com))

	<ul style="list-style-type: none"> <li>○ Bekaa: <b>MEDAIR</b> (<a href="mailto:Reine.Hanna.gis2-zah@medair.org">Reine Hanna gis2-zah@medair.org</a>)</li> <li>• Other partners who identify new informal settlements that are not yet mapped are requested to communicate the location to the designated mapping partners in their respective areas.</li> </ul> <p><b>Action Points:</b></p> <ul style="list-style-type: none"> <li>- Share updated list of ITS by March 15<sup>th</sup>.</li> <li>- Share on a webmap the current list of ITSs to be verified.</li> </ul>