DRAFT IMWG Meeting Minutes

Name	Information Management Working Group	Meeting Date	25/11/2015
Meeting Location	UNHCR Lea Building 1st Floor	Meeting Time	10:00 A.M
Chair person	Jad Ghosn, Information Management Officer Wali Ahadi, Information Management Officer	Meeting Duration	2 hours
Minutes Prepared by	Malak Rahal (I.A / UNHCR)		

Purpose of Meeting	▪ Assessments:
	  ▪ Preparedness: Update on the Rapid Assessments for Displaced Syrian, Lebanese & Extreme Weather (IA)
	  ▪ Household survey on the situation of women and children (UNICEF)
	▪ LCRP 2016 update (log frameworks, summary of requirements & partner submissions)
	▪ Reporting in 2016:
	  ▪ Activity Info:
	    ▪ Agree on changes for 2016 (District vs. Cadastral; Reporting & Planned Activities; Best database structure etc...)
	    ▪ Establish Task force to work on the design 2016 databases
	  ▪ Harmonization between RAIS assistance reporting and AI reporting in 2016
	  ▪ How can RAIS be more useful to partners (what more do you expect from RAIS?)
	▪ Work with Municipalities map (UNDP)
	▪ Data sharing / Data Protection (Marc – UNHCR)
	▪ AOB		

Summary of discussions and action points

1.	Assessments
	The IMWG Meeting will take place bi-monthly **Preparedness: Update on the Rapid Assessments for Displaced Syrian, Lebanese & Extreme Weather (IA) (Raffi) *(Presentation attached)*** - All field offices are currently setting up the coordination structure - Methodology finalized - One Questionnaire / ODK build that can be used for Displaced Syrians, Lebanese & for displacements caused by extreme weather - Training of Trainers (ToT) completed - Assessment life Cycle : Preparation phase, displacement event, mobilization phase (0-36 hrs.) , rapid assessment phase (from 36 hours, daily) - ODK questionnaires linked to RAIS (Dashboards created , data analyzed to create situation reports) - Partners interested in being part of the Rapid Assessment Teams should express interest by reaching out to the Rapid Assessment Core Group (RACG) through the field inter-agency forum. - Rapid Assessment Package (Methodology, Questionnaire, ODK build) will be published on the IA data portal. **Household survey on the situation of women and children (UNICEF) (George Haddad) *(presentation attached)*** - Since 2009, there's no available information on the situation of women and children for all population groups - Data collection started using CS pro (statistical program) on tablets - The household survey's results will be used for UNICEF planning purposes. - Data & report will be shared with partners in 2016

	- Survey structure : questionnaires divided sub-groups ; household , women (15-49 years) , children under 5, cohorts concerned or sample
	- Cohorts :
	    o Lebanese cohorts : 30 HH clusters randomly selected (53 clusters per Governorate) –total of 12,270 HHs to be completed
	    o Palestinians (PRL) : 250 clusters in the 5 main areas for Palestinian camps and gatherings
	    o Palestinians (PRS) : 150 clusters
	    o Syrians : 10,910 clusters
	    o A total of 23,580 clusters to be completed all over Lebanon
	    - So far, 45 % of the survey is completed for the Lebanese cohorts
	    - Data collection for Syrian refugees will start once the Lebanese is complete.
	
	Actions:
	    ▪ UNICEF to share the clean data of the "Household survey on the situation of women and children" in 2016

2.	**LCRP 2016 update (log frameworks, summary of requirements & partner submissions) (Aung Thu) *(Presentation & sheets attached)***
	- USD 833 million received so far (breakdown by sectors attached) - " Targets set by the sectors" and " budget by output" sheets were circulated - The LCRP 2016 appeal targets were set by the sectors based on needs - Overall budget so far is around USD 2.1 Billion (excluding Water & Energy) - The finalized log frameworks are found in the I.M dropbox (Lebanon Information Hub) under logframeworks: https://www.dropbox.com/sh/jqdt7ldznh6y7nw/AAAUqWj5ZBob-ohcpBhHA2wxa?dl=0
3.	**Reporting in 2016:**

	Activity Info
	
	Agree on changes for 2016
	    ▪ **Geographical Level of Reporting- District vs. Cadastral vs Site:** site level is important when reporting for ITS, schools, PHCs, hospitals etc. No agreement reached to harmonize the geographical level of reporting across all sectors. Group decided to **leave the decision to the sector working groups.** IMWG recommends using districts when indicator values at cadastral or site could be extracted from other systems (example RAIS)
	    ▪ **Structure of Activity Info Database**, following Results Framework structure VS Tailored for Data Entry (ex: by type of site, or by modality): Group recommends using the results framework structure but leaves the final decision to the respective sector WGs
	    ▪ **Reporting in 2016 & Planned Activities**: Activity Info should remain the sole repository for all indicators in 2016.
	
	Actions*:*
	    ▪ *Every sector WG will decide on the required geographical level of reporting.*
	    ▪ *Every sector WG will decide on the structure of the database to be used.*
	    ▪ *Working Group recommends re-using/adjusting the 2015 databases in 2016. This requires removal of some Activity Indicator no longer used in 2016*
	    ▪ *The modifications / edits of the existing databases will be done in January 2016*
	    ▪ *UNHCR to include reports on RAIS to allow partners to report more easily on ActivityInfo.*
	    ▪ Establish Task force to work on the design 2016 databases:
	        o *One partner staff per sector to help sector IM focal point in designing the database*
	        o *Staff should already be part of the sector working group*
	        o *Interested candidates to contact the sectors' IM focal persons and express their interest.*
	    ▪ *Partners are encouraged to explore the Activity Info API to integrate with other systems*

	Harmonization between RAIS assistance reporting and AI reporting in 2016 **Actions:** ▪ *Partners to contact the IM sector Raffi Kouzoudjian **kouzoudj@unhcr.org** individually in case interested to have access to RAIS* ▪ *UNHCR to include reports on RAIS to allow partners to report more easily on ActivityInfo.*
4.	**Work with Municipalities map (Saiid- UNDP)** *(Presentation attached)*
	▪ The mapping exercise shows the type of support given to municipalities ▪ The purpose of this exercise is to know what are the municipalities receiving from UN agencies , partners and GOL in order to prevent duplications by improving coordination within partners ▪ 594 interventions in 274 municipalities by 24 partners including "non-LCRP", UNIFIL and local NGOs ▪ The map will be uploaded on the web portal and spongebase
5.	**Data sharing / Data Protection for RAIS (Marc – UNHCR)**
	UNHCR Data Protection summary ▪ This Policy lays down the rules and principles relating to the processing of personal data of persons of concern to UNHCR. Its purpose is to ensure that UNHCR processes personal data in a way that is consistent with the 1990 United Nations General Assembly's Guidelines for the Regulation of Computerized Personal Data Files and other international instruments concerning the protection of personal data and individuals' privacy. The Policy will be complemented by Operational Guidelines that will provide guidance on its implementation, supervision and accountability. ▪ Document can be found on the information sharing data box: https://www.dropbox.com/s/vhwsg6zomogx4or/UNHCR%20Data%20Protection%20Policy.pdf?dl=0 ▪ responsibility of UNHCR & partners vis-à-vis beneficiaries' data ▪ UNHCR is adopting that model and principles to protect the privacy of every registered family ▪ Data protection/sharing agreement will be adopted on how to use RAIS and how to share the data (usage purpose, why, when, how, to whom…) ▪ Termination of agreements will take place after the agency has used the data and don't need it anymore This was followed by a discussion among the group on the need to benefit more from data currently being collected on RAIS mainly for the pre-selection & pre-identification of families to target with different type of interventions like shelter/wash or education. This led to the agreement on the following action points: **Actions** ▪ *Include additional non-sensitive fields in the scores export like Shelter & Occupancy type. The IM team will look for other information that can be shared without restrictions – Raffi & Jad to follow up.* ▪ *IM to prepare a list of **partner RAIS focal points** and will add it to the RAIS support package. This will help facilitating one-on-one exchange of information between partners. The list will be uploaded to the Information Management Data Box / RAIS Support package here: https://www.dropbox.com/s/vhwsg6zomogx4or/UNHCR%20Data%20Protection%20Policy.pdf?dl=0*

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