



IMWG Meeting Minutes			
<b>Name</b>	Information Management Working Group	<b>Meeting Date</b>	02/09/2015
<b>Meeting Location</b>	UNHCR Lea Building 1 <sup>st</sup> Floor	<b>Meeting Time</b>	09:30PM
<b>Chair person</b>	Jad Ghosn, Information Management Officer Wali Ahadi, Information Management Officer	<b>Meeting Duration</b>	1:30 hours
<b>Minutes Prepared by</b>	Said Abou Kharroub, IM Officer Jad Ghosn, IMO		
<b>Purpose of Meeting</b>	1- Activity Info: Result of IM Technical revision of 2015 Indicators 2- Update on Rapid Assessment 3- Update on Household Profiling Visits 4- VaSyr 2015: Analysis update and itinerary for release of final report (Not Discussed) 5- AOB		

## Summary of discussions and action points

<b>1.</b>	<p><b>Activity Info: Result of IM Technical revision of 2015 Indicators (IM sector focal points)</b></p> <p><b>Overview:</b></p> <p>Result of IM technical revision of 2015 Indicators presented. The revision was conducted at a mini workshop where IM Sector Focal Points extracted all indicators reported first 7 months of 2015 in Activity Info and based on the following criteria, gave a recommendation to sector working groups to either remove, modify or keep an indicator:</p> <ul style="list-style-type: none"> <li>• # Partners: How many partners reported this indicator</li> <li>• # Months: How many months out of the 7 was this indicator reported on</li> <li>• # of Governorates, # Districts, # Sites: In how many governorate, district or site was this indicator reported on</li> <li>• High reporting cost: measured the burden on partners to report on this indicator by looking at Number of entries required by partners every month.</li> </ul> <p>The aim of the exercise is to provide recommendation for 2016 revision of indicators.</p> <p>Following the workshop, a small group formed of three members met and drafted a checklist to guide the sector in setting indicators, according to SMART.</p> <p>Chair of IMWG called for volunteers of IMWG members (Reporting partners) to review the checklist on Thursday 3<sup>rd</sup> of September.</p> <p>General note; problematic indicators are the ones who have lot of disaggregation.</p> <p>Following this session a call for partners to form a team responsible for designing the 2016 database.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Establish small group to finalize checklist to guide sector in setting the indicators, according to SMART.</li> <li>- The checklist will be presented to the InerSector meeting on September 7th, 2015.</li> </ul> <p><b>Attachments:</b></p> <p>1) <b>Checklist for sector coordinators:</b> This checklist is built as reference for sector coordinators to check/remind of criteria to consider when setting one indicator for the sector framework</p>
-----------	---



	<p>2) <b>Combined Analysis of indicators:</b> This excel workbook has the list of all indicators, their use in the first 6 months of the year and the technical recommendation from IM. Sectors will make reference to this sheet when revising their indicators for 2016</p> <p>3) <b>Presentation</b> used during the half day workshop</p>
2.	<p><b>Update on Rapid Assessment (Remo Fambri)</b></p>
	<ul style="list-style-type: none"> <li>• Creation of Rapid Needs Assessment coordination structures in all areas of operation is on-going</li> <li>• Methodology finalized</li> <li>• Questionnaire under revision</li> <li>• Each field office will cope with their emergencies and disasters</li> <li>• Coordinating with GoL, DRM office to know better their tools and assessments</li> <li>• Rapid need assessment has to be linked with contingency plans.</li> </ul> <p><b>Attachment:</b></p> <ul style="list-style-type: none"> <li>• <b>Rapid Needs Assessment Methodology</b></li> </ul>
3.	<p><b>Update on Household Profiling Visits (Raffi Kouzoudjian)</b></p>
	<p><b>Overview:</b></p> <p>Household Profiling Exercise was launched jointly between the Food Security and Basic Assistance sectors in December 2014. Since January 2015, an average of 10,000 HH visits conducted every month. The aim to identify the most vulnerable families eligible for food and multi-purpose cash assistance. In addition to that, the exercise helps in identifying other vulnerabilities related to protection, shelter, WASH etc...</p> <ul style="list-style-type: none"> <li>• The exercise gathers more than 25 agencies.</li> <li>• Data collection is centralized and stored on the refugee assistance information system RAIS.</li> <li>• To date, 30% of the total registered case load was visited.</li> <li>• 38% of households visited were categorized as highly or severely vulnerable hence being targeted with multi-purpose cash</li> <li>• General highlights on the demographic profile of Households identified as highly or severely vulnerable:             <ul style="list-style-type: none"> <li>○ Average family size: 7.</li> <li>○ 63% (babies, children, and adolescents i.e &lt;18 years old),</li> <li>○ 37% (adults and elderly)</li> <li>○ Over 94% are in debt</li> <li>○ Shelter: 84% living in low quality shelter. Display of graphs showing who live in Apartments, Informal Settlement, Substandard Shelter.</li> </ul> </li> <li>• Other findings from HH visits include:             <ul style="list-style-type: none"> <li>○ Residency status: more and more of visited households have reported members without residency. 9% of all households visited in January had at least one member without residency. This went up to 61% in July 2015.</li> <li>○ Data shows possible correlation between residency status and socio-economic vulnerability. Households with members without legal residency earn on average less income than households with legal residency.</li> <li>○ Debt: Variations of debt among vulnerable groups. The least vulnerable are able to borrow more money - 936\$ compared to ~725\$ for highly and severely vulnerable.</li> <li>○ Shopkeepers, landlord and trusted friends are most likely to be the debt providers (Study by LCC, IRC and SI). WFP food vouchers in many cases are the guarantee for returning money.</li> <li>○ Expenditures: graphs showing how money spent (food, rent, and health). Severe Socio-economically vulnerable families spend 56% of their money on Food compared to 36% of the least</li> </ul> </li> </ul>



	<p>vulnerable.</p> <p>InterAgency team is having agreement with AUB to create factsheet from data available to inform 2016 planning.</p> <p><b>Discussion:</b> There is no procedure in place for partners to request access to analyze HH visits data collected by other agencies. IM chair called for forming a small team of volunteers to draft procedures on requesting access to anonymous data.</p> <p><b>Action Points:</b></p> <ul style="list-style-type: none"> <li>• Request to analyze the different patterns but only for Informal Settlements – for comparison reasons.</li> <li>• A suggestion to get geographically trend of residency status by time.</li> <li>• Call for meeting to draft procedures to request access to anonymous data collected in household assessments.</li> </ul>
4.	<b>VaSyr 2015: Analysis update and itinerary for release of final report (Not Discussed)</b>
	Removed from agenda.
5.	<b>AOB</b>
	<p>Presentation on how to access the information hub: <a href="http://data.unhcr.org/lebanon">http://data.unhcr.org/lebanon</a> a landing page that hosts access to all tools used in Lebanon and approved by the interagency coordination:</p> <ul style="list-style-type: none"> <li>- Link to Information Sharing Portal</li> <li>- Link to ActivityInfo</li> <li>- Link to RAIS</li> <li>- Dynamic dashboards</li> <li>- Interagency contact list signup form</li> <li>- Spongebase.org</li> <li>- Information Management DATABOX (hosting relevant data and guidelines on dropbox)</li> <li>- Assessment Working Group DATABOX (hosting guidelines and products of the AWG)</li> <li>- Activity Info Reporting Tool - to be added</li> </ul>

**[Visit our Information Sharing Web Portal!](#)**

Click here to **[sign up to the Interagency Contact List for Lebanon!!](#)**