

Meeting			
Name	Information Management Working Group	Meeting Date	29/07/2015
Meeting Location	UNHCR Beirut, Lea Building, 1 st Floor.	Meeting Time	10:00AM
Chair person	Wali Ahadi, Information Management Officer Jad Ghosn, Information Management Officer	Meeting Duration	2:00 hours
Minutes Prepared by	Adrian Combrinck, Associate IM Officer		
Purpose of Meeting	<ol style="list-style-type: none"> 1. Assessments <ol style="list-style-type: none"> a. Update on VaSYR 2015 data finalization and analysis progress – <i>by UNHCR/ WFP/ UNICEF</i> b. Assessing Vulnerable Host Communities - <i>by OCHA/ REACH/ UNICEF</i> c. Household Survey for children and women plan and approach - <i>by UNICEF</i> d. Update on Rapid Needs Assessment - <i>by AWG</i> 2. Presentation of ActivityInfo Analysis Tool, the Digital Atlas and LebAID – <i>by Max Halty/ Hisham Azar</i> 3. Discussion – Future of ActivityInfo – <i>by UNICEF</i> 4. Update on Inter-Agency IM Products and Tools Draft - <i>by UNHCR</i> 5. AOB 		

Summary of discussions and action points

1.	a. Update on VaSYR 2015 (UNHCR/WFP/UNICEF)
	<p>Overview: The initial VaSYR results were discussed from the VaSYR 2015 that was completed a month ago. It is a continuation of the VaSYR that was done in 2014 and 2013, however, this time around; the questionnaire has been extended to include some elements of the household targeting questionnaire.</p> <p>Discussion: The field work has been completed, and each agency took part in terms of collecting the information. Each agency will also write their report to feed in to the final report. The data can be used for caza level representation, but there are some constraints, since not all 26 cazas were equally assessed due to security reasons, in fact, only 24 were. These were then weighted in regards to the findings to provide generalisation on more of a governorate level. UNICEF will present analysis on health, children and wash. There were more in-depth questions about education, thus more indicators that can be used. For education, which looked at primary – 1st grade to 9th grade (6 – 14 years), the question to indicate reasons for children not in school should be expanded so that when OTHER is chosen, it should specify what falls under the category OTHER. A significant percentage of those assessed mentioned OTHER, hence the need to specify what this means.</p> <p>Actions: Can the raw dataset be distributed? This was unclear and approval must come from WFP and the agencies involved. To be checked by IM Beirut.</p>
	b. Assessing Vulnerable Host Communities (OCHA/REACH/UNICEF)

	<p>Overview: An assessment that was extended by REACH looking into the host community vulnerability, at community level. There is a need for more community level information, as there is already a wealth of information at household level.</p> <p>Discussion: Assessments were thus done on village and neighbourhood level, which is even lower than the cadaster level. Sector specific products will be available and these will be made public following discussions with the donor. It was asked about how the data will be updated for future releases. Also, different vulnerabilities were found within cadasters, and was not evenly spread across the cadaster. The list of indicators can be made available.</p> <p>Action Point: The final date for releasing the report will be communicated once the final review has been completed by OCHA/ UNICEF. The community profiles will be released following approval from UNICEF.</p>
	<p>c. Household Assessment of all children and women in Lebanon (UNICEF)</p>
	<p>Overview: UNICEF are in the initial stages of conducted a nationwide survey on children and women within all population cohorts (Syrians, Lebanese, Palestinians).</p> <p>Discussion: The reason for this assessment is that there is currently no comprehensive assessment of women and children in Lebanon. There are many disparate assessments available, but UNICEF wants to undertake their assessment, which will be feeding into their strategic plan for the coming years. The information will also feed into the LCRP and will give direction to UNICEF and government level planning. The sample and design is still being developed, but will be different for each cohort. Discussions with the World Bank have been taking place, to ensure that whatever has been done in Lebanon can also be translated, or comparable to the assessment done by the World Bank. Currently, the discussions are primarily focusing on to practically implement such an assessment nationwide. The timeframe has not yet been clearly set, but they would want to start at the beginning of next year. Some initial data would potentially be available at the end of 2015. Indicators will be aligned with global indicators. MOSA are involved in the assessment.</p> <p>Action Points: Initial discussions with other agencies, INGO, NGO and government bodies will be taking place very soon. Please do contact UNICEF if you want to know more about the project.</p>
	<p>d. Update on National Rapid Needs Assessment (UNHCR)</p>
	<p>Overview: UNHCR IM is advocating for the use of a standardized questionnaire to be used by all organisations in the event of a rapid influx of displaced populations or any other particular trigger event like evictions, fire or floods.</p> <p>Discussion: The idea of having such a tool is great, however, how does it accommodate tools that are already been used within the organization. The assessment takes into consideration the mapping of resources for example enumerators, staff and rosters and the training of enumerators.</p> <p>Action Point: The IM Beirut team will conduct field visits to communicate the concept of the rapid assessment.</p>

	Organisations that are undertaking assessments, should register their assessments on the web-portal... http://data.unhcr.org/syrianrefugees/country.php?id=122
2.	ActivityInfo Analysis Tool, LebAID and Digital Atlas
	<p>Overview:</p> <p>A toolkit has been developed, with includes different components including the AID tracker, which feed directly into the LCRP. This has been done in collaboration with the CDR (Council for Development and Reconstruction). The CDR will also be publishing the digital atlas within the coming weeks.</p> <p>Discussion:</p> <p>A short demo of the website and some of its functionality was shown to the participants. Different visualisations are available for financial overview/ aid spend for 2014/2015 and interactive analysis. ActivityInfo data are directly reflected within this website, as it pulls data on a regular basis from ActivityINFO. Another couple of weeks are needed to update the financial information from the main donors as well as from the government, which can then be visualized at sector level for the LCRP. Partners are being asked on a quarterly basis for a multi-sector breakdown of their spending, and this is led by UNHCR. One can filter and differentiate by sector using this tool, to check ActivityInfo inputs as well. A shortlist of hard indicators has been developed – these are indicators that show what has been physically implement or distributed or constructed. It forms part of the IMAS toolkit. The MMR will also be available within this website, awaiting approval from MoSA. A user can check the layers in the digital atlas and overlay information from the IMAS toolkit, which contains government data that has over 140 layers.</p> <p>Action:</p> <p>MMR to be shared via the website, displayed over the digital atlas. This will be done with approval from MOSA. Will training be provided in terms of how to use the site. Currently there is a team of three, and it is envisaged that it would be useful for a limited number of users. They are currently engaging WASH and other sectors to update and change based on their requests. The link and contact information will be shared with the minutes.</p>
3.	Discussion on the future of ActivityINFO (UNICEF)
	<p>Overview:</p> <p>To provide ActivityInfo users and organisations a platform to provide feedback on what can be improved/ changed within ActivityInfo for next year.</p> <p>Discussion:</p> <p>What kind of issues experienced this year should be addressed for next year. Does ActivityInfo aid coordination, and if not, what can be improved in order that it fulfills that function? For example, is there anything that is needed specifically for M&E, are the current batch of indicators useful, and are they being reported against? The key improvements for this forum would be technical, the programmatic issues are a different type, but you are encouraged to provide feedback on both.</p> <p>Action:</p> <p>LCRP2 planning will start soon; the timeline will be defined by Inter-Agency Coordinator. A taskforce will be established to push this process.</p>
4.	IM Tools Available (UNHCR)
	<p>Overview:</p> <p>An overview of the tools available to be used by all organisations, including the data portal, spongebase,</p>

	<p>RAIS and ActivityInfo.</p> <p>Discussion:</p> <p>The IAMP now includes the name of the organization reported in ActivityInfo, working within a particular informal settlement. This can potentially be done for all the different sites used within ActivityInfo.</p> <p>Action:</p> <p>A short guidance note on how to use spongebase. The possibility of undertaking gap analysis, to show where there is a lack of partners working within a particular area.</p>
	<p>AOB</p> <p>The mid-year review dashboards will be available and can be found on the web-portal. All dashboards has to go through government and must await approval before being published, hence the reason it is taking so long to get published. A meeting for all IM focal points will be called to discuss the LCRP dashboards, and the whole process of getting the final data from ActivityInfo.</p>

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