

**3RP Livelihoods Sector Meeting on ActivityInfo, Livelihoods Sector Indicators and Services Advisor
Wednesday, 19 June 2019, 14:00hrs, UNDP, Ankara**

Chair(s): Firat Olcay (UNHCR)

Participants as Institutions: UNDP, ILO, UNHCR, IOM, ICMPD, WFP, ASAM, ASAM-SGDD, GIZ Turkey, Turkish Red Crescent

| Agenda | Discussion | Action Points |
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| <p>1: Brief Introduction to the coordination mechanism</p> | <ul style="list-style-type: none"> • Summary on Regional Refugee Resilience Plan (3RP) and coordination mechanism of Turkey. (http://www.refugeeinfoturkey.org/img/images/OrganigrammeUpdated.png) • A brief introduction on the scope of different sectors, leading agencies and how the coordination works between agencies under 3RP. • UNDP is highlighted as a leading agency of Livelihoods (LH). • The yearly planning cycle is briefly introduced; Each sector sets objectives and plans the response, sets the indicators to monitor. • Information Management Working Group (IMWG) is to support the sectors on the technical level of planning, monitoring and evaluating the response. | |
| <p>2: Overview of the 2019 Indicators</p> | <ul style="list-style-type: none"> • 2019 indicators of LH sector are presented. | |
| <p>3: New interactive guidance interface for indicators</p> | <ul style="list-style-type: none"> • The link of the interactive reporting guidance is introduced. • How to use each interface is shown through LH sector indicators. | |

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| <p>4: An introduction to ActivityInfo</p> | <ul style="list-style-type: none"> • ActivityInfo is introduced as a web-based data collection software to capture monthly reporting that beneficiaries reached and/or activities implemented by partner organizations. A walkthrough of ActivityInfo has been demonstrated. • Two different interfaces in specifically designed for LH sector is highlighted and demonstrated. • If there is another type of training which is not listed, it can be added to ActivityInfo and can also be added for the next year as an indicator. | <ul style="list-style-type: none"> • ASAM requested “public education centres” to be added under “training service provider” for indicator 1.3.1 • ILO requested another type of job training which is different than “technical and vocational training” under “types of training delivered during the reported period” for indicator 1.3.1. |
| <p>5: Monthly reporting routine, definitions of attributes and extracting data</p> | <ul style="list-style-type: none"> • As a monthly reporting routine, activities should be reported through ActivityInfo as a being a part of 3RP Turkey Refugee Response. • Reporting should be completed by the 10th of every month. • Requests for clarification by sector coordinators and IM focal points should be responded. • Focal point changes should be reported to the sector IM. | |
| <p>6: Services Advisor</p> | <ul style="list-style-type: none"> • Services Advisor is an inter-agency tool developed by UNHCR to display available services provided by organizations by each location and service. • Sectors need to follow up with the partners to collect their updated services. • Activities reported under ActivityInfo should be listed in Services Advisor by the implementing agency. | <ul style="list-style-type: none"> • Sector members contact their respectful IM Focal Point to create/update their services. |