RESPONSE MONITORING TASK FORCE

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| Minutes | December 6, 2018 | 15:00-16:00 | CONFERENCE ROOM |

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| Meeting called by | BO HURKMANS – IM TEAM LEADER |
| Type of meeting |  COORDINATION |
| Facilitator | BO HURKMANS |
| Note taker | HILLARY MUMBERE |
| Attendees | BO HURKMANS (UNHCR), HILLARY MUMBERE (UNHCR), JOHN PAUL MUZEI (REACH), KATHRYN CLARK (FAO), AGNETE RISHOJ (FCA), BRENT WESTERGREN (SP), SAM RUTAHINDWA (FCA) |

## Agenda topics, Introduction, Review of action points from last meeting / task force work plan, Review of reporting platform configuration example, Review of product template draft, AOB

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| discussion |  |
| 1. **Review of action points from last meeting / task force work plan**
	1. The monitoring framework that pulls together RRP objectives, indicators, targets and links them to sector activities was shared.
	2. The training of sector leads is shifted to the second half of January / early February and will consist of 2 hour timeslots over a 2 week time period for which they can sign-up so that the set-up can be reviewed and training can be provided at the same time.
2. **Review of reporting platform configuration example**
	1. National level and settlements are available to report against in the example. Other locations that still need to be added are:
		1. District / Sub-County
		2. Zones in Settlements
		3. Parishes / Neighbourhoods (for urban response)
		4. Reception / Transit Centres, Collection Points
		5. Facilities (schools, clinics etc.)
	2. The list of partners is based on task force members for now, all partners who have submitted an appeal under the RRP will be added as well as those non-RRP partners who are on sector mailing lists.
	3. In terms of users, there will be two types, each with the permission to edit their own content and view all content. Partners will have access to relevant 5W folders and sector leads will have access to relevant 5W & RRP folders.
	4. Partners will be asked to report on their beneficiaries with information on country of origin and type (refugee or host community). This can either be included as an attribute to the activity or it can be mainstreamed in the indicators themselves (the best solution still needs to be confirmed). Disaggregation by age/gender will be asked for as needed for activities tracked at individual level.
	5. The indicators are organised by sector as well as by quarter and type of indicator (5W or RRP). In some cases, indicators have been organised according to the reporting level as well (national or settlement level).
	6. Import and export is available via Excel-based templates and there is an option to connect to forms in PowerBI through an API.
	7. It seems that support will need to be provided made available to partners to help them set-up their activities in the system, otherwise there might be a lot of work required upfront for those who are operating across sectors and multiple locatons.
	8. Questions were raised around how to report on host community interventions in locations where refugees from multiple origins reside. Questions were also raised on how to report on indicators that are of interest to multiple sectors. To reach agreement on these two questions a dedicated inter-sector coordination meeting might need to be called and the result should be included in reporting guidance for partners.
	9. As RRP targets were set based on funding secured by NGOs without taking into account possible UN funds to implementing partners, the reporting needs to take this into account to avoid over-achievements.
3. **Review of product template draft**
	1. The draft template developed by REACH was reviewed, it was agreed that instead of using UNHCR/REACH branding the sector co-lead logos should be featured as well as the logos of those partners that reported during that period.
	2. The map should reflect operational presence and the narrative should have the same headings as the current dashboards (needs, achievements, challenges etc.). In addition, since there are no settlement level targets, gap analysis can only be shown for aggregated national level indicators.
	3. The final length will depend on the number of key indicators tracked (9 for most sectors), but should be around 2-4 pages. More detailed information on activity level indicators can perhaps be made available through online dashboards.
4. **AOB**
	1. Next meeting will be on 20th Dec (3 – 4pm)
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| Action items | responsible | Deadline |
|  Reach out to colleagues in UBOS, NPA and UNDP |  BO |  EoY |