RESPONSE MONITORING TASK FORCE

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| Minutes | January 31, 2019 | 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), GERALD EMOYO (UNHCR), SARAH GILBERT (CRS), AGNETE RISHOJ (FCA), JONATHAN GAMUSI (UNICEF) |

## Agenda topics: Introduction, Review of the work plan, Review of monitoring framework, Review of draft RRP monitoring SOP, Further feedback on product template draft

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| discussion |  |
| 1. **Review of the work plan**    1. The work plan has been revised to cover the 3 months leading up to the launch.    2. In January, the standard procedure for reporting should be agreed upon (by 11 Jan), the indicators and activities should be reviewed by sector leads (by 25 Jan) and the online platform should be configured in line with the RRP indicators and standard activities (by 1 Feb).    3. In February, sector leads will be trained on the platform (4-8 Feb), the set-up of the platform and reporting guidance will be finalised (11-22 Feb) and partners will be trained (25-28 Feb).    4. In March the information products and design templates will be finalised. 2. **Review of monitoring framework**    1. Sectors were asked to submit additional inputs on RRP indicators and activities by 25 January.    2. The additional inputs were: activity category (for 5W indicators), indicator unit, reporting frequency, gender/age breakdown, reporting level and cross-cutting nature.    3. An initial comparison of RRP indicators and activities has been undertaken to identify those that are cross-sectoral, this will be shared with sector leads and TF members for feedback. 3. **Review of draft RRP monitoring SOP**    1. Feedback was received from one sector lead and two partners, some of the main points raised are mentioned below.    2. At which level partners are responsible to report?       1. National level through one focal point where possible, but through multiple focal points if needed.       2. The required disaggregation depends on the indicator or activity but is by settlement in most cases.    3. Which partners are responsible to report / activities should partners report on?       1. All partners under the RRP (both implementing partners and operational partners), and in some cases even those operating outside of the RRP if they implement activities of relevance to a particular sector.       2. Implementing partners should indicate the relevant UN agency when reporting on activities funded by them.    4. Nature of reporting, is it cumulative or not?       1. Reporting can be done by month or by quarter (depending on the indicator), the platform will add up the reporting of these periods by default.       2. It will therefore be necessary to exclude existing beneficiaries (those receiving repeat assistance within the same year) from reporting after Q1 in order to avoid double counting.    5. What happens to 4/5W at field level?       1. There should not be duplication of reporting at field level, if existing data collection methods are established ActivityInfo will (gradually) replace these.    6. What is meant with the initial reporting burden?       1. This refers to the initial step of setting up the reporting locations for each partner, IM can support with this for partners that are active in multiple sectors and multiple locations by importing these based on previous 5W reporting.    7. What is meant with field-level validation?       1. This was requested by OPM in order to ensure that activities reported have taken place. Field-level validation should ideally take place 1-2 times per year but falls outside the scope of the SOP. 4. **Further feedback on product template draft**    1. REACH showed a revised version of the template based on previous feedback.    2. It was suggested that the first page should be for RRP indicators only, the second should contain the operational presence map and the third page should be for the narrative.    3. Indicators will be analysed by settlement and by country of origin. 5. **AOB**    1. The next meeting will be on 14 January, 2019 | |