

Information Management Working Group - Minutes

10 May 2023

Online meeting

Agenda

1. *Review of minutes of last meeting and actions points*
2. *Revision of ToRs and Action Plan*
3. *RRP activity achievements report*
4. *RRP Regional Refugee Funding Tracker Dashboard*
5. *AoB*

1. Review of minutes of last meeting and actions points

- *Situation Analysis presentation - Mareena*
IMWG co-chairs shared the presentation with the members.
- *Livelihoods and Health Survey presentation - IFRC*
IMWG co-chairs shared the preliminary results dashboard with members.

2. Revision of ToRs and Action Plan

UNHCR co-chair informs IMWG members that last revision of Terms of Reference were in October 2022, and it was agreed to proceed with revision each 6 months. Therefore, UNHCR co-chairs presented the current ToRs to open the discussion. IMWG members will have one week to provide inputs to be included in the new version of ToRs.

- *Current Main areas of Work*
 - Coordinate and harmonize the establishment and management of monitoring systems, needs assessments and other information systems from an inter-agency perspective.
 - Systematically share updates on information management activities between organizations working on the humanitarian response
 - Forum for discussions on data quality, data collection methodologies and technical data issues
 - Explore possibilities for joint information products including data analysis.
 - Promote harmonization of codes and standards
- *Current Outputs*
 - Regular coordination meetings among information management experts
 - Clear data sharing mechanisms and agreements
 - Humanitarian indicators to monitor the situation and the response.
 - Common set of data and information management standards
 - Provision of technical support to aid sector specific analysis
 - Support data collection, collation of the 5W data
 - Support to sectors in their operational coordination, response and advocacy
 - Inter-agency data sharing platform update

Additionally, IMWG co-chairs suggest building an Action Plan for 2023 as follows:

AREA	ACTIVITIES	TIMELINE	RESPONSIBLE ACTORS
Setting the foundations	Appoint organization's IM focal points who will participate in the group and update contact details	Ongoing	IM WG members
	Review and update the Terms of Reference	May and November 2023	IM WG Co-Chairs, with endorsement of IMWG members
	Develop the Action Plan	May 2023	IM WG Co-Chairs, with endorsement of IMWG members
Management, Coordination and Capacity Building	Participate in the activities of, and ensuring coordination with, other relevant working groups and actors	Ongoing	IM WG Co-Chairs
	Keep informed RCF members and relevant WGs on the IM WG activities and discussions	Ongoing	IM WG Co-Chairs
	In coordination with relevant actors and experts, facilitate discussions on agreed-upon topics that are relevant to Information Management	Ongoing	IM WG Co-Chairs and members
	Provide technical support and advice to member organizations or other relevant actors	Ongoing	IM WG Co-Chairs and members
AREA	ACTIVITIES	TIMELINE	RESPONSIBLE ACTORS
Analysis and Assessments	Maintain and update Assessment Registry	Ongoing	IM WG Co-Chairs and members
	Inform and present to group members on upcoming/ongoing data collection and/or analysis activities	Ongoing	IM WG members
	Provide technical support and advice on assessment; revision of methodologies and questionnaires	Ongoing	IM WG Co-Chairs and members
	Support and facilitate joint analysis when needed; ex: MSNA	Ongoing	IM WG Co-Chairs and members
	Support and facilitate the dissemination of products and resources	Ongoing	IM WG Co-Chairs and members
Monitoring and Reporting	Establishment of reporting system (activities and funding)	January 2023	IM WG Co-Chairs, with endorsement of IMWG members
	Development of reporting Framework	January 2023	IM WG Co-Chairs, with endorsement of IMWG members
	Report organization activities and funding received in reporting system	Monthly	IM WG members
	Continuous support and ad-hoc trainings to partners	Ongoing	IM WG Co-Chairs
	Sharing of good practices and lessons learned	Ongoing – together with ad-hoc trainings	IM WG Co-Chairs and members

ACTION POINTS:

- IMWG cochairs will share with IMWG members [ToRs](#) and Draft of [the Action Plan for 2023](#).
- IMWG members review and provide inputs to ToRs and Draft Action Plan by 22th May.

3. RRP Activity Achievements Report

UNHCR co-chair informs IMWG members that Q1 activity and funding report has finalized. Information related to activities reported by partners is publicly available in the Interactive Dashboard available on the [Operational Data Portal \(OPD\)](#). Additionally, it has been published a RRP Monthly Achievements Report, available in ODP.

- [January 2023](#)
- [February 2023](#)
- [March 2023](#)

UNHCR co-chair presented activity calculations for the RRP activity achievements report reached by sector that shows calculations with and without duplications for a particular region / sector / total:

ACTION POINTS:

- IMWG members will review RRP Monthly Achievements Report and provide inputs to improve this product.

4. RRP Regional Refugee Funding Tracker Dashboard

The [Regional Refugee Funding Tracker Dashboard](#) was presented by the UNHCR co-chair. This is a regional tool to share funding received and reported by RRP partners under the Ukraine Situation. This dashboard is updated on a quarterly basis with RRP partners inputs.

5. A.O.B.

Next meeting: 31st May; 2.00-3.00 pm