

Meeting			
Name	Information Management Working Group	Meeting Date	24/06/2015
Meeting Location	UNHCR Bekaa Sub-office, Zahle	Meeting Time	10:30PM
Chair person	Jad Ghosn, Information Management Officer Wali Ahadi, Information Manager Officer	Meeting Duration	2:20 hours
Minutes Prepared by	Bernard Chedid, IM Officer		
Purpose of Meeting	<ol style="list-style-type: none"> 1. Presentation of the IM tools and products available – <i>by UNHCR/OCHA/UNICEF</i> 2. Discussion on how IA help the field and what products are needed – <i>by UNHCR</i> 3. Wishlist from the team in Beirut that would enhance the response. 4. AOB 		

Summary of discussions and action points

1.	<p>Presentation of the IM tools and products available (UNHCR-UNICEF-OCHA)</p> <p>Most vulnerable localities in Lebanon (map) 251 cadastres host 87% of the refugees and 67% of the deprived Lebanese. Overlay of the ratio of refugees to Lebanese to highlight the areas of population pressure on services and resources.</p> <p>Questions were raised on the data sources and if any more up-to-date data is available.</p> <p>Monthly LCRP dashboards (dashboard) Presentation of the document and a brief on what information it highlights.</p> <p>Sector 2W Who and Where (map) The map shows which partners are present in which area and the data is extracted from ActivityInfo.</p> <p>Sector 3W Activities (map) 6 of the 8 indicators of the dashboard are showing in the map to visualize what the partners are doing.</p> <p>Cadastral Level 3W Matrix (table and map) A breakdown per sector of the partners and their area of operation. The 3W is also overlaid on the vulnerability map.</p> <p>SPONGEBASE (interactive map) A visualization of the activities reported on AI at location level along with the Informal tented settlements and different other layers.</p> <p>Interactive dashboards (on-line visualization)</p> <p>Data portal and Lebanon Information Management databox A round-up on the information available on it and how it can be used.</p> <p>Assessment registry</p> <p>Work of partners with municipalities</p>
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	<p>Data is sourced from AI and direct reporting from other partners and government Bodies (CDR, line ministries) and funded from UN agencies 682 support project are on-going for now</p>
2.	<p>Discussion on how IA help the field and if new products are needed</p>
	<p>Participants were divided into 3 groups to discuss their experience using AI and express positive/negative impact</p> <p>Group 1: Positive: It improved coordination, knowing who is doing what and where. Which partners are present and which sector they work on in a location (UNRWA) Products that show who is accountable on different activities.</p> <p>Negative: Not able to extract enough info to enhance coordination, view all access is needed. Indicators are too many and unclear, if partners have coordinates of new location, they can be integrated In AI.</p> <p>Discussion: Is the system capable of handling this type of individualized reporting? Action: View All request to be sent to WG leads.</p> <p>Group 2: Positive: Same as above</p> <p>Negative: Reporting by governorate is not enabled, for the whole North Tripoli point is used. IE media campaign to cover a whole governorate.</p> <p>Discussion: For one Indicator an agreement on the geographical level should be reached by the sector. Working groups to agree on indicators and geographical level to report on. If possible a Batch/bulk upload to reduce time needed for data entry.</p> <p>Group 3: Positive: Activity info helped identifying other orgs working in the same sectors.</p> <p>Negative: Extraction tools are not effective for all reports, hanging gaps, overlaps and duplication are not easily captured by everyone as not all partners have access to all the data. Geocoding of locations (P-codes) and to be available in drop-down lists when searching. Arabic hints/version of indicators in Arabic</p> <p>Discussion: Translation is delicate and challenging, should be done properly to avoid distortion of the indicator dimension. Action: Circulate better description of the current indicators and provide an Arabic version. Numbering will help.</p>
3.	<p>Wishlist to head offices, tools needed that can help to improve the response in the field</p>
	<p>-Summary fact sheet on monthly basis by agency or partner on it's activities. Discussion: There is already 2 products available: Governorate profiles and dashboards. Also request is possible through AI by selecting the partner and choosing all indicators.</p> <p>-Standardized fact sheets between all field offices for monthly reporting to be included in the monthly fact sheet. It will unify the format and to be facilitated by a quick export button.</p>

	<ul style="list-style-type: none">-Select multiple indicators to export the charts for reports.-Mobile data collection tool on location instead of waiting till end of the month to report the activities.-Spongebase visualization for protection issues. <p>Discussion: PRISM and UNDP-LebanonSupport project that already address this issue.</p>
	AOB
	UNRWA thanked us for the interesting meeting and dissemination of all available tools.

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