RESPONSE MONITORING TASK FORCE – MEETING 3

|  |  |  |  |
| --- | --- | --- | --- |
| Minutes | November 22, 2018 | 15:00-16:00 | CONFERENCE ROOM |

|  |  |
| --- | --- |
| 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), DAMJAN NIKOLOVSKI (UNHCR), JOHN BERNARD (ARC), REBECKA RYDBERG (REACH) |

## Agenda topics, Introduction, Review of action points from last meeting / task force work plan, Review of progress on indicators and standardising activities, Review of standard procedure for reporting, AOB

|  |  |  |  |
| --- | --- | --- | --- |
| discussion |  | | |
| 1. **Review of action points from last meeting / task force work plan**    1. Platform identification to be validated at regional meeting in Nairobi on 10-11 December, as a result ActivityInfo might be used in other RRRP countries too.    2. Dashboard templates can be produced with REACH support up to end of December (due to length of PPA).    3. Reporting process and monitoring framework should be validated by mid-January for those sectors that will report activities on a monthly basis (i.e. start using the platform in February). 2. **Review of indicators and standardising activities**    1. Meetings have been held so far with Shelter, Settlement and NFI, Environment and Energy, Livelihoods, Education, Protection and Food Assistance.    2. Meetings are still outstanding for Health and WASH.    3. A monitoring framework that pulls together RRP objectives, indicators, targets and links them to sector activities was presented for feedback and will be shared along with the minutes. 3. **Review of standard procedure for reporting**    1. There was a need to compress the timeline for reporting and to differentiate between RRP reporting and activity reporting, a revised procedure has therefore been developed.   Timeline:    Roles and responsibilities for activity reporting:    Roles and responsibilities for RRP reporting:     1. **AOB**    1. Next meeting will be on 6th Dec (3 – 4pm) | | | |
| Action items | | responsible | Deadline |
| Reach out to colleagues in UBOS, NPA and UNDP | | BO | EoY |