DATA MANAGEMENT WORKING GROUP MEETING

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| Minutes | APRIL 03, 2020 | 10:00-12:00 | ONLINE MEETING |

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| Meeting called by | GODFREY NABONGO AND BO HURKMANS |
| Type of meeting |  DATA MANAGEMENT - CORDINATION |
| Facilitator | BO HURKMANS |
| Note taker | MUMBERE HILLARY |
| Attendees | ALBERT ABUNYANG (UNDP), ALLY HAMUD SAID (UNHCR), CHARLES MATOVU (UNHCR), DIANAH NAKASUJJA (AVSI), GEOFREY ARUM (CARE), HILLARY MUMBERE (UNHCR), JOHN PAUL NYEKO (AVSI), JORDAN CANOCAKACON (AVSI), DEOGRATIUS KIGGUDDE (HOT/OSM), RITA LAROK (AVSI), SARAH AMADI (HOT/OSM), SARAH COLLMAN (REACH), SIMONA SIMKUTE (DRC), LINUS MUZAHURA (FCA), BO HURKMANS (UNHCR), CLARK KATHRYN (FAO), FAITH KIRUNGI (LWF), DUNCAN KATIMBO (UNHCR), YOURI FRANCX (HI), XABIER GOIRA CORTAJARENA (FAO), BRIAN MUKISA (MTI), NABISERE IRENE AIDAH (UNICEF)  |

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| Agenda topics: | * RRP reporting process
	+ Changes to ActivityInfo in light of Q3 and Q4 feedback
	+ Presentation of Q4 products
	+ 2020 reporting deadlines
* Updates from the Assessment Technical Working Group
	+ VENA vulnerability frameworks
	+ UNHCR individual profiling exercise
	+ Partner data collection plans for 2020
* Session of the GIS Sub-Working Group
	+ Infrastructure / facility data for host communities
* AOB
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| discussion |  |
| 1. **RRP reporting process**
	1. Changes to ActivityInfo in light of Q3 and Q4 feedback
		* Descriptions for several fields have been added for clarification.
		* The list of available delivery mechanisms has been updated for cash-based interventions.
		* Removed breakdown by type for reporting on open child protection cases, individual case management services and community-based activities, new breakdown to allow for reporting on children participating in training and awareness raising on CP and new indicator for reporting on adolescents.
		* The results framework for the Education sector has been aligned with that of the Education Response Plan.
		* An indicator on “Completed non-market assessments” has been added to Livelihoods Output 1.2 “Increased knowledge and skills on livelihoods strategies”.
		* When reporting on NFIs for new arrivals through cash or voucher modalities, individuals can now be reported in addition to households (this was already the case for in-kind distributions).
		* The indicator “peace-building initiatives conducted” has been added to the Protection objective “Peaceful co-existence”.
		* The option of selecting the PSN type has been added to reduce the number of fields shown when reporting on PSN interventions under CBI, Protection and Shelter.
		* Under SGBV, FGDs have been included under awareness campaigns, medical support has been included under survivor support, safety audits have been moved from survivor support to awareness campaigns, fields to directly capture the number of survivors identified and supported have been added to the survivor support form and an additional field has been added to track the number of functional committees.
		* The “Shelter for PSN” and “Improved & sustainable shelter” forms have been merged into one form “Improved & sustainable shelter (incl. shelter for PSN)” so that the structure better reflects the SSNFI sector log frame and the indicator “urban refugee households provided with rental support” has been added.

Discussion:* + - All partners have an obligation to also periodically report to the government of Uganda through the Office of the Prime Minister (OPM), the reporting through ActivityInfo does not replace this obligation. Discussion with OPM to avoid overlap in reporting was scheduled for late March but was called off due to the COVID-19 restrictions in place.
		- REACH is working on a 4W monitoring tool to track the partners and activities linked to the COVID-19 national response plan pillars. In case any activities related to COVID-19 need to be tracked on ActivityInfo, the changes will be implemented in time for Q2 reporting. In the meantime, sectors have developed COVID-19 BCPs and are tracking their activities accordingly.
	1. Presentation of Q4 products
		+ All Q4 dashboards, including Environment & Energy, have been shared on 1 April. However, narratives were only updated for Child Protection, Food Security and Livelihoods & Resilience. Other sector narratives can be updated afterwards based on submissions for the RRP end-of-year reports.
		+ Achievements per quarter have been included for most key indicators, as a result the colour scheme has also been updated to improve clarity. Some examples of new breakdowns or trends provided are: the type of SGBV incidents and survivor support (based on GBVIMS data), the type of PSN households provided with emergency shelter support, the gender/age of children receiving case management services, the number of litres of water per person per day, the transfer modality for food, the type of beneficiary for cash transfers, the under-5 mortality rate and the number of teachers trained.
		+ Settlement-level products for West Nile are produced by the UNHCR IM colleague in Arua.
	2. 2020 reporting deadlines
		+ The reporting deadlines are on 15 April, 15 July, 15 October for Q1, Q2 and Q3 respectively, for Q4 the deadline is the 29th of January.
		+ DRC mentioned that they were asked by UNHCR Protection staff at settlement level to submit monthly reports, the UNHCR IM Unit will follow-up to clarify this.
1. **Updates from the Assessment Technical Working Group**
	1. VENA vulnerability frameworks
		* Since December 2019, the VENA team has worked to finalise the sector-specific vulnerability frameworks, made progress on the protection-related vulnerability framework and refined the economic vulnerability analysis.
		* Field-level FGDs were conducted with refugees in 6 locations to get feedback on the analysis framework, review indicators that should be included and gather perspectives on what is missing. The findings were shared with sector leads and they were asked to consider them in the sector-specific frameworks defining vulnerability.
		* The analysis team is experiencing delays related to COVID-19, but a communication will be sent once the final analysis workshop can be planned.
		* Discussions are underway with UNHCR to include the VENA predictors in the individual profiling exercise.
		* Maps of the access to facilities in the settlements can be published/shared, more spatial analysis will be done and included in the final report.
		* The market analysis overview will be published shortly, settlement-level market analysis factsheets were published and circulated in January.
	2. UNHCR individual profiling exercise
		* The data collection tool is being finalised through consultation with different partners (such as WFP and REACH). UNHCR is also working on a revision of the methodology paper to outline how absentee households and family composition issues will be handled.
		* The launch of the exercise has been suspended as a result of the rapidly evolving COVID-19 pandemic. The implementation will be reviewed in the first week of May based on the COVID-19 situation and related guidelines from the MOH/WHO.
		* Resource mobilisation for the exercise is underway, a number of partners (for example CRS, FAO and WVI) are supporting with tablets and many more partners are pledging assistance through enumerators, team leaders and vehicles.
	3. Partner data collection plans for 2020
		* The following partners have submitted inputs so far: CARE, CRS, DRC, the ERP secretariat and FAO as well as partners of the ECHO APEAL project, ECHO cash consortium and U-LEARN consortium.
		* The ECHO consortium and DRC are both planning to collect cash-related information in Kyaka II, DRC (which also heads the consortium) will look into this.
		* WVI is planning to conduct a market assessment and VSLA survey in West Nile, UNHCR will share previously collected VSLA information and REACH will share VENA market assessment data.
		* The CWG has established a new Market Analysis Task Force, which will facilitate market monitoring. The group is planning to adapt the current MEB price monitoring system led by WFP, UNHCR, and the ECHO Cash Consortium, to assess price and market functionality through remote data collection (conducted by WFP mVAM). COVID-adapted market monitoring will be supported by IMPACT/REACH through the DFID-funded U-LEARN consortium for three months.
		* World Bank / UBOS are also exploring using phone surveys instead of face-to-face interviews for the proposed Refugee Frequent Monitoring System.
		* Partners are requested to submit their data collection plans if they have not done so through the [online form](https://docs.google.com/forms/d/e/1FAIpQLSfC_E6SN6cZjP6LoArKuDU6nGXrWAFnfpFndg5AxNi1YCr-gQ/viewform) (while also indicating whether GIS data will be collected).
2. **Session of the GIS Sub-Working Group**
	1. Infrastructure / facility data for host communities (see presentation)
		* It was suggested to reach out to the GIS department at the Ministry of Water for WASH data and the District Local Government (planning officers) for district data.
		* It was also suggested that in the [online GIS inventory](https://docs.google.com/spreadsheets/d/1vZHqrjKIgj6EAlY7nsQLNCl8sxUVB7_9iHHlqxogbJo/edit?ts=5b97c059#gid=98699299) a distinction could be made between refugee settlement data or host community data.
	2. HOT made a presentation about the project “Mapping Energy Saving Solution Providers in Bidibidi Refugee Settlement”.
3. **AOB**
	1. HOT requests anyone with COVID-19 related data requests to reach out to them for support.
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| Action items | Person responsible | Deadline |
| COVID-19 4W monitoring tool to be shared | Sarah (REACH) | When ready |
| Look into plans to collect cash-related information in Kyaka II | Simona (DRC) | ASAP |
| Share VSLA data with WVI | Charles (UNHCR) | ASAP |
| Share VENA market assessment data with WVI | Sarah (REACH) | ASAP |
| Share VENA maps of the access to facilities in the settlements | Sarah (REACH) | ASAP |
| Reach out to the Ministry of Water and DLGs for GIS data related to host community infrastructure and facilities  | Hillary (UNHCR) | Next meeting |
| Include distinction between refugee settlement data or host community data in the online GIS repository | Hillary (UNHCR) | Next meeting |
| Reach out to HOT/OSM for support with COVID-19 related data requests | All partners | N/A |