

Information Management Working Group (IMWG)

Meeting Minutes

Meeting Start Time: 21-Apr-2022, 10:00 AM

Location: Microsoft Teams (online).

Chaired by REACH & UNHCR

List of Participants:

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Agenda:

1. **5W**
2. **Dashboards**
3. **Contingency Planning**
4. **MSNA**
5. **Scheduling the next meetings**

5W (Who, What, Where, When, and for Whom database)

- The [5W template on the interagency Sharepoint](#) and the corresponding [5W dashboard](#) are an essential coordination and accountability tool.

- The 5W dashboard is pulling data directly from the template on Sharepoint, to which everyone can request access. As a result, the data on the dashboard might not be 100% accurate (double reporting, reporting gaps...) However, the dashboard gives a good overview of the activities happening in Moldova.
- Double reporting cannot be fully avoided, as a strict review and approval process is not a practical solution.
- Guidance on filling the 5W template: The organization receiving the funds for a specific activity is the 'organization' (column B), implementing partners can be added in the respective column currently on the right side of the sheet (will be moved next to the "Organization" column soon).
- IM activities (e.g., assessments) should ideally not be included in the 5W, but in the assessment registry, as the 5W maps tangible services / goods directly benefiting the affected population Assessments that were added by partners to the 5W were moved over to the Assessment Registry and appear on the Assessment registry dashboard.
- Key questions on number of persons in need of, or receiving, certain types of assistance are still difficult to answer using the 5W. Therefore, we might consider reviewing the structure of the 5W template in the future, with a view on avoiding double reporting, or putting a burden on sector leads and reporting organizations
- For the RRP indicator reporting, we will use ActivityInfo. Further information on the process and use of the platform will be shared soon.

- **FOLLOW-UP ACTION:** UNHCR will move the 'Implementing partner' column next to the 'organization' column.

- **FOLLOW-UP ACTION:** UNHCR will learn more about what we can expect from the roll out of Activity Info

- **FOLLOW-UP ACTION:** It was recommended that Sector lead agencies could periodically review the data in the 5W for their sector and try to improve reporting, remove duplicates, etc.

Dashboards

- **UNHCR** presented the public dashboards they maintain for the refugee operation.
 - o [5W dashboard](#)
 - o [Assessment Registry](#)
 - o [Daily Population Trends dashboard](#)
 - o [UNHCR dashboard on cash assistance](#)
- **WFP** presented their public cash programming dashboard
 - o [WFP dashboard on cash assistance](#)

Contingency plans

- **REACH, UNHCR, and WFP** briefly mentioned the ongoing contingency planning process that is run out of the Government's Crisis Cell. **UNHCR** agreed to see what elements of the planning and scenario can be shared with the IMWG. When the Government allows certain elements of the contingency plan to be shared, there will be a briefing for the Int'l community; agencies, NGOs, donors, etc.

- **The IMWG** agreed that in the event of a major influx of refugees into Moldova, the core IM tools and services will remain as is. An acute emergency is not the time to try something new. We will stick what is in place now.

Light Multi-Sector Needs Assessment

- The light MSNA is funded by **UNICEF** and **ECHO**, and implemented by **REACH**.
- **REACH** collected priority information gaps through consultations with all Sectors and Working Groups
- The compiled list of indicators and connected questions was shared with Sectors and Working Groups for feedback by Monday, 25 April

Scheduling

- This week the IMWG clashed with the Sector Leads meeting. However, after the meeting it was clarified that the Sector Lead meeting would be shifted to 11am... so there is no longer a clash and no need to shift the timing of the weekly IMWG meeting.

Next IMWG meeting scheduled for Thursday, 28 April 2022