# ACTIVITYINFO

# REPORTING

# STEP-BY-STEP GUIDE

*SEPTEMBER 2022*

*This document details the steps required for all RRP partner reporting focal points to follow to be able to gain access to the ActivityInfo database and report on activities and funding. For any clarification, please contact the UNHCR IM Unit (hunbuim@unhcr.org)*

This is a guidance note on how to report activity and funding information on ActivityInfo.

For activity reporting (page 2-5), please note the following before you begin:

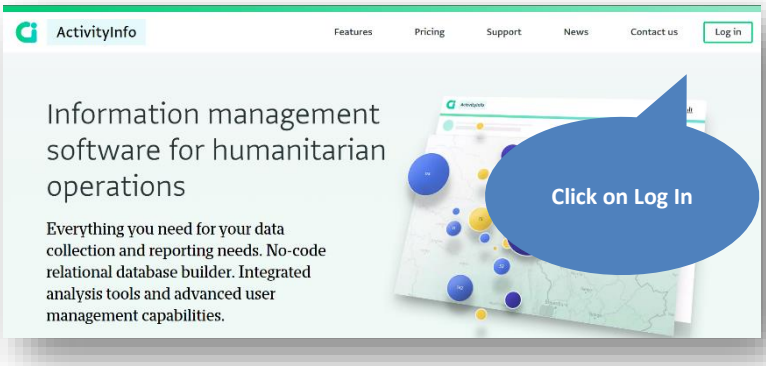
- Reporting is open to all partners currently responding to the refugee emergency. It is mandatory for RRP partners and implementing partners of UN agencies. Other organizations are warmly encouraged to report in order to get a comprehensive picture of the response.
- An import template is available to assist with entering multiple submissions at the same time (instructions here).
- Information on activities is collected by location (county and district if available; otherwise at national level), gender/age (men, women, boys, and girls), and type of beneficiary (refugees, host community, third-country nationals etc.). Activities that are implemented online or over the phone can also be reported (selecting the online/remote option).
- Key achievements/challenges for the reporting period can be included in the comments; this is not a mandatory field to fill.

For funding reporting (page 6-8), please note the following before you begin:

- Reporting on funding is a requirement for all those who have appealed through the Refugee Response Plan for the Ukraine Situation.
- Organisations receiving funding from UN agencies in Hungary should not report those funds, as the UN agency will report on their behalf.
- Funds are collected in USD (as USD is the official RRP currency used for regional countries). When reporting on funding received in Hungarian Forint or currencies other than USD, please use the prevailing exchange rate at the time of receipt (or the rate set by your donor, if different).

### i. Open ActivityInfo

To access the platform, navigate to the following address:
**www.activityinfo.org**

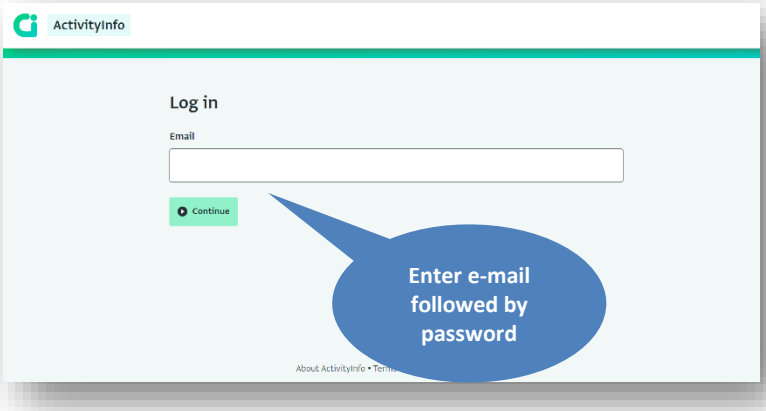



### ii. Log In

Click on **Log In** to proceed.

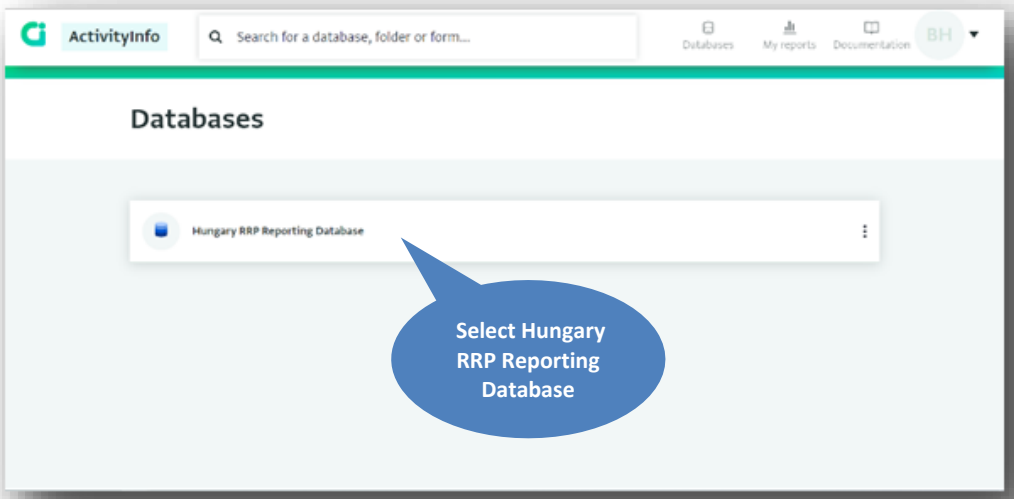
- If you do not have a username and password, please send an email to: hunbuim@unhcr.org

  An invitation will then be sent to you, after which you can create your password.

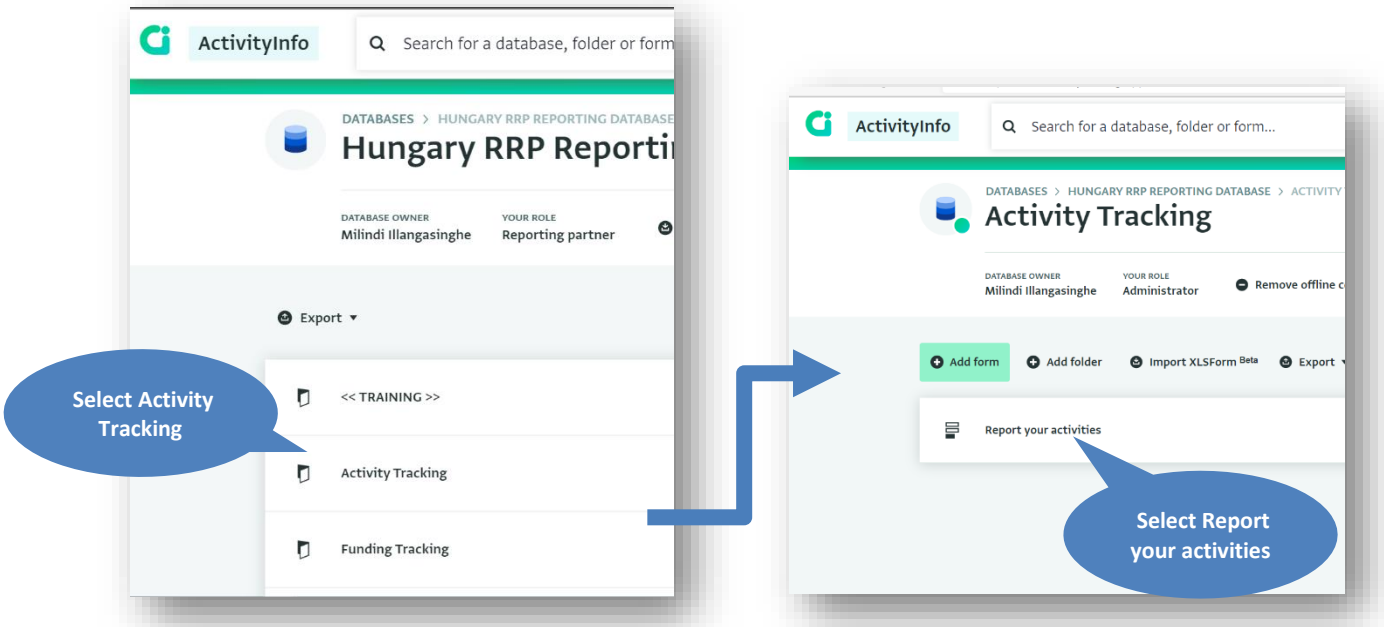


## iii. Data entry – Activity reporting

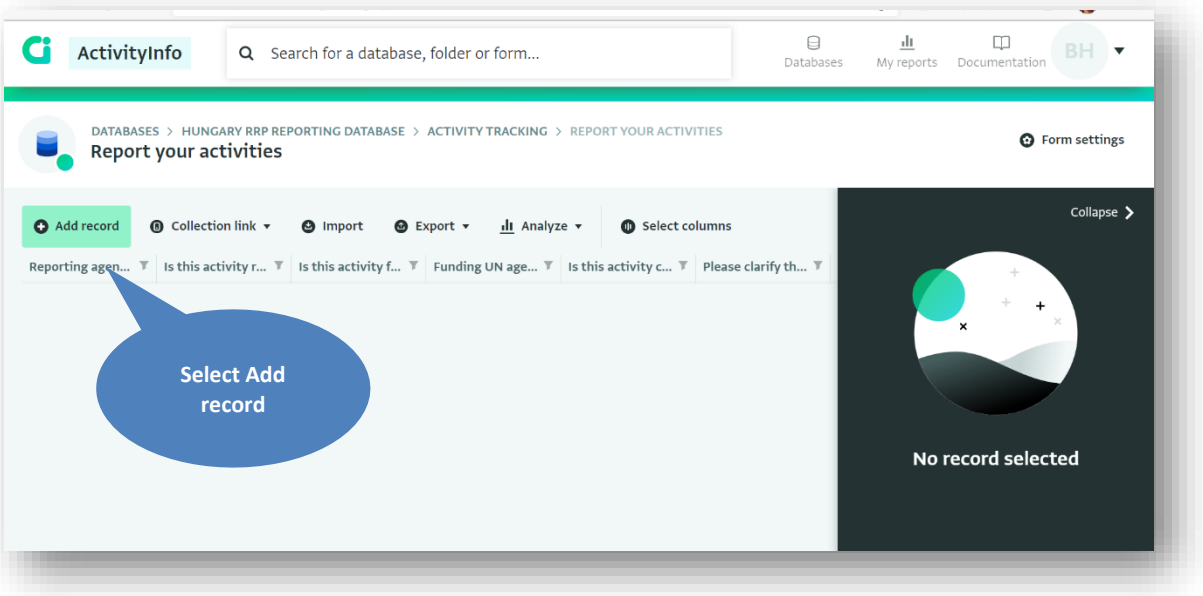
### a. Select the relevant database for the Hungary RRP



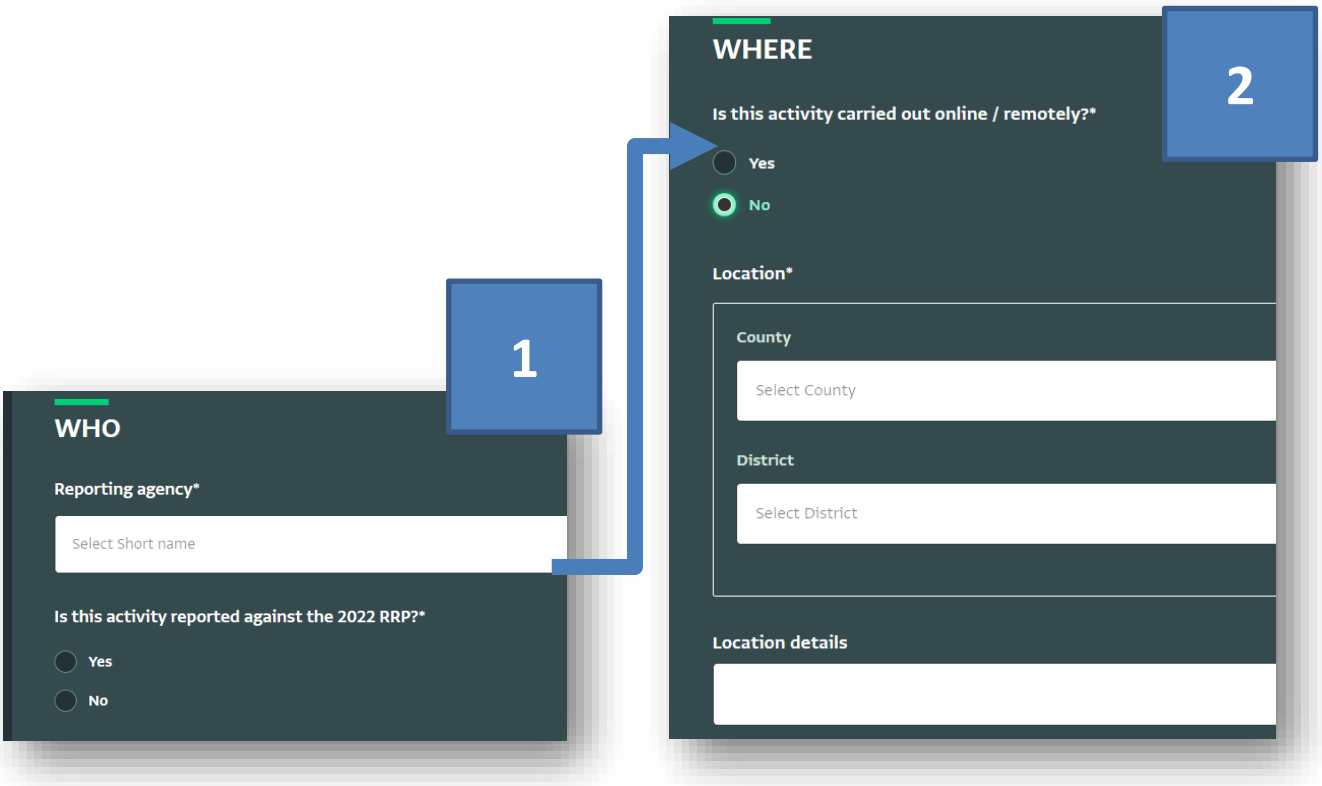

### b. Select the "Activity Tracking" folder and click on the "Report your activities" form



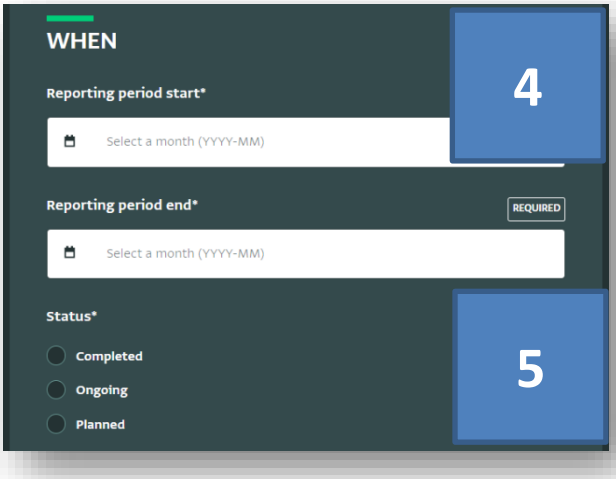
### c. Select "Add record" to add a new submission

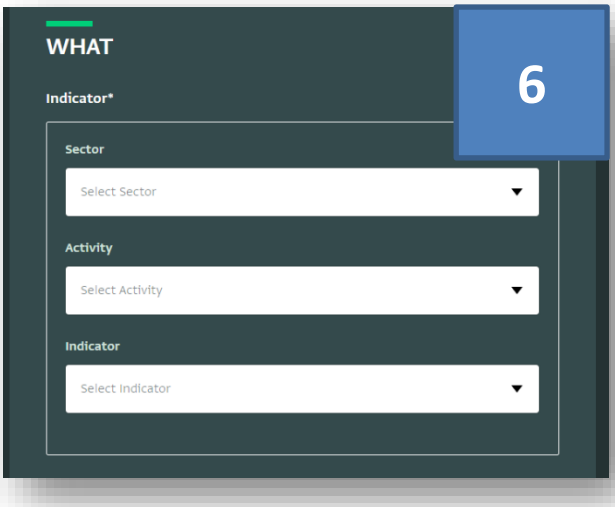



### d. Complete the form record

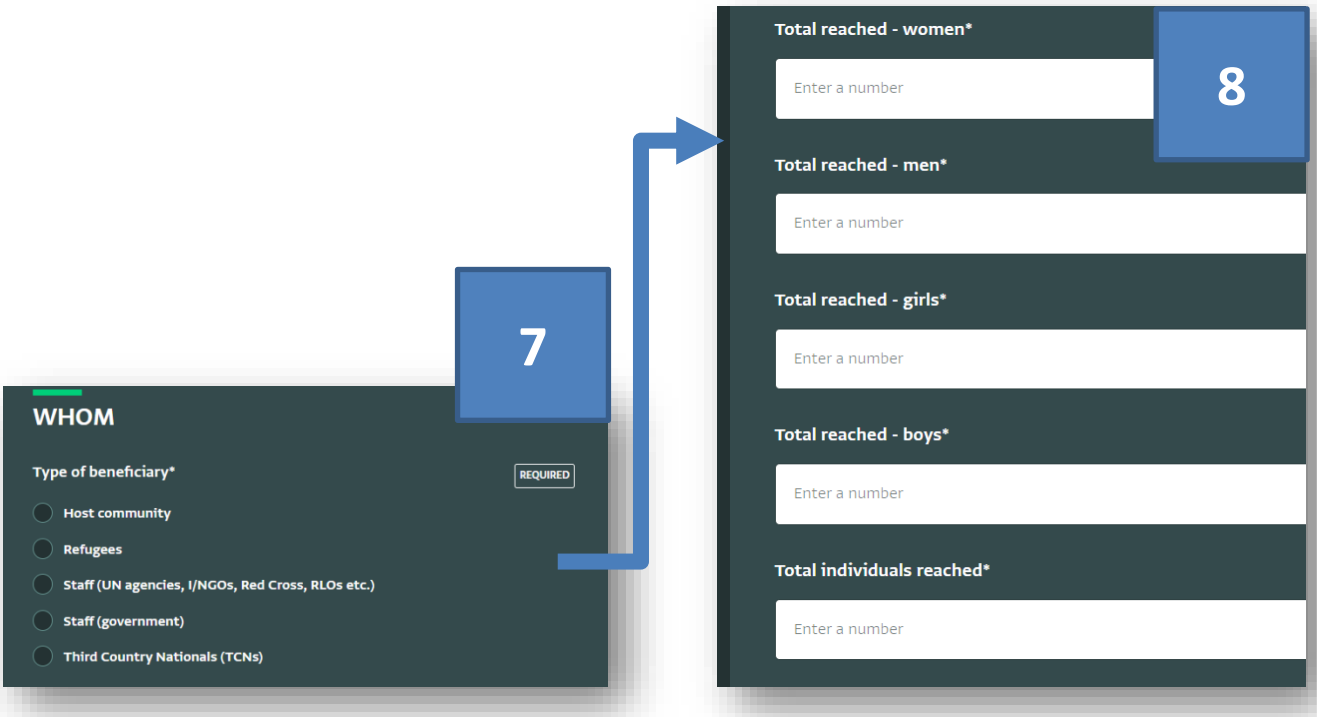



1. Select the reporting agency that is submitting the record and indicate whether the funding is reported against the 2022 RRP (partners that have appealed for funds in the 2022 RRP select Yes, all other partners select No).
2. If the activity was carried out online / remotely, select Yes and indicate the modality. For all other activities, select No and indicate the location by selecting the county followed by the district, additional details can be provided if needed. In case activities are implemented across multiple locations, please add one record for each location. If the location of the activity is not known or implemented country wide, please select A National level under county.




4. Indicate the reporting period for the submission by clicking on the calendar symbol and selecting the year and month or by entering it directly into the field (format: YYYY-MM). NOTE: for the first reporting cycle, the reporting period is March-June.
5. Indicate the status of the activity: completed means that the activity will not continue after the reporting period, ongoing means that it will continue after the reporting period. Planned activities can also be reported in order to facilitate coordination.
6. Indicate the indicator to report on by selecting the sector followed by the activity (see Annex 1 for an overview).




7. Indicate the type of beneficiary, if the activity has reached a mixed group, please add one record for each beneficiary type.
8. Indicate how many beneficiaries (women, men, girls and boys) were reached, the total number of individuals should match with the breakdown provided.

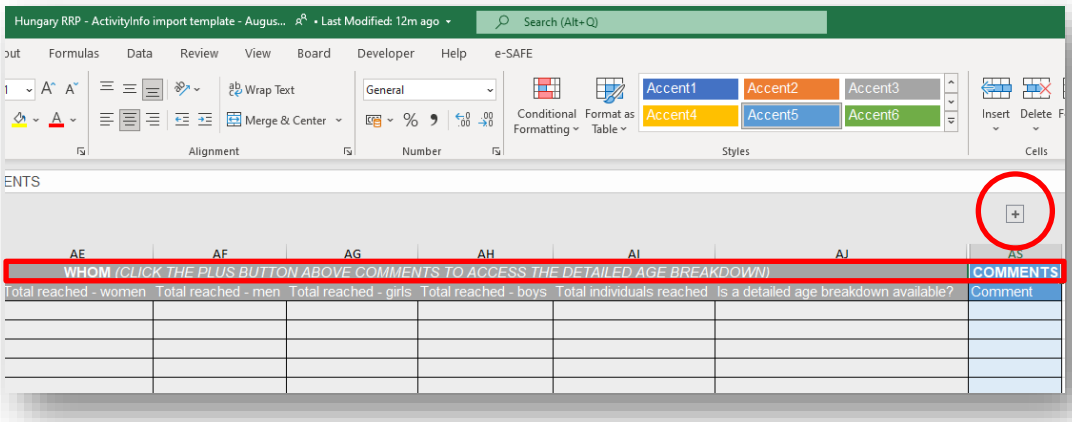
### e. Additional notes on activity reporting

- Is a more detailed age breakdown available? Select Yes in order to enter it (only when reporting on Education):
  - The age breakdown is: 0–5; 6–9; 10–14; 15–19
- When reporting on cash or voucher activities, the following additional fields will need to be completed:
  - Total value of cash / voucher assistance provided (in HUF)
  - Total households reached
- When reporting on the activities below, the following fields will need to be completed:
  - Child Protection
    - All activities: indicate whether activity was focused on MHPSS or not
  - Protection
    - Community awareness raising: number of activities organized
    - Counselling sessions on integration-related support: number of sessions conducted
    - Legal awareness raising sessions: number of sessions conducted
  - MHPSS
    - Basic counselling for individuals: number of consultations
    - Specialized MHPSS services: number of consultations
    - Training / orienting: number of trainings conducted
    - Situation analyses/assessment: number of assessments conducted
  - Basic Needs (Shelter)
    - Improvements to collective sites: number of sites improved

If you made a mistake while entering data, you can always edit or delete your submission. It is also possible to export the information entered if you want to keep a copy for your own records.

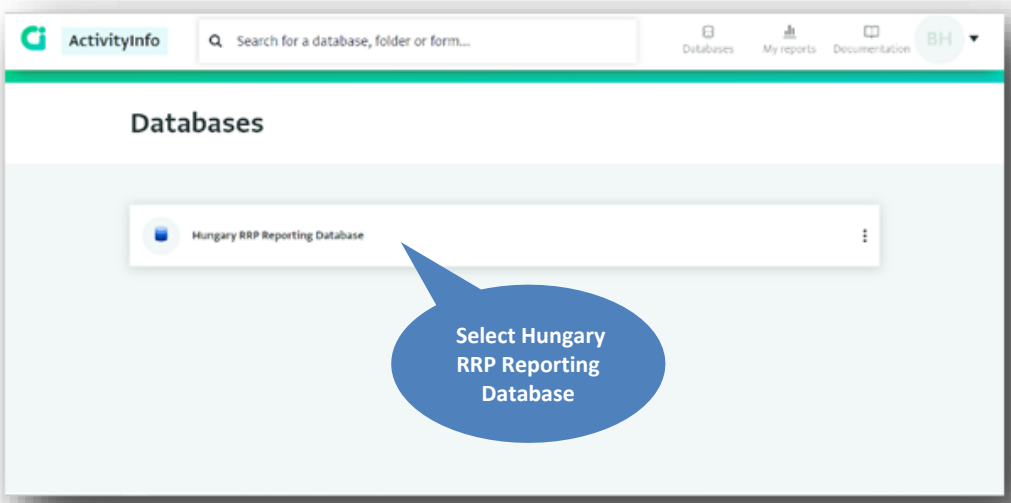
### f. Using the import template

- An import template is available to assist with entering multiple submissions at the same time (instructions here).
- The Excel import template follows the same structure as the form on ActivityInfo, however, please note the following points:
  - Most cells have validation applied to them in order to make sure that the answers match with the options that are available in ActivityInfo, use the dropdown menus provided
  - Activities and indicators per sector have been copied into the template for reference, you can copy / delete as needed
  - Click the plus/minus sign above comments to show/hide fields related to the detailed age breakdown for Education, it is hidden by default (highlighted in red below)
  - Do not copy the first row (WHO, WHERE, WHEN, WHAT, WHOM etc.) in to the ActivityInfo import interface (highlighted in red below)

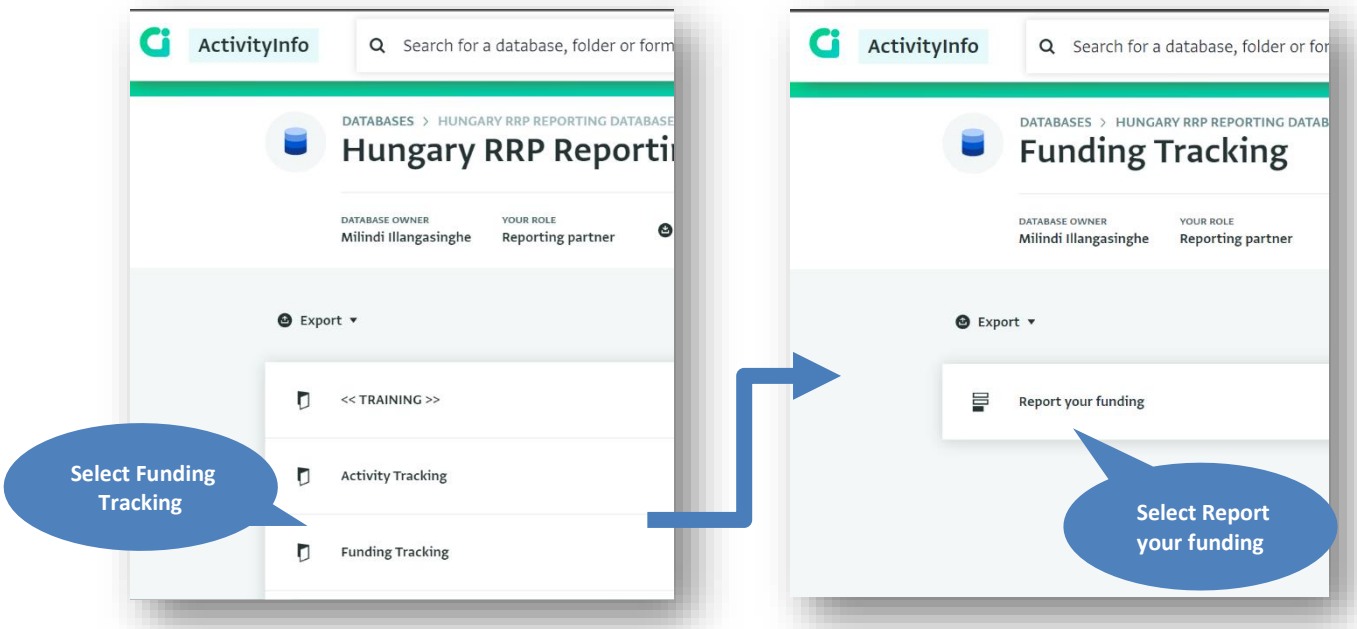


## iv. Data entry – Funding reporting

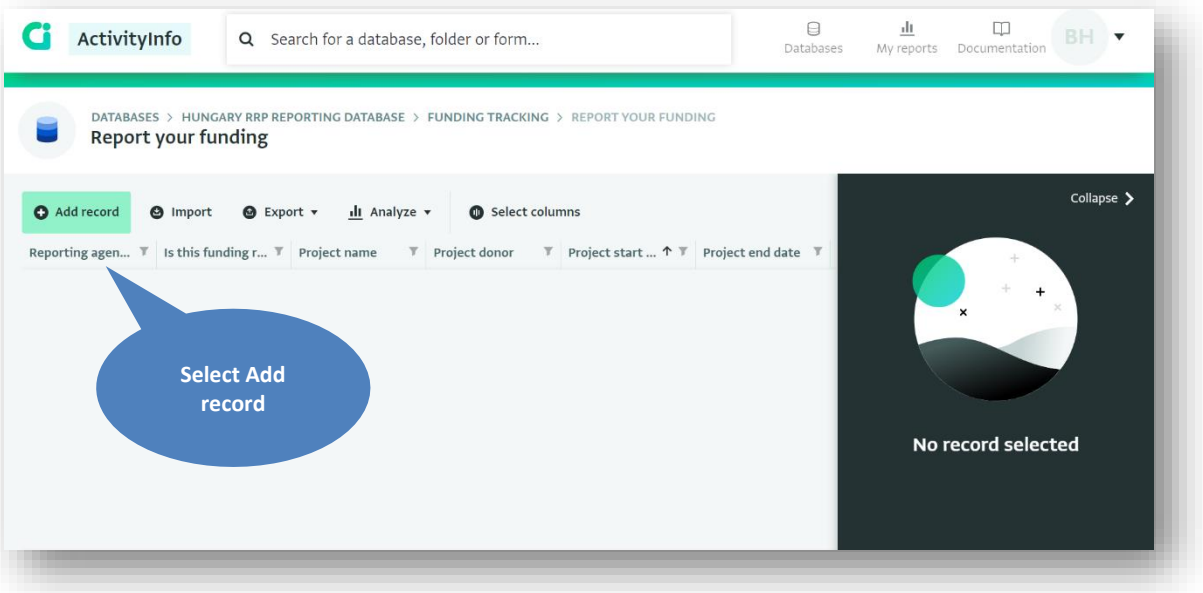
### a. Select the relevant database for the Hungary RRP



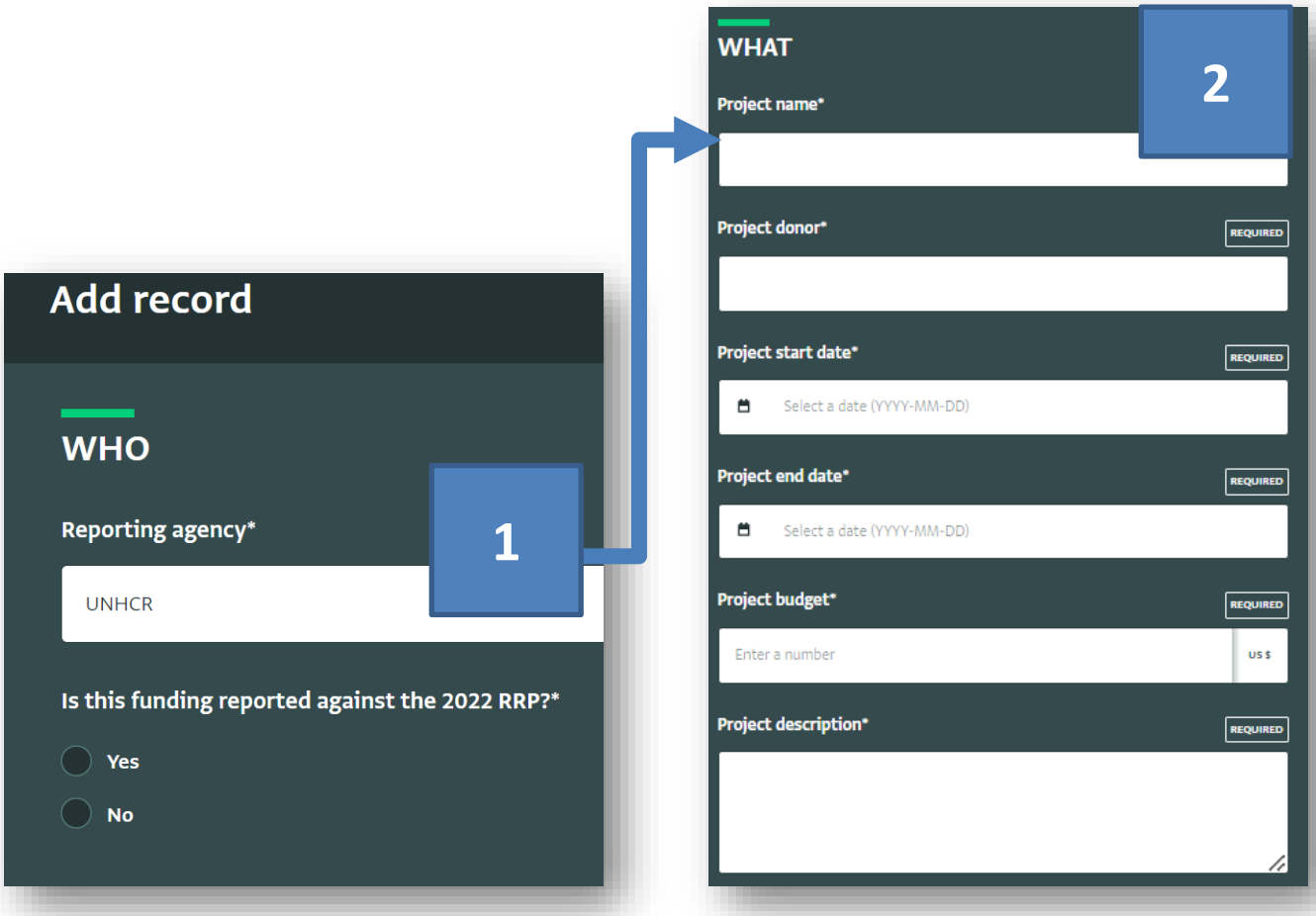

### b. Select the "Funding Tracking" folder and click on the "Report your funding" form



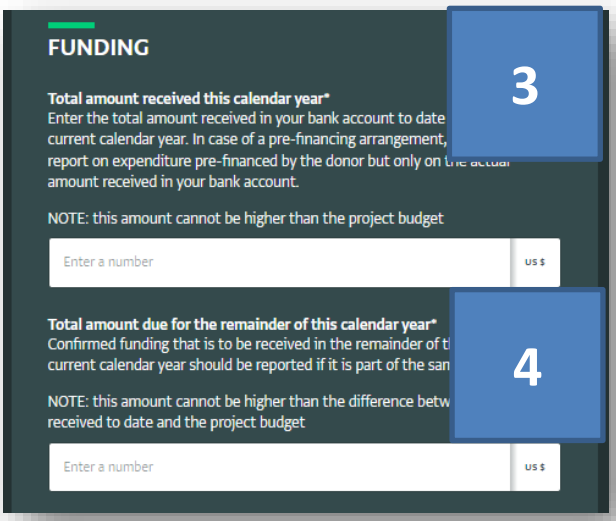
### c. Select "Add record" to add a new submission

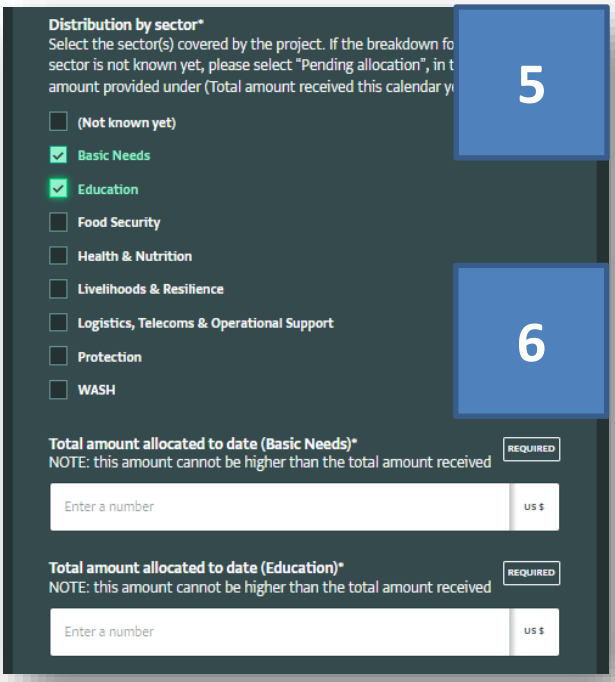



### d. Complete the form record




1. Select the reporting agency and indicate whether the funding is reported against the 2022 RRP (partners that have appealed for funds in the 2022 RRP select Yes, all other partners select No).
2. Enter the project name, donor, start / end date, budget (in USD) and a brief description.




3. Enter the total amount received in your bank account to date for the current calendar year. In case of a pre-financing arrangement, you should not report on expenditure pre-financed by the donor but only on the actual amount received in your bank account.
4. Confirmed funding that is to be received in the remainder of the current calendar year should be reported if it is part of the same project.
5. Select the sector(s) covered by the project. If the breakdown for a sector is not known yet, please select "Not known yet", in this case the amount provided under (Step 5) is sufficient.
6. Enter total amount(s) per sector(s). Note that amounts allocated to each sector should add up to the total amount received to date as reported under Step 5. If Protection is selected as one of the sectors, you will be required to provide a percentage- based breakdown for Child Protection, Mental Health and Psycho-Social Support and Gender-Based Violence. If the breakdown is not known the fields can be left empty.

If you made a mistake while entering data, you can always edit or delete your submission. It is also possible to export the information entered if you want to keep a copy for your own records.

**Annex 1 – Activities and indicators**

| Sector | Activity | Indicator |
|---|---|---|
| Basic Needs (Cash / Voucher) | Cash / voucher assistance for basic needs | # of individual who received cash / voucher assistance for basic needs |
| Basic Needs (Food) | Prepared meals at border, reception and transit sites | # of individuals who received prepared meals |
| | Distribution of groceries (in-kind food assistance) | # of individuals who received in-kind food assistance |
| | Cash for food | # of individual who received cash assistance for food |
| Basic Needs (Non-Food Items) | Clothing | # of individuals who received clothing |
| | Hygiene kits | # of individuals who received hygiene kits |
| | Other in-kind NFI assistance | # of individuals who received other in-kind assistance |
| Basic Needs (Shelter) | Provision of accommodation (private) | # of individuals provided with private accommodation |
| | Provision of accommodation (collective) | # of individuals provided with accommodation in collective sites |
| | Improvements to collective sites | # of collective sites improved to provide adequate conditions for emergency accommodation |
| Education | Individual learning materials | # of children receiving individual learning materials |
| | Access to formal education opportunities | # of children benefitting from national education system (formal) |
| | Catch-up education and skills development programs | # of children participating in catch-up education and skills development |
| | Capacity building for educational actors | # of educational actors trained |
| | Access to non-formal education opportunities | # of children benefitting from education system (non-formal) |
| | Summer camp activities | # of children/youth participating in summer camp activities |
| Health | Awareness raising sessions on access to health services | # of individuals provided with awareness raising sessions on health services |
| | Provision of healthcare (primary and secondary) | # of individuals provided with healthcare |
| | Capacity building of healthcare workers | # of healthcare workers participating in capacity building events |
| | Access to healthcare (transport, translation etc.) | # of individuals supported with accessing healthcare |
| Mental Health & Psychosocial Support | Awareness raising on mental health and psychosocial support | # of people participated in awareness raising sessions |
| | Psychosocial support activities | # of people who participated in PSS activities |
| | Training / orienting | # of workers involved with MHPSS interventions trained in MHPSS (online & in-person) |
| | Situation analyses/assessment | # of MHPSS assessment conducted |
| | Basic counselling for individuals | # of consultations provided through basic counselling |
| | Specialized MHPSS management of mental health conditions | # of consultations provided through specialized MHPSS services |
| | Referrals of vulnerable individuals/families (externals) | # of cases referred externally |

| | | |
|---|---|---|
| Protection (Child Protection) | Awareness raising sessions, community events and activity days | # of participant provided with awareness raising sessions on child protection |
| | Recreational activities for children | # of children provided with recreational child protection services |
| | Capacity building to respond to child protection concerns | # of participants trained on child protection and children's rights |
| | Referral of children at risk to specialized services | # of children at risk identified and referred to specialized services |
| | Community-based child protection | # of children provided with community-based child protection services |
| | Specialized child protection services | # of children supported with specialized child protection services |
| Protection (GBV) | Capacity building on GBV prevention and response | # of trained participants who increased their GBV knowledge and skills on prevention and response |
| | Awareness raising sessions on GBV related issues | # of individuals that received information on available protection services related to GBV, sexual exploitation and abuse and trafficking |
| Protection (General) | Referral of adults at risk to specialized services | # of adults at risk identified and referred to specialized services |
| | Integrated/comprehensive case management | # of individuals provided with integrated case management |
| | Community awareness raising | # of community awareness and sensitization campaigns, workshops, events and projects organized |
| | Cash assistance for protection | # of individual who received cash assistance for protection |
| | Counselling sessions on integration-related support | # of counselling sessions for persons benefiting from integration-related support (housing, employment, health care, education, language classes) |
| | Targeted protection assistance to persons with specific needs | # of persons with specific needs receiving targeted protection support |
| Protection (Legal) | Legal awareness raising sessions | # of individuals participating in legal awareness raising sessions |
| | Legal assistance | # of individuals receiving legal assistance |