

UNHCR MENA REGIONAL BUREAU Digital Participatory tool Guidance Note

Table of contents

1. Background	3
2. Privacy and Security	3
3. How does it work?	3
4. How to use the KoBo Systematisation Form	4
4.1 How do I get access to the Systemisation Form?	4
4.2 How many forms do I need to fill in?	4
4.3 What are mandatory fields?	5
4.4 What type of input fields are there in the form? What is single selection vs multiple selections?	6
4.5 What are the different part of the form? How should I fill them in?	7
4.5.1 Section A: General Information and Facilitators	7
4.5.2 Section B: Main Findings	8
4.5.3 Section C: Wrap up	9
4.6 I have inputted all the information. How do I submit the form?	10
4.7 Validating your data	11
5. How do I access the findings through PowerBI?	13
5.1 Accessing the findings	13
5.2 Overview Section/Page	13
5.3 Topics Section/Page	14
5.4 Main Theme Sections/Pages	15
5.5 Other Analysis Section/Page	17
6. Additional Resources	17

1. Background

To enhance participatory approach across all phases of the operation management cycle (OMC), the MENA Regional Bureau has developed a digital tool for data collection and analysis using corporate platforms, i.e. KoBo and PowerBI. Together with the taxonomy for participatory interventions the three elements form the MENA Digital Participatory Tool.

The MENA Digital Participatory is to be used to identify and validate the concerns, capacities, needs, and views of communities in their diversity. These can include focus group discussions (FGDs), community gatherings, programmatic participatory assessments, observations or other engagement towards inclusion of communities in decision making processes. The tool allows for data collection and analysis as per the following section.

- General Information and Facilitators
- Main findings
- Wrap up

2. Privacy and Security

Respect for the privacy, confidentiality, and security of all people we serve is of the utmost importance when implementing participatory dialogues (community, focus-group, household-level, individual or any other discussions). You should ensure you have consent for the collection of data during any dialogue before the commencement. This should take place directly with the participants (data subjects) of the dialogue and in compliance with the [UNHCR Data Protection Policy](#).

When collecting personal data from a data subject, you should inform the data subject in writing or orally, and in a manner and language that is understandable, about the purpose for which the data is being collected and the importance of providing accurate and complete information. People should also be informed that their data will be secured according to the UNHCR standards to implement a high level of data security.

More specifically, the processing of the personal data takes place through two corporate UNHCR tools - the KoBo platform is used for data collection and all findings are generated through Microsoft PowerBI. These findings are then hosted on the [UNHCR Knowledgehub](#) in the form of a dashboard. As such, the data collected via the online tool is securely stored on the KoBo/UNHCR and Microsoft servers.

3. How does it work?

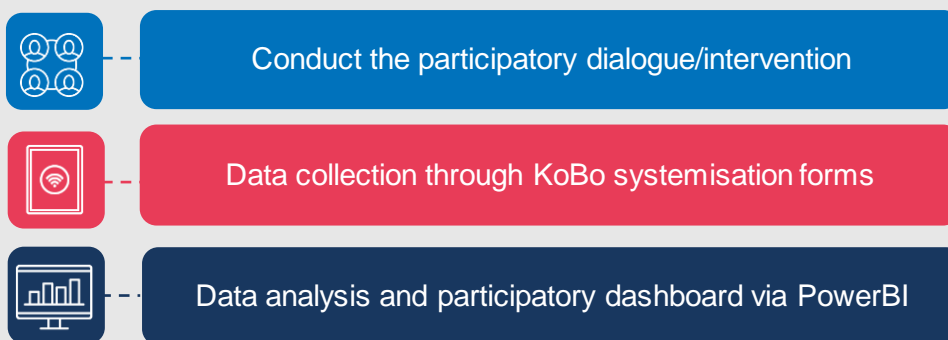
The MENA Digital Participatory tool includes a three-step process:

- Data collection through KoBo systemisation forms

Key points:

- During a participatory dialogue or intervention, the relevant data will need to be collected and systematically inputted into the digital form by the team undertaking the dialogue/intervention
- The team should be made up of at least three members – a facilitator and co-facilitator and the note-taker. Anyone from the team can fill in the form although usually the note-taker will fill in the form and the facilitators will review and confirm the inputted information to ensure accuracy.

- When finalizing the form, KoBo will make sure you have filled in all the required fields. Before you submit the form, you can also keep it in draft format until it is finalized. This is useful when you want to confirm information with the rest of the facilitator team before submission.
- Upon conclusion of the dialogue or series of dialogues, all the data will be consolidated and analysed to generate the participatory dashboard through PowerBI. The dashboard can cover different topics and time periods, as well as focusing on specific population groups or other data fields. The analysis tool allows for multiple filters as per information needs.



4. How to use the KoBo Systematisation Form

4.1 How do I get access to the Systemisation Form?

There are two ways to access and fill in the KoBo Systemization form: You can either do it through a web browser (for example on a laptop computer), or through mobile data collection (for example through a smartphone or tablet). To access the form via a web browser, you will receive a web link to the form and then follow the steps mentioned below. In case you would like to access through a mobile device, the device will need to be configured before you can access the form. You should consult with your information management (IM) or information and communication technology (ICT) team for further support. They will need to install the KoBo app on the device and establish a connection with the UNHCR server to access the form for data entry before following the steps below. If you don't already have a KoBo account, you can register to the website at [this link](#).

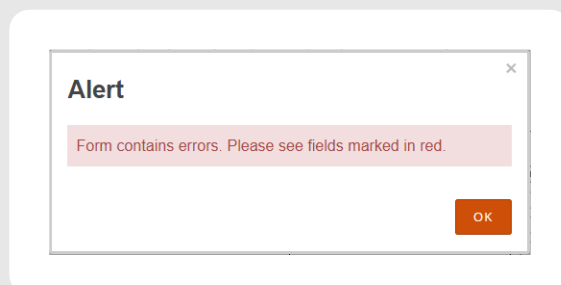
4.2 How many forms do I need to fill in?

The form should be used to record the main findings from the participatory dialogue/intervention.

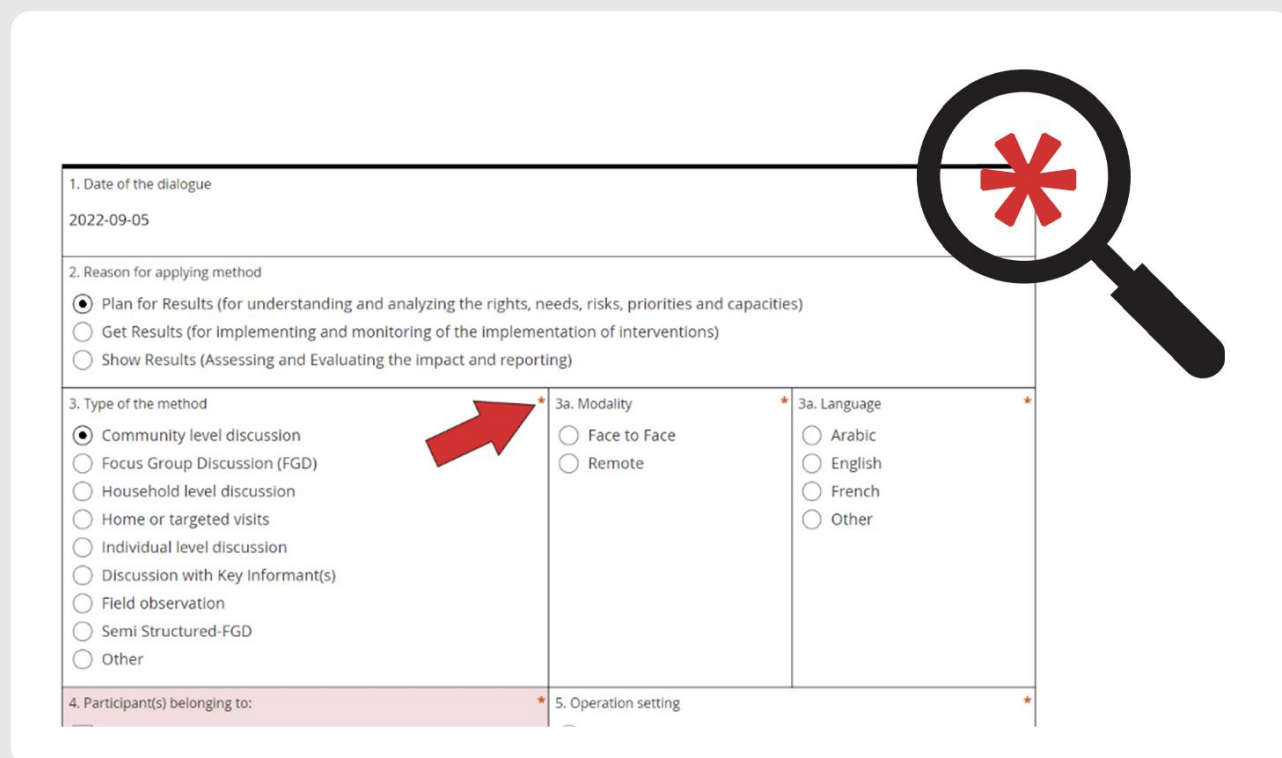
- One form should be filled in for each of the dialogues or interventions conducted.
- One intervention may cover various topics. In this case, the information can be included in the same form by adding additional sections in 'Main Findings' using the '+' symbol/button at the lower part of the section.
- Systematically documenting the findings of dialogues/interventions through individual forms is the only way to analyse large amounts of data.
- The form you will be using has a series of data or information fields that need to be filled in – they are mandatory fields.

4.3 What are mandatory fields?

Certain parts of the of the form have the indication * in the top right corner of each box. This means that the field is mandatory.



The form cannot be finalized and submitted unless the information is filled in across all the mandatory fields. If you try and submit the form without filling in all the mandatory fields, KoBo will give you an alert message.

A screenshot of a form with several sections. A magnifying glass icon is positioned over the top right corner, focusing on a red asterisk symbol. A red arrow points to the asterisk next to the "3. Type of the method" section. The form sections are: 1. Date of the dialogue (2022-09-05); 2. Reason for applying method (Plan for Results, Get Results, Show Results); 3. Type of the method (Community level discussion, Focus Group Discussion (FGD), Household level discussion, Home or targeted visits, Individual level discussion, Discussion with Key Informant(s), Field observation, Semi Structured-FGD, Other); 3a. Modality (Face to Face, Remote); 3a. Language (Arabic, English, French, Other); 4. Participant(s) belonging to; 5. Operation setting. Asterisks (*) are placed in the top right corner of sections 3, 3a, 4, and 5.

4.4 What type of input fields are there in the form? What is single selection vs multiple selections?

There are different fields throughout the tool which will require input from the user. Often you will be prompted to input information in either a single or multiple selection (one or more). You can also provide input in the form of text or numbers.

Each main input field in the form will require on or more of the following:

- **Text** – Here you are required to type in information with text form - for example the name of the facilitator, their email address or the details of a protection risk, incident or concern. Take care of spelling, there is no autocorrect function.
- **Numbers** – Here you need to input only numbers - for example the number of participants.
- **Pre-populated section:** In these sections the information has already been included for you, you will need to select one or more of the possible options. Examples include countries and languages. These fields can either include single selections (indicated by a circle) or Multiple selections (indicated by a square). In multiple selection fields, you should include all the data that is relevant to the specific dialogue by selecting one or more of the options.
- **Drop-down menus** – indicated by a small downfacing arrow (↓) in the right corner of the input box.
- **Add new section** – indicated by the '+' symbol/button will add an additional section to the form (used to add additional facilitators, add).

The image shows a screenshot of a digital form with several input fields highlighted by red boxes and labeled with red arrows and text. The labels are: 'Number field' pointing to a text box for '6. Number of Participants' containing the number '1'; 'Multiple selections' pointing to a list of age ranges (10-14, 15-17, 18-24, 25-59, 60-79, 80+, Age-mixed) where 15-17 and 18-24 are checked; 'Drop-down fields' pointing to two dropdown menus, one for '9. Diversity and other specificities' (with 'Forced/ early marriage' selected) and one for '9a. Please specify nationality' (with 'Iraq' selected); 'Single selection' pointing to a radio button selection for '9b. Area based selection' (with 'Not applicable' selected); and 'Text field' pointing to a text box for '10b. Staff filling the form: E-mail'.

4.5 What are the different part of the form? How should I fill them in?

4.5.1 Section A: General Information and Facilitators

The first section of the form includes introductory information about the participatory intervention modalities being implemented. It includes information about the reason for applying the method, type of method, and affected persons being engaged. It also includes information on the persons completing the form (facilitator, co-facilitator, note-taker).

More specifically the fields include:

A1. Date of the dialogue or intervention: Input in YYYY-MM-DD format – Input the date at which the dialogue took place, not the date at which the form is being populated.

A2. Reason for applying method: Select one. This indicates the correlation of the input and feedback in relation to the phase of the OMC (planning, implementation, monitoring, reporting and audit, and evaluation). The three categories that can be selected (*plan, get, show*) correspond to the multi-year programme cycle of UNHCR's COMPASS results-based management approach.



A3. Type of Method, Modality and Language: Select the one method used during the dialogue, the modality and the language used. If other – include the information in text format.

A4. Participant(s) belonging to: Select multiple from the list to describe the population groups the participants of the dialogue belong to.

A5. Operation setting: Select one. Indicates the setting in which the dialogue took place (not the country operational setting as a whole).

A6. Number of participants: Include the total number of participants that took part in the dialogue, excluding the facilitation team or any observers.

A7. Age: Select multiple from the list (one or more) covering the participants' age brackets.

A8. Gender, Sex, SOGIESC: If information is available and has been voluntarily disclosed, include diverse groups identified. In the case of an FGD or any other non-individual and non-confidential conversation, these fields should be filled in if known and only when voluntarily disclosed. This may also be the case if participants have been selected as a targeted group with diverse characteristics. In the case of an individual conversation in a confidential space, and where the individual(s) willingly disclose(s) the SOGIESC, a categorization can be attempted.

A9. Diversity and other specificities: Drop-down menus, multiple selections. Information on participants diversity groups, their nationality (including none/stateless) and whether their selection to participate was based on their residential area. If other – include the information in text format.

A10. Facilitation team information: Text base inputs. Information of staff filling the form, including their organization when implementing with partners. Additional fields can be added by using the '+' symbol/button.

A11. Name of office conducting the dialogue: Your office or unit.

A12. Governate, District and Sub-district: Select one for each. Section is adapted to each country to include local geography, municipalities or governates, neighborhoods.

A13. Participant(s) identified through: Select one which indicates most accurately how the participants of the dialogue were selected. If other – include the information in text format.

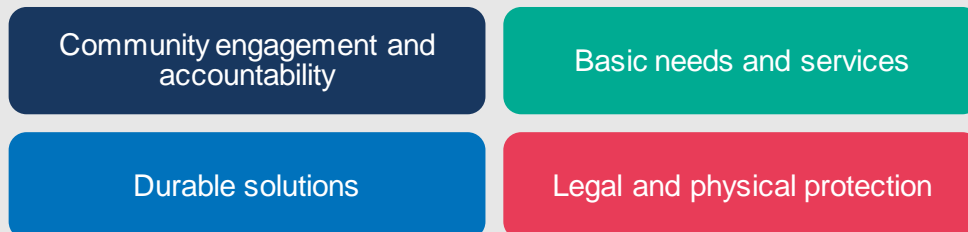
A14. Topics are selected by: Select one. Who selected the topics discussed during the dialogue/participatory intervention.

4.5.2 Section B: Main Findings

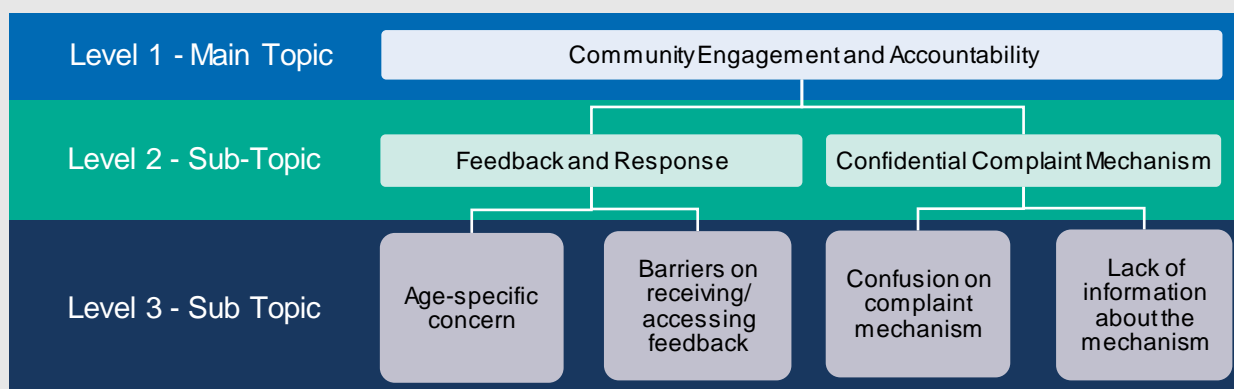
The second section of the form includes the information that was collected during the dialogue. It is a largely qualitative section that seeks to understand the opinions, concerns and proposed solutions of the people we serve and how we can be more accountable toward affected people.

Multiple topics and sub-topic may be discussed during the dialogue being analysed. If multiple topics are discussed, additional sections should be added by using the '+' symbol/button.

Selection of related topics: Multiple selections. Main findings analysis starts with the selection of one or more of the four main topics.



Each topic has a corresponding list of sub-topics in a nested format. As each topic is selected, additional sub-topics will appear. Select all that apply.



For each main topics there are an additional one or two potential lists of sub-topics.

Level 1 – Main topic → Level 2 – Sub-topic → Level 3 – Sub-topic

Additional information on all the topics and their sub-topics can be found in the [MENA Digital Participatory Tool Taxonomy](#).

1. **Description of protection risk, incident or concern:** Text based inputs – Qualitative section. Questions include - What is the risk/incident/concern? What are the trends? How/Where does it happen? How has it affected you and others?
2. **Cause:** Text based inputs – Qualitative section. What is the cause? What is the reason behind it? Why is it happening?
3. **Characteristics of groups most affected by issue:** Multiple selections. Select all that apply in relation to the Age, Gender and other diverse Characteristics of the people most affected by the protection risk, incident or concern described above/previously. If other – include the information in text format.
4. **Capacity within the community:** Text based inputs – Qualitative section. Questions related to the community capacities to deal with the protection risk, incident or concern described above/previously. Questions include - What capacity is available within your own community or hosting community? What support or service mechanism are available? What do you or your community do to address this?
5. **Solutions proposed by the group:** Text based inputs – Qualitative section. Questions related to the community proposed solutions to deal with the protection risk, incident or concern described above/previously. Questions include - What solution do you propose? Who should be involved? What might the community do to address this concern?
6. **Most important issues to address/Urgent follow-up action:** Text based inputs – Qualitative section. Community identified priority issues to be addressed, and section of urgent follow-up if applicable.

4.5.3 Section C: Wrap up

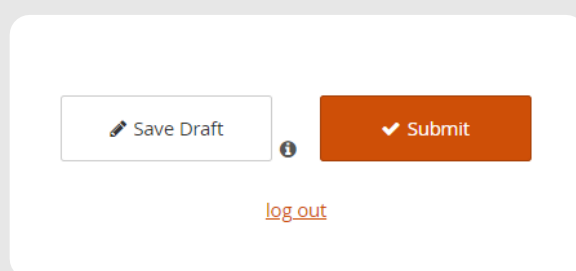
The last section of the form includes the reflective assessment of the dialogue by the facilitation team. It focusses on highlighting urgent issues identified and feedback by the participants on the overall discussion.

1. **Most urgent issues (1-3):** Text based inputs – Qualitative section. In this section describe the three most urgent concerns that were identified through the dialogue based on the facilitation team's observations and the discussions you had. Try and elicit information from the participants on what can be strengthened in future dialogues and their recommendations.

- 2. Reflection/assessment of the dialogue:** Select one for each. Section is adapted to identify participants' engagement and participation, and overall satisfaction.
- 3. Contact information:** Text based inputs – If one or more participants consent, you can collect their name and contact details to share feedback/follow-up/response with them.
- 4. Comments/notes:** Text based inputs – Qualitative section. Any other comments or notes about the specific dialogue.

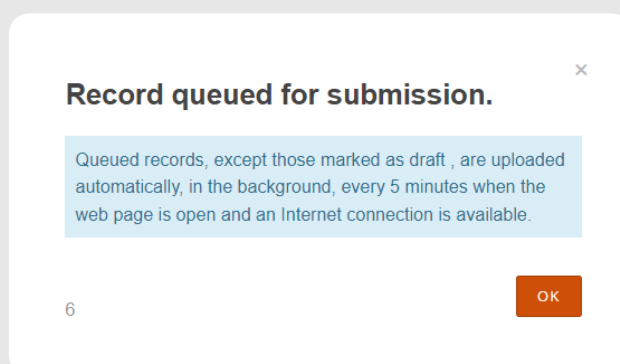
4.6 I have inputted all the information. How do I submit the form?

In order to finalize and submit the form, press the '✔ Submit' at the end of the form. Please note that you will not be able to submit the form unless you have filled in all the mandatory fields. Mandatory fields have the indication * in the top right corner of their box.



At any time during the process of filling the form you can save it as a draft. Drafts will appear in the expandable menu in the top left corner of the browser window. If you have more than one draft saved, each draft will appear there in sequential order – from earliest to most recent.

You can confirm that you have submitted a form when it no longer appears as a draft and the following screen appears. Once the form (or record) has been submitted, KoBo will upload/submit the form to the server automatically. If you do not have an internet connection at that time, KoBo will queue the upload/submission for the next time you have access to the internet.

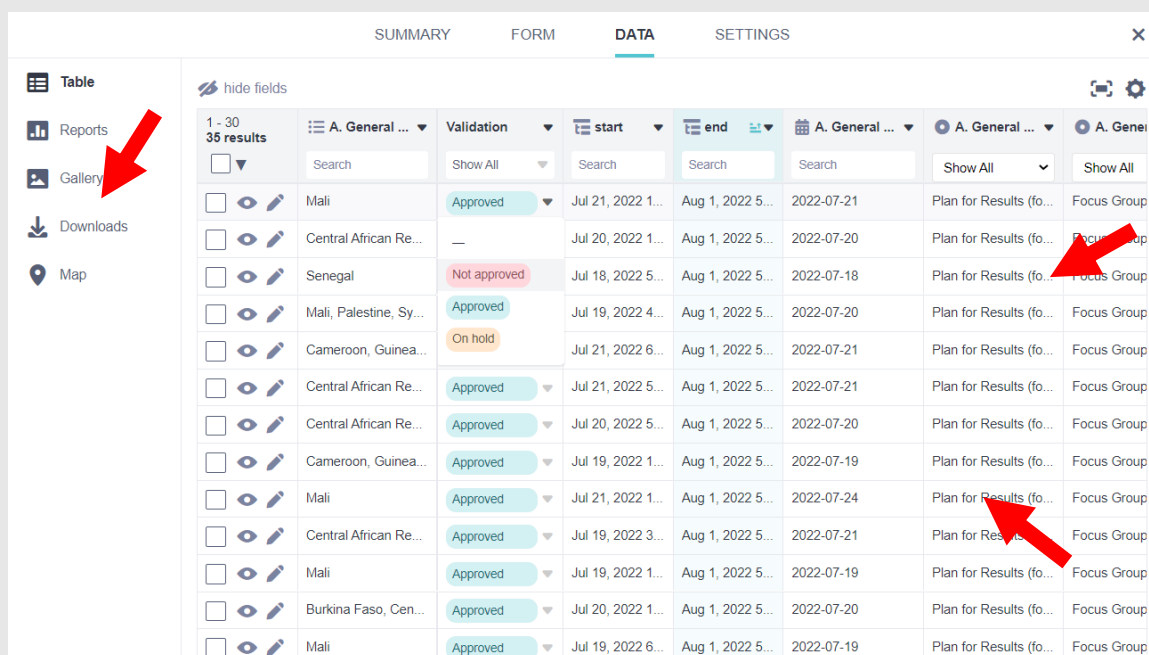


For additional information on how to use KoBo Toolbox visit - <https://support.kobotoolbox.org/index.html>

4.7 Validating your data

Once all the form submissions on Kobo are submitted, they will need to be quality checked, validated and approved by your office/team before the dashboard analysis is generated through PowerBI. In order to do this, the person(s) responsible for validation will need to look at the data through their Kobo account: <https://kobo.unhcr.org>

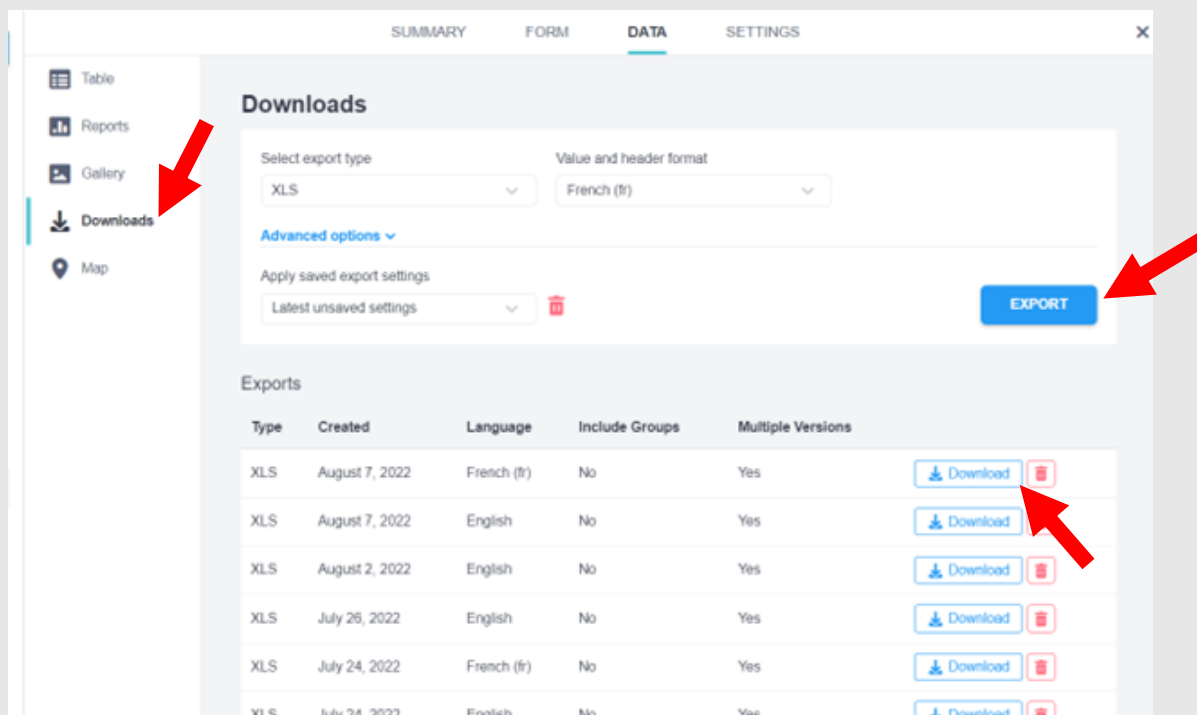
Once you have selected the KoBo survey you will be validating, the next step is to go to the "Data" tab located along the top ribbon of the KoBo interface and then 'Table' button from the side ribbon. From this view you will be able to view and edit each individual submission. To view the submission, use the 'eye' button and to edit, the 'pen' button indicated below.



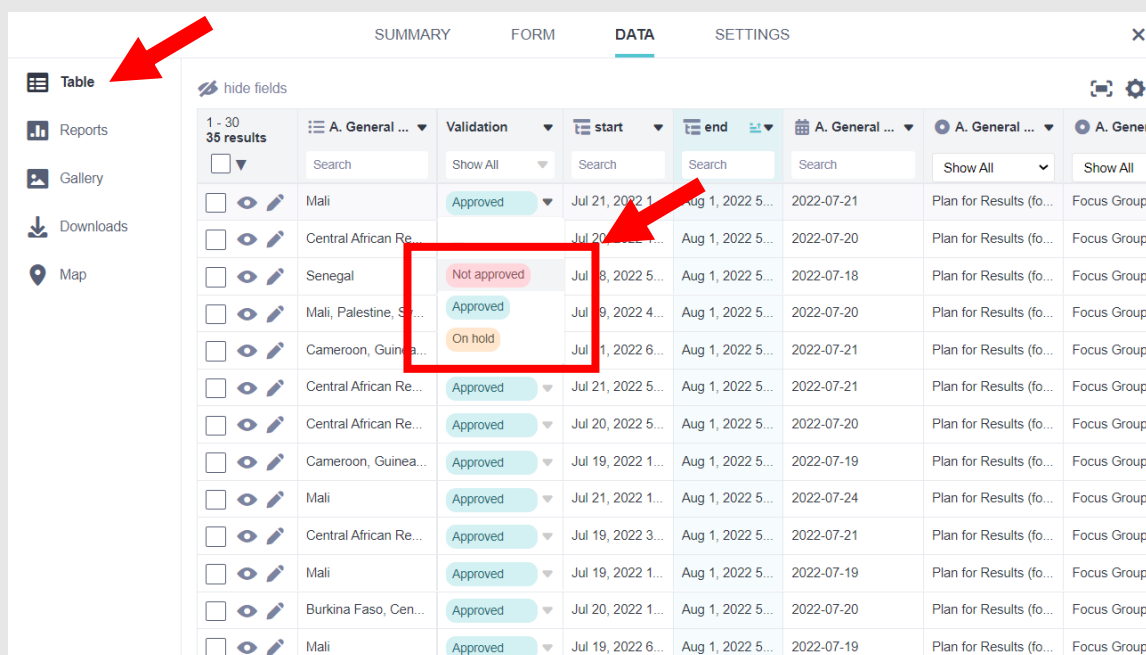
The screenshot displays the 'DATA' tab in the Kobo interface. On the left, a sidebar contains navigation options: 'Table' (selected), 'Reports', 'Gallery', 'Downloads', and 'Map'. A red arrow points to the 'Table' option. The main area shows a table with 36 results. The table has columns for 'Validation', 'start', 'end', and several 'A. General ...' columns. The 'Validation' column contains status labels: 'Approved', 'Not approved', and 'On hold'. A red arrow points to the 'Table' icon in the sidebar. Another red arrow points to the 'Plan for Results (fo...)' column header. A third red arrow points to the 'Plan for Results (fo...)' cell in the 11th row.

	A. General ...	Validation	start	end	A. General ...	A. General ...	A. Genei
1 - 30 36 results	Search	Show All	Search	Search	Search	Show All	Show All
<input type="checkbox"/>	Mali	Approved	Jul 21, 2022 1...	Aug 1, 2022 5...	2022-07-21	Plan for Results (fo...	Focus Group
<input type="checkbox"/>	Central African Re...	—	Jul 20, 2022 1...	Aug 1, 2022 5...	2022-07-20	Plan for Results (fo...	Focus Group
<input type="checkbox"/>	Senegal	Not approved	Jul 18, 2022 5...	Aug 1, 2022 5...	2022-07-18	Plan for Results (fo...	Focus Group
<input type="checkbox"/>	Mali, Palestine, Sy...	Approved	Jul 19, 2022 4...	Aug 1, 2022 5...	2022-07-20	Plan for Results (fo...	Focus Group
<input type="checkbox"/>	Cameroon, Guinea...	On hold	Jul 21, 2022 6...	Aug 1, 2022 5...	2022-07-21	Plan for Results (fo...	Focus Group
<input type="checkbox"/>	Central African Re...	Approved	Jul 21, 2022 5...	Aug 1, 2022 5...	2022-07-21	Plan for Results (fo...	Focus Group
<input type="checkbox"/>	Central African Re...	Approved	Jul 20, 2022 5...	Aug 1, 2022 5...	2022-07-20	Plan for Results (fo...	Focus Group
<input type="checkbox"/>	Cameroon, Guinea...	Approved	Jul 19, 2022 1...	Aug 1, 2022 5...	2022-07-19	Plan for Results (fo...	Focus Group
<input type="checkbox"/>	Mali	Approved	Jul 21, 2022 1...	Aug 1, 2022 5...	2022-07-24	Plan for Results (fo...	Focus Group
<input type="checkbox"/>	Central African Re...	Approved	Jul 19, 2022 3...	Aug 1, 2022 5...	2022-07-21	Plan for Results (fo...	Focus Group
<input type="checkbox"/>	Mali	Approved	Jul 19, 2022 1...	Aug 1, 2022 5...	2022-07-19	Plan for Results (fo...	Focus Group
<input type="checkbox"/>	Burkina Faso, Cen...	Approved	Jul 20, 2022 1...	Aug 1, 2022 5...	2022-07-20	Plan for Results (fo...	Focus Group
<input type="checkbox"/>	Mali	Approved	Jul 19, 2022 6...	Aug 1, 2022 5...	2022-07-19	Plan for Results (fo...	Focus Group

You can also download or export all the submissions in excel format (or other file formats as required). To do this, (1) select 'Download' from the left panel, then (2) Export and (3) Download the specific files.



The status of the submission can be viewed through the 'Table' button from the side ribbon and the options available include – 'Approved', 'Not approved' or 'Hold'. In order to finalize the submission, you will need to revert all submissions to the indication 'Approved'. They will initially be indicated as 'Hold' – meaning they are pending approval by your office/team. The office/team will need to validate each submission's data and revert its status from 'Hold' to 'Approved' to finalize this process.



5. How do I access the findings through PowerBI?

5.1 Accessing the findings

All the submitted and 'approved' forms will be consolidated by the data and information management unit (DIMA) and returned to you as a consolidated list. The DIMA unit will identify and highlight any issues with the data and implement data cleaning. The list provided to you will contain all the information from all the forms submitted over a particular duration.

This will be the last opportunity you have to adjust/change any information included in the individual submissions.

Once all forms/submissions have been approved, the DIMA unit can commence generating the dashboard by migrating the data into PowerBI.

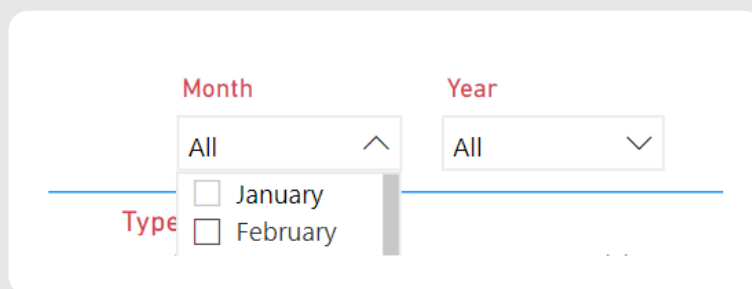
Once the PowerBI PA tool dashboard is generated, you will have access to the aggregated findings from all the approved forms you submitted, including in qualitative and quantitative form.

The dashboard has multiple sections which can be used to drill down and filter the data and focus on specific aspects of the information gathered.

5.2 Overview Section/Page

The overview section provides general quantitative information about the data collected. The data is visualised using a variety of charts.

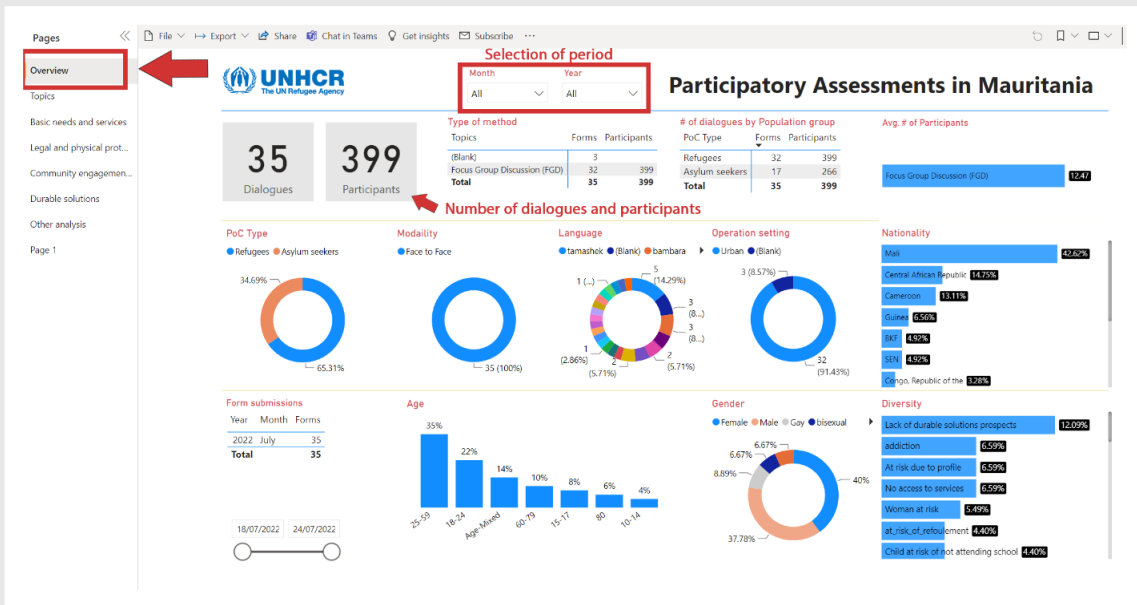
For multi-period OMC analysis, the Month and Year of the data being presented can be adjusted through the dropdown menu.



Information from all the submitted systemization forms - section A (General Information) - is consolidated into the overview section.

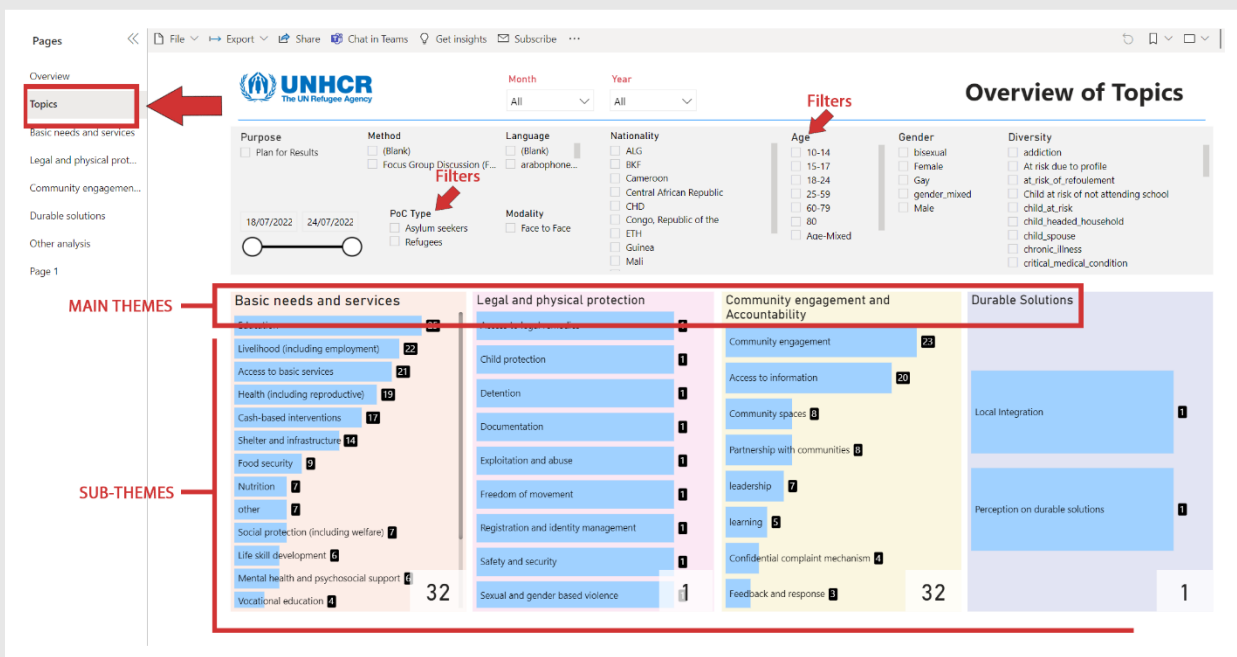
Information featured here includes:

- The number of total systemization forms submitted and analyzed and participants during the selected period.
- Aggregated types for the method, modality and language and their breakdown from question A3 of the KoBo form submissions.
- Aggregated Age, gender and diversity information based on questions A7-A9 of the KoBo form submissions.



5.3 Topics Section/Page

Across each of the collected KoBo form submissions during the selected period, at least one of the main four related topics was selected. These include community engagement and accountability, basic needs and services, durable solutions and legal and physical protection. The aggregates of frequency of the topics and their sub-topics are presented in this section.



This section also includes a wide variety of filters to drill down to one or more age, gender or diverse groups, nationalities, and others. Filters can be applied by clicking on the checkboxes of each category. Filters can be cleared by selecting to clear all filters from the option in the top right of the window.

5.4 Main Theme Sections/Pages

The main themes sections/pages include:

1. Basic needs and services
2. Legal and physical protection
3. Community engagement and accountability
4. Durable solutions

Each of these main themes has its own page with detailed aggregates per sub-topic.

Level 1 – Main topic → Level 2 – Sub-topic → Level 3 – Sub-topic.

As in the topic's section/page, filters can be applied to all the main topic section/pages.

The Level 1 and Level 2 of the topics can be viewed below. Additional information on all the topics and their sub-topics can be found in the [MENA Digital Participatory Tool Taxonomy](#).

Community engagement and accountability	Basic needs and services	Durable Solutions	Legal and physical protection
Confidential complaint mechanism	Access to basic services	Acquisition / confirmation of nationality	Birth registration
Community engagement	Cash-based interventions	Complementary pathways	Child protection
Feedback and response	Core Relief Items	Local Integration	Detention
Access to information	Assistive devices/kits	Perception on durable solutions	Documentation
Integrity and anti-fraud mechanisms	Education	Housing, land and property	Exploitation and abuse
Leadership development	Household energy	Private sponsorships	Access to legal remedies
Organizational learning and adaptation	Food security	Reintegration	Freedom of movement
Partnership with communities	Health (including reproductive)	Repatriation	Registration and identity management
Outreach	Livelihood (including employment)	Resettlement	Refugee status determination
Community spaces	Mental health and psychosocial support	Return (others)	Safety and security
	Nutrition	Family reunification	Sexual and gender-based violence
	WASH		Social cohesion
	Shelter and infrastructure		Lawful stay
	Life-skills development		Access to territory/safety
	Social protection (including welfare)		Trafficking
	Vocational education		Onward movements
	Covid-19		

The screenshot shows the UNHCR digital participatory tool interface. At the top, there are filters for 'Month' (All) and 'Year' (All). A red arrow points to the 'LEVEL 1 (MAIN TOPIC)' filter, which is set to 'Basic Needs and Services'. Below the filters, there are several data tables showing challenges reported across different categories: Education, Health (including reproductive), Livelihood (including employment), Food security, CBI, and COVID-19. Each table has a '# reported' column and a bar chart showing the number of reports for each challenge. Red arrows point to 'LEVEL 2 (SUB-TOPIC)' and 'LEVEL 3 (SUB-TOPIC)' filters on the left side of the interface.

By scrolling down in each main topic page/section, the qualitative data collected across all KoBo form submissions can be viewed. The qualitative data is included according to the information that was inputted into the KoBo forms during the data collection – categories include: Risks, Causes, Proposed Solutions, Capacities within the community.

This qualitative data is also filtered according to the filters applied at the top of the page. For example, if the filter for ages 18-24 is applied, the risks, causes, proposed solutions and capacities within the community which were discussed with people in this age group only, in all the dialogues across the selected period, will be visible.

The screenshot shows the UNHCR digital participatory tool interface displaying qualitative data. The left sidebar shows the 'Basic needs and services' topic selected. The main content area is divided into four sections: 'Risks', 'Causes', 'Proposed solution', and 'Capacities within the community'. Each section contains text from KoBo form submissions. Red arrows point to each of these sections. The 'Risks' section includes text about 'Accès aux hôpitaux et aux soins'. The 'Causes' section includes text about 'un réfugié a rencontré un problème en provenance de son pays d'origine'. The 'Proposed solution' section includes text about 'Création d'association communautaire approuvée par le NRC'. The 'Capacities within the community' section includes text about 'Même si on ne fait que quelques choses on a les moyens limités'.

5.5 Other Analysis Section/Page

The other analysis section/page refers to the qualitative and quantitative information collected in section C: Wrap up during the data collection through KoBo. This section refers to the most urgent issues identified across the dialogues in the selected period. This qualitative data is also filtered according to the filters applied at the top of the page.

The screenshot displays the UNHCR KoBo 'Other analysis' interface. The sidebar on the left has 'Other analysis' highlighted in a red box. The main content area features a filter panel at the top with categories: Purpose (Plan for Results), Method (Blank, Focus Group Discussion), Language (Blank, arabophone...), Nationality (ALG, BKF, Cameroon, Central African Republic, CHD, Congo, Republic of the, ETH, Guinea, Mali), Age (10-14, 15-17, 18-24, 25-59, 60-79, 80, 80+), Gender (bisexual, Female, Gay, gendert_mixed, Male), and Diversity (addiction, At risk due to profile, At risk of refoulement, Child at risk of not attending school, child_at_risk, child_headed_household, child_spouse, chronic_illness, critical_medical_condition, detained_held_in_country_of_asylum). Below the filters, a date range selector shows '18/07/2022' to '24/07/2022'. The 'Most urgent issues' section lists various topics in French, such as 'Accès à l'emploi' and 'Accès aux services de santé'. A red arrow points from the 'URGENT ISSUES' label to this section. On the right, a 'Participant satisfaction' chart shows 'Strongly satisfactory' (18) and 'Satisfactory' (14). Below it, an 'Overall discussion' chart shows 'All participants actively participated' (18), 'A few participants dominated the discussion' (7), 'Most participants actively participated' (6), and 'Other' (1). A red box highlights these charts, with a red arrow pointing from the 'URGENT ISSUES' label.

6. Additional Resources

Additional resources to learn how to use the KoBo toolbox and Microsoft PowerBI

- [PowerBI Essential – UNHCR Learn and Connect](#)
- [KoBo How-to videos - Youtube](#)
- [Operational Data Systems Collaboration Channel - KoBo sessions](#)
- [Operational Data Systems Collaboration Channel - PowerBI sessions](#)