RESPONSE MONITORING TASK FORCE

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| Minutes | November 2, 2018 | 10:00-11:00 | UNHCR BOARDROOM |

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| Meeting called by | BO HURKMANS – IM TEAM LEADER |
| Type of meeting | COORDINATION |
| Facilitator | BO HURKMANS |
| Note taker | DUNCAN KATIMBO |
| Attendees | BO HURKMANS (UNHCR), FAISAL ALFAKEEH (UNHCR), CHARLES MATOVU (UNHCR), HILLARY MUMBERE (UNHCR), AGNETE RISHOJ (FCA), FABRICE RECALT (IOM), DENNIS TUMUSIIME (WFP), LOTTE VAN ‘T END (UNICEF), BERNARD OJOM WILLS (ARC), SARAH RUBERETI (UNHCR), SARAH COLLMAN (REACH), ZAINAB JAFU (UNHCR) |

## Agenda topics, Opening remarks, Task force composition, Response monitoring outputs, Reporting procedure, Reporting platforms, AOB

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| discussion |  | | | |
| 1. **Opening remarks**    1. Faisal as the previous IM team leader is leaving the operation and will be replaced by Mr Bo Hurkmans.    2. Challenges with field team reporting back on the current 5W because of different reasons: mandate, technical capability, time etc. 2. **Review of taskforce composition**    1. Members suggested addition/engagement of OPM, UBOS, NPA and UNDP 3. **Work plan**    1. Work plan to run from 15th Oct 2018 to 31st March 2019.    2. The possible reporting platforms to be discussed and training on the selected one should be done for the sector leads not later than December 2018.    3. Partners should be trained in Q1 2019 so that when the time comes to report on the first quarter achievements the training on the platform will still be fresh in their minds. 4. **Expected outputs for the response monitoring**    1. The meeting suggested that the good parts of the produced REACH settlement factsheets and the UNHCR sector factsheets should be merged to come up with one.    2. Members noted that if we move to interactive dashboards; the reporting frequency should remain quarterly, which means that although the content can be explored by the user it can become somewhat stale after a while.    3. A survey was done on the use of the UNHCR provided information products but there was no feedback yet to do the analysis. The 5W templates have been distributed but the current submissions are still few to do proper analysis.    4. Members suggested that the list of indicators to be reported on should focus on the RRP exclusively, other indicators can be collected through needs assessments or monitoring exercises.    5. The granularity of information should be kept to the minimum needed (indication of settlement level with zones for large settlements, indication of sex/age and PSN for beneficiaries).    6. Discussions with the sector leads are ongoing to finalise activities and indicators.    7. The outputs should be shared as an interactive dashboard (with a static version exported to PDF for download and printing) through email and the Uganda Refugee Response portal. Relevant stakeholders in addition to the sector leads, partners and donors include the LDPG (Local Development Partners Group) and the RC office. 5. **Suggested standard procedure for reporting**    1. It was suggested that this should be the same for all sectors: bottom up in terms of reporting by partners (to ensure accuracy and buy-in) with validation by sector leads and the IM Unit at national level (not at field level in order to avoid overburdening the field sector leads).    2. In terms of reporting time line, it was suggested that one week would be included in the schedule for resubmission by partners in case inconsistencies were discovered during the validation process.    3. It was deemed important to identify reasons for poor feedback to-date, some possible explanations could include lack of training on how to fill the 5W template or different activity time frames for partners.    4. Going forward the IM Unit will still analyse 5W data and publish the dashboards even if there is little feedback, as publishing the products is seen as the best way to ensure buy-in from partners. 6. **Identification of possible reporting platforms**    1. ActivityInfo (developed by UNICEF about 10 years ago, affordable and easy to license as UNCR has a framework agreement, but it is unclear if it allows for bulk import, cannot link internal databases and requires proper training of partners).    2. LogAlto (piloted by UNHCR for tracking project partnership agreements and direct implementation, can be used for response monitoring but is the most expensive option).    3. eTools (developed by UNICEF to replace ActivityInfo, would be free to use and probably a good fit, but need to check with UNICEF to confirm ability to pilot).    4. A decision should be made to choose a platform after further research. 7. **AOB**    1. IM to share the presentation, minutes and existing 5W templates.    2. Date of next meeting: Thursday 8th November 15:00-16:00 at UNHCR. | | | |
| Action items | | Person responsible | Deadline |
| Include OPM, UBOS, NPA and UNDP on the task force | | BO | Immediate |
| Share presentation, minutes and existing 5W templates | | BO | By 8/11 |