

## 3RP Livelihoods Sector Gaziantep Meeting Thursday, 30 January 2020, 14:00hrs, UN House, Gaziantep

**Chair(s):** Tunc Gunduz (UNDP), Ezzat Hafez (UNHCR)

**Participants as Institutions:** ACTED, ASAMi Basmeh and Zeitooneh, CARE, Concern, DRC, Ekip Education and Employment Association, FAO, ILO, IOM, Kudra, Olive Branch, Takaful Al Sham Charity Organization, TRC, UN Women, UNDP, UNHCR, Urban Research Center, YUVA, Watan

| Agenda  | Discussion  | Action Points  |
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| <b>1: Livelihoods Sector 2019 Achievements</b>                | <ul style="list-style-type: none"> <li>Livelihoods Working Group <a href="#">Quarter 4 dashboard</a> is shown through the achievements.</li> </ul>  |  |
| <b>2: 3RP Reporting Mechanism and Tools</b>                   | <ul style="list-style-type: none"> <li>3RP reporting mechanism is presented in detail.</li> <li><a href="#">Interactive indicator guidance</a> is highlighted to be used as an assisting tool for reporting.</li> </ul>   |  |
| <b>3: New ActivityInfo Interface and Livelihoods Database</b> | <ul style="list-style-type: none"> <li>ActivityInfo is introduced as a web-based data collection software to capture monthly reporting that beneficiaries reached and/or activities implemented by partner organizations.</li> <li>A walkthrough of new the <a href="#">ActivityInfo</a> interface and new Livelihoods Sector database has been demonstrated.</li> </ul> <p style="text-align: center;"><b>Questions</b></p> <ul style="list-style-type: none"> <li>What should be done if the organization is missing as supporting agency for the activity to be reported?               <ul style="list-style-type: none"> <li>You should contact your sector IM for the organization to be added as the supporting agency for that indicator</li> </ul> </li> <li>What should be the date selection for Job Placement and Self-Employment activities under Income Generation indicator? Should we enter the data once the job placement took place or after the end of the activity?</li> </ul> | <ul style="list-style-type: none"> <li>For the Livelihoods Sector database access, please contact Tunc Gunduz at <a href="mailto:tunc.gunduz@undp.org">tunc.gunduz@undp.org</a></li> </ul> |

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|   | <ul style="list-style-type: none"> <li>- There are currently start date and end date under Income Generation indicator, it will be reduced to one since an individual is considered as a beneficiary once the person is placed to the job.</li> </ul>   |  |
| <p><b>4: Services Advisor and Back End Access</b></p> | <ul style="list-style-type: none"> <li>• <a href="#">Services Advisor</a> is an inter-agency tool developed by UNHCR to display available services provided by organizations by each location and service. <ul style="list-style-type: none"> <li>- Sectors need to follow up with the partners to collect their updated services.</li> <li>- Activities reported under ActivityInfo should be listed in Services Advisor by the implementing agency.</li> </ul> </li> <li>• Back end access to <a href="#">Services Advisor</a> is demonstrated.</li> </ul> <p><b>Questions</b></p> <ul style="list-style-type: none"> <li>• What is the difference between the different types of user roles (especially User and Contact)? <ul style="list-style-type: none"> <li>- The main difference is that User can access the back-end and update services, while Contact will be used for referral purposes only.</li> </ul> </li> <li>• If an organization is financially supporting other organization, who should add the services? And could the supporting organization have access to the supportee? <ul style="list-style-type: none"> <li>- The implementing organization should add those services and we could provide training for them.</li> </ul> </li> <li>• Could we add services to the back end without publishing on the front-end? <ul style="list-style-type: none"> <li>- Yes, we could. At the bottom of the service form, and before we save the service, there is a check box (Published) if we don't check the box the service will be available on the back-end only.</li> </ul> </li> <li>• Services similar to training, should we add the center working hours or the course times? <ul style="list-style-type: none"> <li>- Please add the Center working hours as refugees require working hours of the center to register for the training or courses.</li> </ul> </li> <li>• Could we update services once a service is created? <ul style="list-style-type: none"> <li>- Yes, just look for that service and press edit.</li> </ul> </li> <li>• Do we have access to the back end? <ul style="list-style-type: none"> <li>- Yes all participants have access and they were assigned as users. You just need to reset your password by clicking <a href="#">forgot password</a> from the back-end</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Ezzat Hafez (<a href="mailto:hafeze@unhcr.org">hafeze@unhcr.org</a>) should be contacted for the Services Advisor back end access.</li> </ul> |