

1. Navigate to 'Sectoral Working Group Definition and Statement' in Admin Panel

The screenshot displays the 'Syria Regional Refugee Response' Admin Panel. The top navigation bar includes the UNHCR logo and language options (EN, FR, AR). Below the header, a breadcrumb trail shows 'Regional Overview' > 'Partner List' > 'Egypt' > 'Iraq' > 'Jordan' > 'Lebanon' > 'Turkey'. The main content area is divided into several sections:

- Refugee Vulnerability Data**: Update and manage vulnerability and protection figures.
- Refugee Repatriation Data**: Update and manage refugee repatriation figures.
- Arrival Influx Data**: Update and manage arrival figures (those figures will be displayed only through a column chart, no cumulative figures will be displayed).
- Disclaimers and Data Sources**: Update and manage disclaimers related to Population figures.
- Partners & Activities**:
 - Partners**: Add or edit partners and its details per country.
 - Who's doing What Where? (3W)**: Who, What, Where - add and edit partner activities in different locations.
 - Sectoral Working Groups Definition & Statement**: Update and manage generic sectoral working groups. Working group can consist of one to many sector. The same working group definition can be used across countries. (This item is highlighted with a grey background.)
 - Working Group Contact Details**: Update and manage key contacts for working groups in each country.
 - Needs Assessment Registry**: A repository to coordinate needs assessment activities.
 - Needs Assessment Approval**: View and approve planned needs assessment exercises.
- Response Figures**:
 - Key Response Figures**: Update and manage key response figures values. Key response figures are numbers illustrating the main outcome of humanitarian activities. Key response figures are displayed in a specific module.
 - Impact Indicators**: Update and manage settlement-level indicator value. Impact indicators are measured against a standard and a baseline. They are displayed in the portal through a bullet graph.

On the right side of the panel, there are additional sections:


- Configure publication per settlement**
- Modules Library**: Manage and edit module settings for the modules.
- Population Aggregation Definition**: Administer population aggregation rules through filters on population data.
- Manage Instance Settings**: Manage and edit different portal instances.
- Manual**:
 - User Manual**: General guide on how to use the portal features.
 - Wiki on the project platform**: The portal project is managed in a specific platform. Contributions are welcome!
- Customize Labels & Language Translation**:
 - Portal Languages**: Add, activate and deactivate the languages of the Portal.
 - Label & Language Text**: Customize language and text fields such as headers and titles.
 - Labels for Population Aggregation**: Customize the titles for specific population modules.
 - Free text**: Add or edit free text anywhere on the page.
- Code Management**:
 - Settlement Types Code**: Edit and add settlement types - e.g. Refugee Camp, Transit Center.
 - Infrastructure Types Code**: Edit and add infrastructure types - e.g. Schools, Warehouses, etc.
 - Document Types**: Administer document types and categories.
 - Repatriation Types**: Administer repatriation type codes.
 - Sectors**: Administer sector list, e.g. watsan, nutrition, shelter.
 - Indicators definition**: Add or edit key indicators definition.
 - Indicator Unit Types**: e.g. '>10,000 people', '%', or 'Litres'.

2. From grid page, click to create a new Working Group – add all the sectors which are covered by the working group

The UN Refugee Agency

Regional Overview Partner List Egypt Iraq Jordan Lebanon Turkey Admin Panel Logout

Administrative Panel Working Groups

 Add Working Group

Working Group Name *

About/Description Text

Will appear at the top of the working group page.

Location Page *

Regional

+ Add Location

Sub-working group of

-Select-

+ Add Working group

Add the working groups which should be included in this working group.

Sectors

-Select-

+ Add Sector

Add the sectors which should be included in this working group.

Working Group Chair 1

-Select-

The logo of this organisation/branch will appear in the top right of the working group page.

Working Group Chair 2

-Select-

The logo of this organisation/branch will appear in the top right of the working group page.

Modules


<input checked="" type="checkbox"/> Top breadcrumb navigation	<input checked="" type="checkbox"/> About/description section	<input checked="" type="checkbox"/> Documents	<input checked="" type="checkbox"/> QW
<input checked="" type="checkbox"/> Indicators	<input checked="" type="checkbox"/> Calendar	<input checked="" type="checkbox"/> Links	<input checked="" type="checkbox"/> Key response figures
<input checked="" type="checkbox"/> Working group list	<input checked="" type="checkbox"/> Highlights	<input checked="" type="checkbox"/> Contacts	<input checked="" type="checkbox"/> Image Gallery

Control the visibility of different modules on this working group page.


Save


3. You can add 'key contacts' to a working group page by clicking on the 'Working Group Contacts' on admin panel


Syria Regional Refugee Response Inter-agency Information Sharing Portal


EN FR AR  The UN Refugee Agency

Regional Overview Partner List Egypt Iraq Jordan Lebanon Turkey Admin Panel Log out


 **Refugee Vulnerability Data**
Update and manage vulnerability and protection figures


 **Refugee Repatriation Data**
Update and manage refugee repatriation figures


 **Arrival Influx Data**
Update and manage arrival figures(those figures will displayed only through a column chart, no cumulative fgures will be displayed)


 **Disclaimers and Data Sources**
Update and manage disclaimers related to Population figures


Partners & Activities


 **Partners**
Add or edit partners and its details per country

 **Who's doing What Where? (3W)**
Who, What, Where - add and edit partner activities in different locations


 **Sectoral Working Groups Definition & Statement**
Update and manage generic sectoral working groups. Working group can consist of one to many sector. The same working group defintion can be used across countries.


 **Working Group Contact Details**
Update and manage key contacts for working groups in each country.


 **Needs Assessment Registry**
A repository to coordinate needs assessment activities.


 **Needs Assessment Approval**
View and approve planned needs assessment exercises.


Response Figures


 **Key Response Figures**
Update and managekey response figures values. Key response figures are numbers illustrating the main outcome of humanitarian activities. Key response figures are displayed in a specific module

 **Impact Indicators**
Update and manage settlement-level indicator value. Impact indicators are measured against a standard and a baseline. They are displayed in the portal through a bullet graph.


 Configure publication per settlement


 **Modules Library**
Manage and edit module settings for the modules.

 **Population Aggregation Definition**
Administer population aggregation rules through filters on population data


 **Manage Instance Settings**
Manage and edit different portal instances


Manual


 **User Manual**
General guide on how to use the portal features


 **Wiki on the project platform**
The portal project is managed in a specific platform. Contributions are welcome!

Customize Labels & Language Translation


 **Portal Languages**
Add, activate and deactivate the languages of the Portal


 **Label & Language Text**
Customize language and text fields such as headers and titles


 **Labels for Population Aggregation**
Customize the titles for specific population modules


 **Free text**
Add or edit free text anywhere on the page


Code Management


 **Settlement Types Code**
Edit and add settlement types - e.g. Refugee Camp, Transit Center


 **Infrastructure Types Code**
Edit and add infrastructure types - e.g. Schools, Warehouses, etc

 **Document Types**
Administer document types and categories


 **Repatriation Types**
Administer repatriation type codes

 **Sectors**
Administer sector list, e.g. watsan, nutrition, shelter

 **Indicators definition**
Add or edit key indicators definition


 **Indicator Unit Types**
e.g. '>10,000 people', '%' or 'Litres'

4. Enter contact information. Working group pages are added at the country level, so make sure to select which country page this contact will appear on.

Syria Regional Refugee Response Information Sharing Portal EN FR  **UNHCR**
The UN Refugee Agency

Regional Overview Egypt Iraq Jordan Lebanon Turkey Admin Panel Logout

Administrative Panel Working Group Contacts

 **Edit Working Group Contact**
Administer working group key contacts.

Working Group ▼
Select the working group to add the contact to.

Full Name *

Title

Phone Number

Email

Skype ID

Address

About/Description Text

5. Add the 'Working Groups List' module to the Country Page from page layout. This adds a module displaying links to each working group.



28 Dec 2012

- Over 580,000 winterization items, as well as World Food Programme (WFP) food vouchers & other relief items have been distributed to refugees in Lebanon to date
28 Dec 2012
- Over 4,000 Syrian refugees registered with UNHCR Lebanon this week.
21 Dec 2012

View more

Working Groups

- Health Working Group**
This is the health working group
- Logistics**
Full Text
- Shelter Working Group**
This is the Lebanon working group for shelter, chaired by UNHCR.

Upcoming Events

Friday, 15th February 2013

9:00 AM - 10:00 AM **Nutrition Meeting**
Event created by UNHCR / (01/01/1970)

Thursday, 21st February 2013

10:00 AM - 11:00 AM **Field Inter-Agency Coordination Meeting**
Location: UNHCR Chekka

6. Sample 1 of the Working Group page

Syria Regional Refugee Response
EN FR

UNHCR
The UN Refugee Agency

Regional Overview
Egypt Iraq Jordan Lebanon Turkey

 Edit Layout & Configure Modules
 Admin Panel
 Logout

Lebanon > Health Working Group

This is the health working group

Latest Documents

- All
- Maps
- Updates
- Reports and Assessments

WASH Working group - minute 16 JAN 2013

Report Date: 22/01/2013

Submitted By UNHCR Lebanon

Uploaded 3 weeks ago

[Download](#) - (231.5 KB)

Minutes Inter-Agency Meeting - 11 Jan 2013

Report Date: 11/01/2013

Uploaded 3 weeks ago

[Download](#) - (434.5 KB)

PHC map - South

Report Date: 09/01/2013

Submitted By UNICEF Lebanon

Uploaded 1 month ago

[Download](#) - (1.9 MB)

PHC list - Lebanon Nov. 2012

Report Date: 09/01/2013

Submitted By UNICEF Lebanon

Uploaded 1 month ago

[Download](#) - (137.6 KB)

UNHCR Lebanon Weekly Update - 2013-01-04

Report Date: 04/01/2013

Submitted By UNHCR Lebanon

Working Groups

Health Working Group
This is the health working group

Logistics
Full Text

Shelter Working Group
This is the Lebanon working group for shelter, chaired by UNHCR.

Highlights

Health Highlight
03 Feb 2013

The WFP introduced the food voucher system for the first time in Tripoli.
01 Oct 2012

[View more](#)

Key Contacts

	Full Name	Matthew Smawfield
	Title	Information Management Specialist
	About	About
	Email	smawfield@unhcr.org
	Phone Number	+254728677535

7. Sample

EN FR **UNHCR**
The UN Refugee Agency
Syria Regional Refugee Response
Information Sharing Portal

[Edit Layout & Configure Modules](#)
[Admin Panel](#)
[Logout](#)

Regional Overview
Egypt
Iraq
Jordan
Lebanon
Turkey

PHC map - South

Report Date: 09/01/2013

Submitted By UNICEF Lebanon

Uploaded 1 month ago

[Download - \(1.9 MB\)](#)

PHC list - Lebanon Nov. 2012

Report Date: 09/01/2013

Submitted By UNICEF Lebanon

Uploaded 1 month ago

[Download - \(137.8 KB\)](#)

UNHCR Lebanon Weekly Update - 2013-01-04

Report Date: 04/01/2013

Submitted By UNHCR Lebanon

Uploaded 1 month ago

[Download - \(814.1 KB\)](#)

UNHCR Lebanon Monthly Overview - 2012-12-28

Report Date: 28/12/2012

Submitted By UNHCR Lebanon

Uploaded 2 months ago

[Download - \(655.8 KB\)](#)

[View All Documents](#)

Who's Doing What Where?

Beirut	Bekaa	Mount Lebanon	North Lebanon
ACF Lebanon	ACF Lebanon	ACF Lebanon	ACF Lebanon
AMEL Lebanon	ALEF - Lebanon	IMC Lebanon	ALEF - Lebanon
IMC Lebanon	AMEL Lebanon	WHO Lebanon	CLMC Lebanon

Key Contacts

Full Name
Matthew Smawfield

Title
Information Management Specialist

About
About

Email
smawfield@unhcr.org

Phone Number
 +254728677535

Skype ID
mattsmawfield

Address
UNHCR BO Somalia, Westlands, Nairobi, Kenya.

Organization
United Nations High Commissioner For Refugees

Full Name
John Smith

Title
Representative

About
About

Email
john@smith.com

Phone Number
+240 123123123

Skype ID
johnsmith

Address
UNICEF Nairobi.

Organization
United Nations Children's Fund

Upcoming Events

Friday, 15th February 2013

8. Sample

Syria Regional Refugee Response
EN FR **UNHCR**
The UN Refugee Agency

Regional Overview
Egypt
Iraq
Jordan
Lebanon
Turkey

 Edit Layout & Configure Modules
 Admin Panel
 Logout

Who's Doing What Where? ▼

Beirut ACF Lebanon AMEL Lebanon IMC Lebanon IRW Lebanon MF Lebanon PRCS Lebanon RESTART Lebanon WHO Lebanon WHO Lebanon YMCA	Bekaa ACF Lebanon ALEF - Lebanon AMEL Lebanon CLMC Lebanon HI Lebanon ICRC Lebanon IFRC Lebanon IMC Lebanon IOCC Lebanon IRW Lebanon MdM Lebanon MF Lebanon PRCS Lebanon SAVE Lebanon SAVE Lebanon UNFPA Jordan UNHCR Lebanon WHO Lebanon WHO Lebanon YMCA	Mount Lebanon ACF Lebanon IMC Lebanon WHO Lebanon WHO Lebanon YMCA South Lebanon ACF Lebanon AMEL Lebanon CLMC Lebanon IMC Lebanon IRW Lebanon PRCS Lebanon SHEILD Lebanon UNICEF Lebanon UNICEF Lebanon WHO Lebanon WHO Lebanon YMCA	North Lebanon ACF Lebanon ALEF - Lebanon CLMC Lebanon HI Lebanon ▶ IFRC Lebanon IMC Lebanon PRCS Lebanon QRC Lebanon SAVE Lebanon SAVE Lebanon UNHCR Lebanon WHO Lebanon WHO Lebanon YMCA
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Key Indicators ▼

Example Indicator

Address UNICEF Nairobi.
Organization United Nations Children's Fund

Upcoming Events ▼

Friday, 15th February 2013

9:00 AM - 10:00 AM **Nutrition Meeting**

Event created by UNHCR / (01/01/1970)

Thursday, 28th February 2013

12:00 PM - 1:30 PM **Health Working Group**

Location: Zahle - Bekaa
 Chaired By: UNHCR
 Contact: Renee Bou Road (bouraad@unhcr.org) [+961 76500389](tel:+96176500389)
 Event created by IMO Lebanon / UNHCR Lebanon (07/01/2013)

Thursday, 7th March 2013

9:30 AM - 11:00 AM **Health Working Group**

Location: UNHCR Office Beirut
 Chaired By: UNHCR
 Contact: Renee Bou Road (bouraad@unhcr.org) [+961 76500389](tel:+96176500389)
 Event created by IMO Lebanon / UNHCR Lebanon (07/01/2013)

Thursday, 14th March 2013

11:00 AM - 12:30 PM **Health Working Group - North**

Location: UNHCR Office Qoubayt
 Chaired By: UNHCR
 Contact: Renee Bou Road (bouraad@unhcr.org) [+961 76500389](tel:+96176500389)
 Event created by IMO Lebanon / UNHCR Lebanon (07/01/2013)

Thursday, 28th March 2013

9. Sample

EN FR **UNHCR**
The UN Refugee Agency
Syria Regional Refugee Response Information Sharing Portal

[Edit Layout & Configure Modules](#)
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[Regional Overview](#)
[Egypt](#)
[Iraq](#)
[Jordan](#)
[Lebanon](#)
[Turkey](#)

WHO Lebanon
YMCA

WHO Lebanon

YMCA

Key Indicators

Example Indicator

In this example, the standard is less than 10%. The standard, i.e. target, is not being met - the current value is 25%.

Standard: <10%

Standard Current Value Scale

Beirut

Number of consultations per trained clinician per day 15

<50

Last Updated 06 Feb 2013 Previous value: : n/s -

Description: Target pertains to emergency situation.

Comments: Source:

Event created by IMO Lebanon / UNHCR Lebanon (07/01/2013)

Thursday, 14th March 2013

11:00 AM - 12:30 PM **Health Working Group - North**

Location: UNHCR Office Qoubayt

Chaired By: UNHCR

Contact: Renee Bou Road (bouraad@unhcr.org) [+961 76500389](tel:+96176500389)

Event created by IMO Lebanon / UNHCR Lebanon (07/01/2013)

Thursday, 28th March 2013

12:00 PM - 1:30 PM **Health Working Group**

Location: Zahle - Bekaa

Chaired By: UNHCR

Contact: Renee Bou Road (bouraad@unhcr.org) [+961 76500389](tel:+96176500389)

Event created by IMO Lebanon / UNHCR Lebanon (07/01/2013)

Thursday, 4th April 2013

9:30 AM - 11:00 AM **Health Working Group**

Location: UNHCR Office Beirut

Chaired By: UNHCR

Contact: Renee Bou Road (bouraad@unhcr.org) [+961 76500389](tel:+96176500389)

Event created by IMO Lebanon / UNHCR Lebanon (07/01/2013)

Thursday, 11th April 2013

11:00 AM - 12:30 PM **Health Working Group - North**

Location: UNHCR Office Qoubayt

Chaired By: UNHCR

Contact: Renee Bou Road (bouraad@unhcr.org) [+961 76500389](tel:+96176500389)

Event created by IMO Lebanon / UNHCR Lebanon (07/01/2013)

Thursday, 25th April 2013

12:00 PM - 1:30 PM **Health Working Group**

Location: Zahle - Bekaa

Chaired By: UNHCR

Contact: Renee Bou Road (bouraad@unhcr.org) [+961 76500389](tel:+96176500389)

Event created by IMO Lebanon / UNHCR Lebanon (07/01/2013)

Feedback - About - Information Sharing Portal hosted by UNHCR - For more information, contact: NICIOMHA@unhcr.org

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