



## Step 9: Recording meetings

Recording the numbers of people who participated in the assessment, their ages, sex and ethnicity, and other background details helps to validate the information received from the participants. This kind of record-keeping will also support planning tools and reports such as the Country Operations Plan and Annual Protection Report. The chart in Annex 6 and Annex 6a provides an example of how to record information on numbers of people met and the different types of discussions that took place.

