GREECE

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ACTIVITYINFO- STEP BY STEP GUIDE

SECTOR ACTIVITIES 2016 - INTER-SECTOR COORDINATION

Abstract

This Document details the steps required for all partners and agencies to follow to review and add information on sector activities available for POCs and host community.

SECTION I: INTRODUCTION

Definition

Activity Info is an online humanitarian monitoring tool, which helps humanitarian organizations to collect, manage, map and analyze indicators according to a specific sector objective, output and indicators. ActivityInfo has been developed to simplify reporting and allow real time monitoring. It facilitate data Entry and reports generation (charts, maps, pivot tables and custom reports).

Advantages of Activity info

- Track sector activites all across Greece (mainland and island) in a standards applicable system that will ensure inter-operable approaches to data collection and analysis.
- Reduce duplication of efforts locations and show locations that are not receiving adequate coverage.
- Facilitate monitoring of responses under and outside of the RRMRP through a unified database for collection of information on activities, response and gaps.
- Produce data analysis and reports.
- Accessible to any organization in any location in Greece who is part of the emergency response.
- Partners spend less time reporting and donors can view real-time information.
- Easy data entry – no technical or advanced computer skills are necessary.
- Complete integration of your data with GIS.
- Maintain an overview of activity progress in a rapidly changing environment.
- Greater capacity for analysis of trends and gaps.

Information Captured

- Locations, types of activities, performance indicators and progress towards sectors targets.
- Type of groups assisted (Refugees, Migrants and Host Community).
- 4Ws data: who; when; where, and what.
- Funded project under RRMRP and outside RRMRP.

Functions

- View/add/edit and export the activities and responses by location, partners, and beneficiaries.
- View/ add/edit and export different reports, charts and Maps.

SECTION II ACCESS AND REPORTING TO ACTIVITYINFO

Activity info is accessible to all partners' member of sectors working group. Government entities, national, international organization and volunteers groups can have access to activity info.

Who can access ActivityInfo?

- Wash
- Cash Assistance
- Food
- Protection

- Health
- Non Food Items
- Nutrition
- Sexual & Gender Based Violence

- Mental Health
- Education
- Shelter
- Child Protection

Multiple Level of access

- Edit Access: Agencies who has direct implementation in the field will be given edit/ view/view all access.

- View and view all access: Agencies and donors who has indirect implementation in the field will be given view and view all access.

- Access to activity info could be given by the following Information Management focal points:
  - **National:** Hawraa Harkous (harkous@unhcr.org)
  - **Lesvos:** Thaleia Avagianou (AVAGIANO@unhcr.org)
  - **Chios:** Stelios Liodakis (liodakis@unhcr.org)
  - **Kos:** Stergiani Stogiannou (STOGIANN@unhcr.org)
  - **Samos:** Georgia Chorianopoulou (choriano@unhcr.org)
  - **Leros:** Dimitris Dimitriadis (DIMITRIA@unhcr.org)
  - **Thessaloniki (North):** Skerlida Agolli (agolli@unhcr.org)
  - **South Dodecanese:** Dimitra Koutsoukou (KOUTSOUK@unhcr.org)
  - **Attika :** Foteini Priangelou (priangel@unhcr.org)
  - **Larissa (Central Greece), Ioannina (Western Greece) and any other location**:
  - Hawraa Harkous(harkous@unhcr.org; Maria-Antouaneta Saranti (ARANTIM@unhcr.org)

Reporting

- Reporting agencies are recommended to fill in their information according to a specific objective, output and indicators. Agencies can submit their information at national level or per field locations .If agencies wish to submit at a national level(covering all country-wide activities), these should be pre-communicated to the UNHCR Information Management (IM), Inter-Agency Coordination Unit and relevant sector coordinators;

- If agency reports at a national level, two reporting focal point must be allocated.

- If agency reports at a site level, then agency are requested to allocate two reporting focal point per sites.

- For consistency of agencies inputs, agencies are requested to create two global email to report through.

TIMELINE FOR STEP-BY STEP REPORTING SUBMISSION:

- **18th of month:** Agencies report their information within the system.

- **22nd of month:** IM Athens extract and sends compiled and cleaned dataset to the National, Field Sector Coordinators and partners to validate and review the information.

- **25th of month:** Partners are requested to edit or include review and updated information.

- **26th of month:** National IM extract the final dataset of the previous month and create relevant IM product.

- **30th of the month:** Final 4Ws and IM products uploaded on the portal – widely public.

Roles and Responsibilities

SECTION III: STEP BY STEP LOGIN AND REPORTING

STEP 1: Log-in / Access Database

- **Step 1:** Go to **https://www.activityinfo.org**
- Login with your username and password. If you do not have a username and password, please email UNHCR IM Focal point.
- Once an access is created for you an email will be send to your account from Activityinfo, please follow the instruction.

For more information, please contact: Hawraa Harkous, Information Management Officer (UNHCR Greece): HARKOUS@UNHCR.ORG; +30-6951676545

Step 2: Once you access the system click on **'Data Entry'** and in the form select the database **"2016 Sector WG activities- Greece".** If you cannot see this database, contact the Information Management Team above.
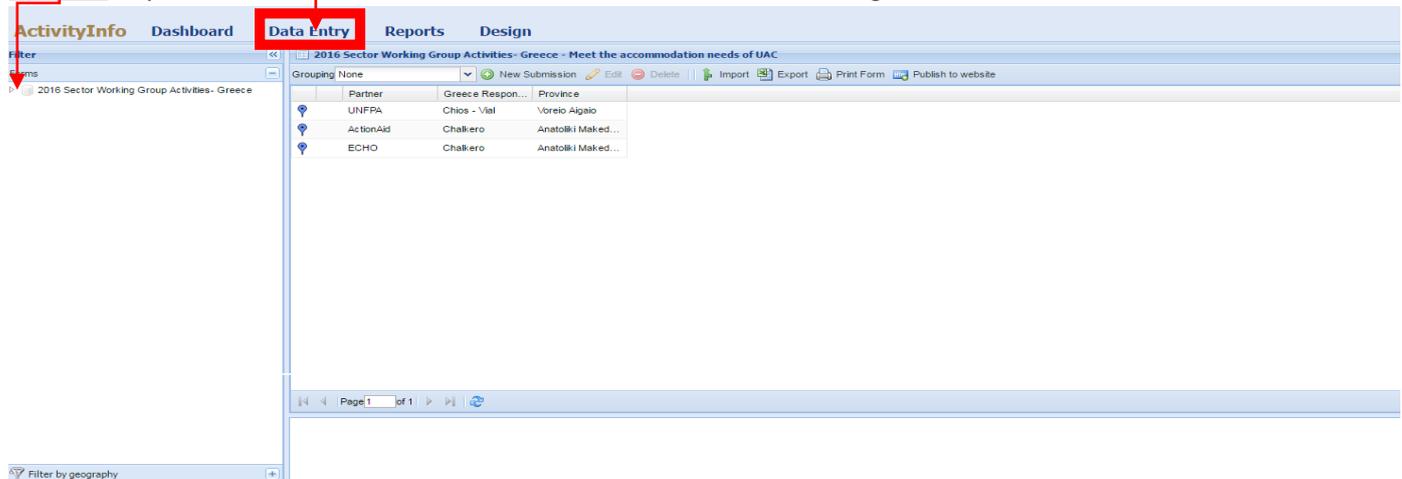
Step 3: Click on **"2016 Sector WG activities- Greece"** database, a list of working groups will be listed. Every **Yellow folder** identify a working Group for example (Health and Nutrition WG)
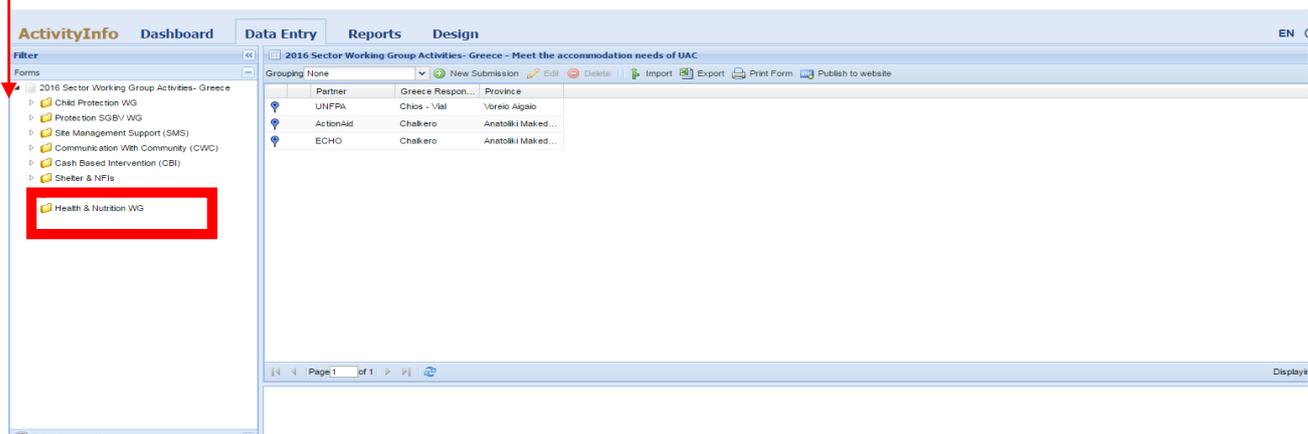
Click on the **working group** folder a list of **outputs will be listed.** (For example: under Child Protection WG , OUTPUT 1 : Meet the accommodation needs of UACs will appear)

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Choose one of the **output** that you have activities under and click on **New Submission**
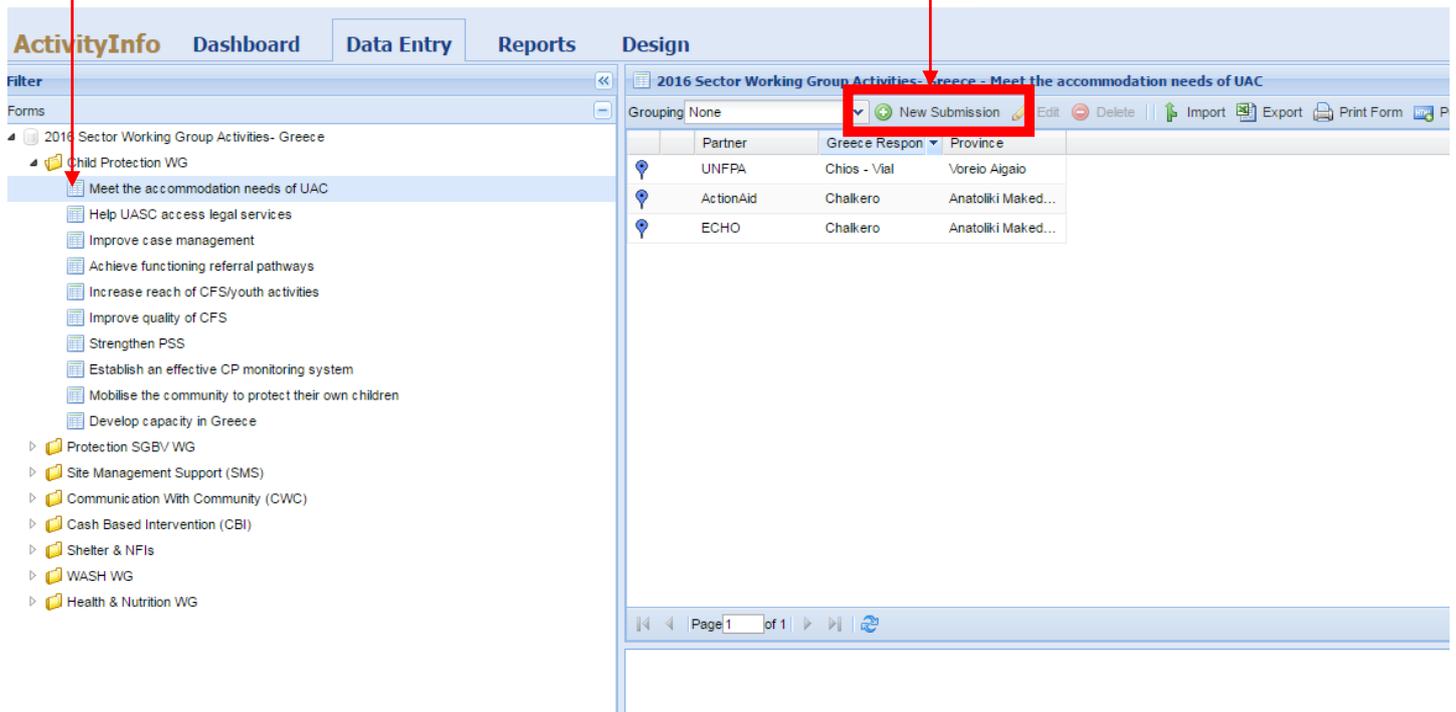
A window will be open, choose the site that the Activity is implemented (For example: Province:

Attiki, Site: Agios Andreas). Choose the site and click on **"use site"** tab.

IMPORTANT:

- If your organization is reporting on more than one activity, you will be required to enter data multiple times.
- Reporting is also geo-located, so if your activity has been in multiple governorates/districts under the same sector/objective/output, you will need to enter multiple times.
- Sites are divided into two categories: 48 official sites and urban areas (Please check annex 1 for the sites that are included in Activity info)
- If your activities is implemented outside of these categorized, please contact (harkous@unhcr.org) to include the additional site.
- If the activity is conducted in the same site for the whole year ; new submission is created once.

For more information, please contact: Hawraa Harkous, Information Management Officer (UNHCR Greece): HARKOUS@UNHCR.ORG; +30-6951676545
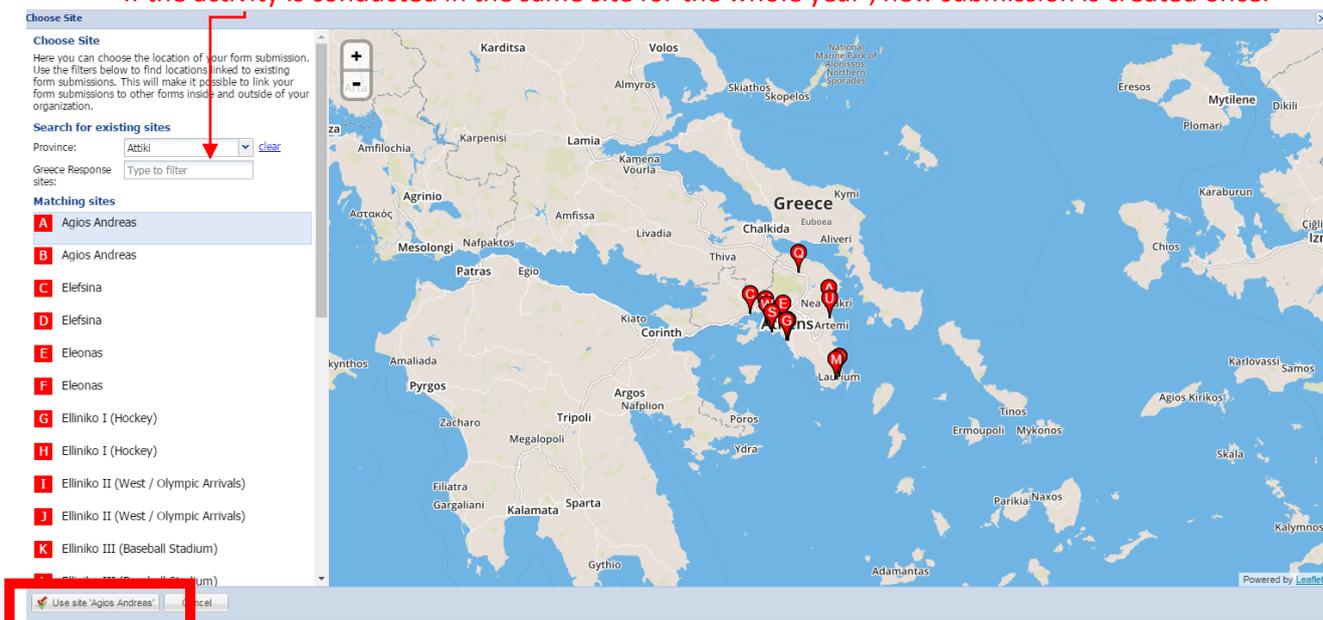
After you locate your intervention sites, you can add your activities details.

Intervention Details: the sector, objective and name of your organization is preselected.

Site: you can revise the *Latitude and Longitude* of your site.

Attributes: It includes the attributes for every activities. A standardized attributes are found in every outputs, these attributes are:

- Nationality of POCs (Syrian, Iraqis, Afghan, etc.)
- Status of activities (Completed, Ongoing)
- Funded by Regional Refugee and migrant response plan (RRMRP) (Yes, No)
- List of Donor(s) (if the list doesn't include your donor , please share it with Harkous@unhcr.org)

Additional specific sector attributes has been requested by sector lead are included: for example (Child Protection WG, output: Improve Case Management, an additional attribute included: Type of Vulnerable Children)

Comments: here you can input a short description of your activity that helps other users to better understand what the site is about. You can include information on your intake criteria or more details on your program.

After finishing click on **"Save"** and go back to the main page to check your information.

Step 4: Enter your monthly intervention. Choose the site that you have created and click on the monthly report. A list of indicators has been shared by sector leads. (Annex II: Sector object, output and indicators). Indicators are represented in capital letters. The represent either the total number or the disaggregation by gender and age or both of them. The information that agency will enter in the indicators represents the data of the previous month. (For example: in august, you are reporting for July).

IMPORTANT: For the period January to July 2016, sector lead will identify two indicators that will be shared with partners to report their information retroactively covering this period.

Step 5: Edit your information. You can edit the information by clicking on the **"Edit"** tab after you have clicked on your site.

IMPORTANT: you cannot edit or delete sites that have been entered by a different organization, you can only edit/delete activities that have been entered from your organization even from a different user. However, all changes can be tracked by clicking on "History".

After clicking on "Edit" the following window will appear. Make the necessary changes (see also Step 2 and 3 of this guide) and don't forget to **"Save",** click on the bottom right hand.

- ▪ **What other options I have:**
  Delete: choose the activity you want to delete and click the "Delete" tab.
  Export: you can also export the information on excel. Alternatively, you can generate reports.

Step 6: Review and filter information: In order to view this information after you select the sector and output, you can filter by partner, **click on the agency or the location** you are interested in and review the details of the intervention on the bottom right window using the **"Details"** tab.

Step 7: To generate Reports; once you have entered the data, it is possible to present them in the form of visualized information. They can be presented as charts, pivot tables or maps.

To produce a report, click on the **Reports** menu and choose one of the forms of presentation of your report under New Report. The report can then be exported in PowerPoint, Word, Image (for maps) or Pdf format by using the export function.

- **CHARTS**

To produce a report in the form of charts, click on Charts, then click on " **2016 Sector WG activities- Greece** "database on the left to access the different activities. Check the items you want to appear on the chart.
NB: When you export the chart, it comes with the legend.

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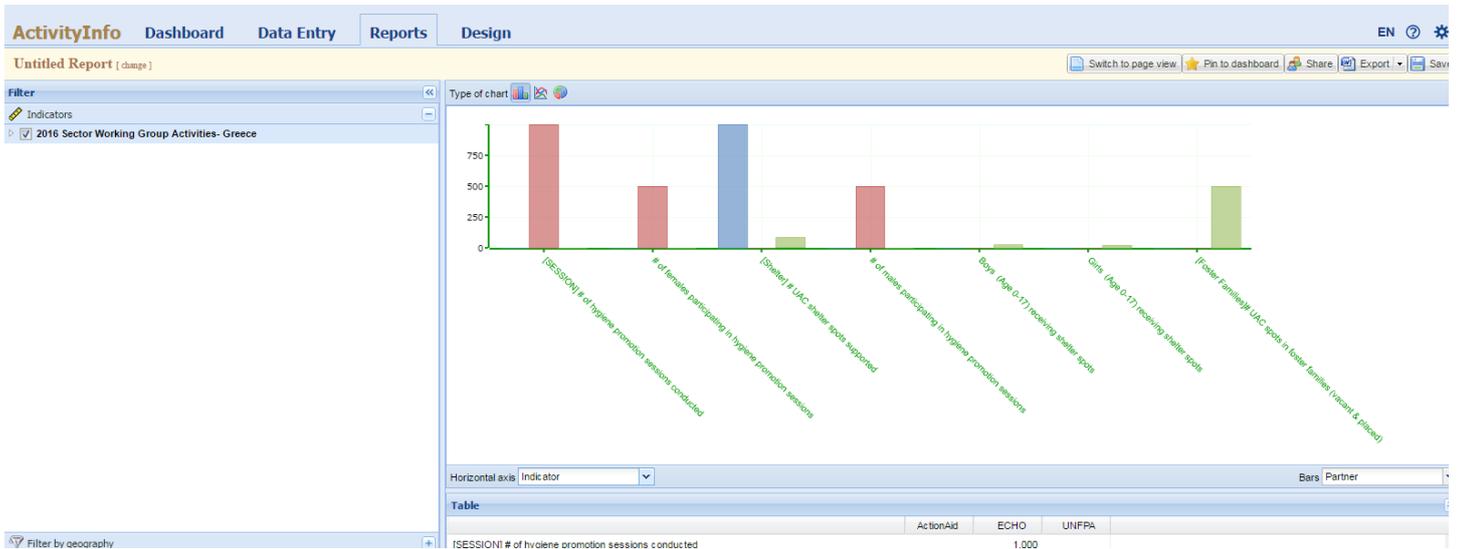
▪ PIVOT TABLES

To generate a pivot table, click **Pivot Tables**

1. Select the indicator you want to be in the pivot table
2. Under the **Dimension**, choose depending on which factors you want to present the data. In our example, we chose to present the data depending on indicators by activity.
3. Under **End date**, you can present the data by months or years
4. You can also choose the factors you want to put on **Rows** or **Columns**. To put a field in column or in row, click first in Rows or Columns and then check the field.
5. The **Geography** function permits to display data by location.

▪ MAPS

To produce a map, after clicking on **REPORTS**, click **MAPS** and then do the following:
1. Select the indicators you want represent in your map
2. Choose the way your data will be displayed on the map and click **Finish**
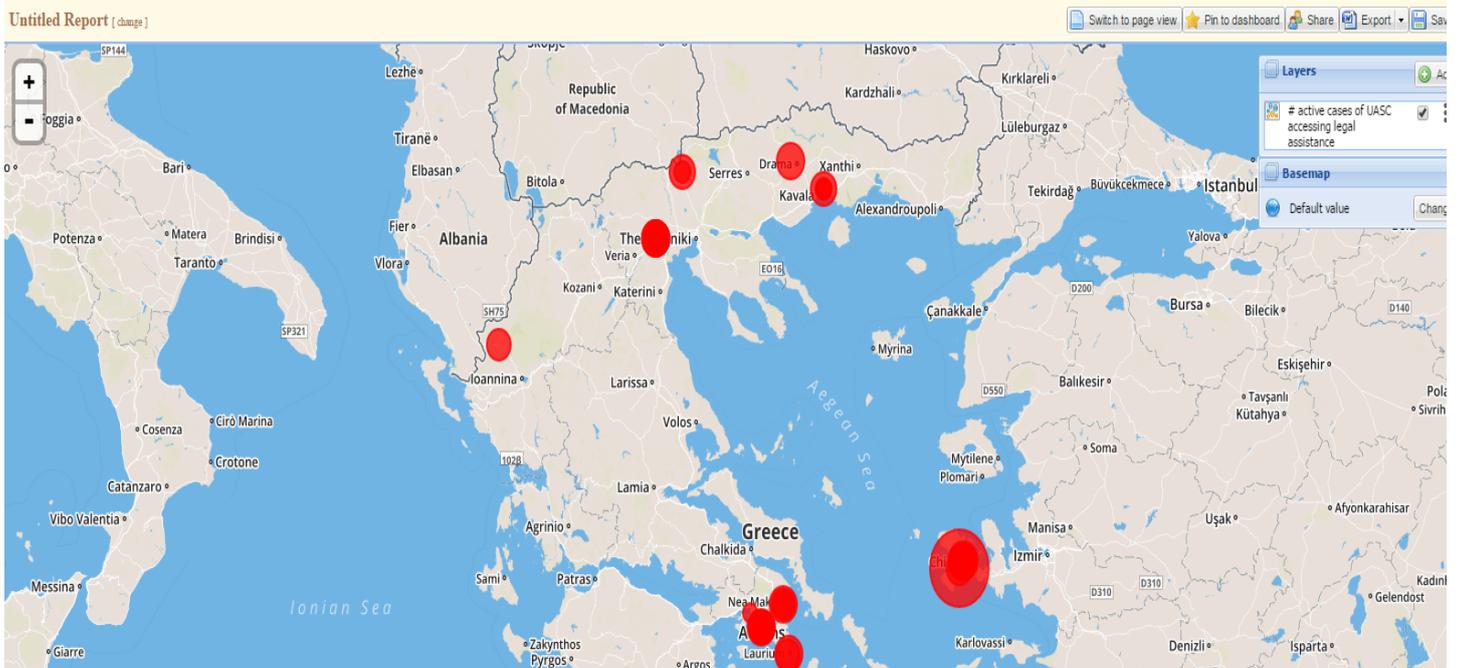
ANNEX I: SITE LIST IN ACTIVITYINFO

Activity info (Province)	Site
Attiki	Agios Andreas
Attiki	Elefsina
Attiki	Eleonas
Attiki	Elliniko I (Hockey)
Attiki	Elliniko II (West / Olympic Arrivals)
Attiki	Elliniko III (Baseball Stadium)
Attiki	Lavrio
Attiki	Lavrio (Accommodation facility)
Attiki	Malakasa
Attiki	Piraeus Port
Attiki	Rafina
Attiki	Schisto
Attiki	Skaramagas port
Attiki	Victoria Square
Attiki	Urban area of Attika
Thessalia	Larisa-Kipselochori
Thessalia	Larisa-Koutsochero
Thessalia	Urban area of Larisa
Thessalia	Trikala (Atlantic)
Thessalia	Urban area of Trikala
Thessalia	Volos
Thessalia	Urban area of Magnisia
Sterea Ellada	Oinofyta
Sterea Ellada	Ritsona

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Sterea Ellada	Urban area of Voiotia
Sterea Ellada	Thermopiles
Sterea Ellada	Urban area of Fthiotida
Kentriki Makedonia	Alexandreia
Kentriki Makedonia	Cherso
Kentriki Makedonia	Derveni - Alexil
Kentriki Makedonia	Derveni (Dion-ABETE)
Kentriki Makedonia	Diavata
Kentriki Makedonia	Giannitsa
Kentriki Makedonia	Kalochori - Iliadi
Kentriki Makedonia	Lagadikia - UNHCR
Kentriki Makedonia	Nea Kavala
Kentriki Makedonia	Oraiokastro
Kentriki Makedonia	Pieria (Ktima Iraklis)
Kentriki Makedonia	Pieria (Petra Olybou)
Kentriki Makedonia	Sinatex - Kavalari
Kentriki Makedonia	Sindos - Frakaport
Kentriki Makedonia	Sindos-Karamanlis building
Kentriki Makedonia	Softex
Kentriki Makedonia	Thessaloniki Port
Kentriki Makedonia	Vagiohori
Kentriki Makedonia	Vasilika
Kentriki Makedonia	Veria (Armatolou Kokkinou)
Kentriki Makedonia	Serres (KEGE)
Kentriki Makedonia	Urban area of Serres
Kentriki Makedonia	Urban area of Imathia
Kentriki Makedonia	Urban area of Kilkis
Kentriki Makedonia	Urban area of Thessaloniki
Kentriki Makedonia	Urban area of Pella
Kentriki Makedonia	Urban of Kilkis
Kentriki Makedonia	Urban area of Pieria
Anatoliki Makedonia Kai Thraki	Kavala (Perigiali)
Anatoliki Makedonia Kai Thraki	Urban area of Kavala
Anatoliki Makedonia Kai Thraki	Drama
Anatoliki Makedonia Kai Thraki	Urban area of Drama
Ipeiros	Doliana
Ipeiros	Urban area of Ioannina
Ipeiros	Filipiada
Ipeiros	Urban area of Preveza
Ipeiros	Katsika Ioanninon
Ipeiros	Katsina Ioanninon (EMAK)
Ipeiros	Konitsa
Ipeiros	Tsepelovo
Peloponnisos	Andravidas

Peloponnisos	Urban area of Ileia
Voreio Aigaio	Chios - Souda
Voreio Aigaio	Chios - Vial
Voreio Aigaio	Chios - Dipethe
Voreio Aigaio	Urban area of Chios
Voreio Aigaio	Lesvos - Mantamados
Voreio Aigaio	Lesvos - Moria
Voreio Aigaio	Lesvos - Pikpa
Voreio Aigaio	Lesvos - Skala Sykaminea
Voreio Aigaio	Lesvos - Kara Tepe
Voreio Aigaio	Lesvos - Apanemo
Voreio Aigaio	Urban area of Lesvos
Voreio Aigaio	Samos - Malagari Port
Voreio Aigaio	Samos - Vathy
Voreio Aigaio	Urban area of Samos
Notio Aigaio	Symi - Police Station
Notio Aigaio	Urban area of Symi
Notio Aigaio	Tilos - Military Camp
Notio Aigaio	Urban area of Tilos
Notio Aigaio	Kalymnos - Sfagia
Notio Aigaio	Urban area of Kalymnos
Notio Aigaio	Kos - Archeological park
Notio Aigaio	Kos - Linopoti
Notio Aigaio	Kos - Oscar Hotel
Notio Aigaio	Kos - Pyli
Notio Aigaio	Urban area of Kos
Notio Aigaio	Leros - Lepida
Notio Aigaio	Leros- Poseidon
Notio Aigaio	Urban area of Leros
Notio Aigaio	Rhodes - Port
Notio Aigaio	Rhodes - Old Sfagia
Notio Aigaio	Urban area of Rhodes

ANNEX II: ACTIVITYINFO SECTOR WORKING GROUP OUTPUT & INDICATORS

- **Annex II- Attached Excel Sheet.**