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|  | Meeting |  |  | |
| Name | Information Management Working Group | Meeting Date | 26/10/2016 | |
| Meeting Location | OCHA, Arab African Int’l Bldg. Riad El Solh | Meeting Time | 10:00AM | |
| Chair person | Jad Ghosn, Information Management Officer/ UNHCR  Wali Ahadi, Information Management Officer/OCHA | Meeting Duration | 2:00 hours | |
| Minutes Prepared by | Bernard Chedid, Said BouKharroub IM Officers |  |  | |
| Purpose of Meeting | 1. LCRP 2017 / 2020 planning - *by UNHCR* 2. Update on the Informal Tented settlement mapping *by MEDAIR* 3. Result Based Management (RBM) presentation *by UNICEF* 4. Bekaa Shelter Assistance Assessment preliminary results *by UNHCR* 5. Private sector presentation: Tahaki platform *by ArabiaGIS* | | |  | |

Summary of discussions and action points

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| 1. | LCRP 2017 / 2020 planning |
|  | 1. Appeal submissions:  * Message was sent to heads of agencies with instructions and very simple table to fill. The appeal database is open to agencies appealing directly from the donor like DFID, USAID, Norway,,, etc. * 1 submission per Organization & for Bi-lateral funding only (directly from donors). * Energy & Water is split into 2 Sub-sectors: “Energy” and “Water”. * Second step, once funding data is received, it will be imported into ActivityInfo, through two groups: Budget by Sector and Outcomes and Outputs.   Instructions will be sent to all partners. The timeframe is end of November – beginning of December.   1. Reporting databases for 2017:  * Most of the reporting will be on district level, with few reporting on cadastral and site level. * Less activity indicators, more output indicators. * There will be service mapping (direct assistance to POC). Reporting will be every 6 months. And the geographical intervention is per cadaster or site level. * New format of reporting databases will be applied.  1. Discussion on activity reporting database:  * Discussion was kicked off to include hotline numbers of NGOs, include the nationality of POCs (whether PRL, PRS, Lebanese, Syrians) * Between choosing tick marks for pre-defined activities   or  undefined activities and customized fields.  The general consensus was to allow customization at the first reporting then harmonize and shift to tick boxes.   * Suggestion to change the name to Direct Assistance mapping? |
| 2. | Update on the Informal Tented settlement mapping ( IAMP) |
|  | * 7000 individuals are added between IAMP 28 and IAMP 30. Updates for locations in Qaa, Masharee Qaa, and Arsal are based on Satellite Images provided from UNOCHA. * There is a reduction in the number of tents and ITS in the North. While it’s still steadily increasing at the country level. * IAMP 32 will be out by Mid-November. * Additonal attributes to be collected are   - Flooding check (if the ITS flooded in past years).  - Average rent pay per month in LL.  *The dashboard presented is under the following* [*link*](https://www.dropbox.com/s/camnbmf5d0348jt/IAMP_October2016.pdf?dl=0). |
| 3. | RBM (Results Based Management) strategy adapted by the UN (presentation) | |
|  | This year we are moving from monitoring activities to monitor the results. The focus will be on the output or outcome level.  A training on RBM Through IMWG, could be possible to facilitate the implementation of this methodology.   * Planning for results: Prioritzing and casuality, theories of change, result chains. * Definition of results: output : what do we produce. Outcome: what behaviours do we try to transform. Impact: what change do we want to make in children’s lives?   When we plan, we should start with the impact, outcome, output, activity, and inputs.  Monitoring: programmatic, hacked, adhoc, focus group… there are 6 methods to do monitoring.  Results Based Management Handbook and other training material will shortly be available on the IM DropBox.  *RBM presentation is under the following* [*link*](https://www.dropbox.com/s/atd1sm6jz85giw6/RBM-IMWG-161025.pptx?dl=0) | |
| 4. | Bekaa Shelter Assistance Assessment preliminary results (UNHCR) | |
|  | Questionnaire covered vulnerability, access to basic services, and movement of refugees.  Ease of access to services: survey was conducted on CC, SSB, and ITS. To know if they have access to WFP, ATM, Hospitals.  *The Shelter Assistance Assessment preliminary result presentation is under the following* [*link*](https://www.dropbox.com/s/kectuo8bzteydll/Shelter%20Assessment%20Preliminary_results_v5.pptx?dl=0)*.* | |
| 5. | Updates from the field: North and Bekaa | |
|  | * North: IM Team was involved in Rapid Needs Assessment for eviction that happened last month in Minieh (400HH). * Bekaa:   Presentation on the 3Ws for municipalities pilot exercise intended to improve coordination – 15 main municipalities targeted.  -Questions were raised on the need to replicate the same product in other areas?  -North is providing municipalities with a brief on 3Ws but in a different format.  Rapid Needs Assessment simulation:  13th October – Refresher in case of Emergency mass influx or Unusual event.  Challenges faced:  technical problem to sync data between ODK and RAIS  Time to mobilize people and resources took much more than expected. | |
| 6. | Private sector presentation: Tahaki platform | |
|  | ArabiaGIS was established in 2001, and provides GIS Solutions for the public and private sector, NGOs and INGOs in the MENA Region.  ArabiaGIS created Tahaki [www.tahaki.com](http://www.tahaki.com) to see, foresee, and oversee.  It is a publishing platform for existing CSO’s, to enable them to visualize their databases, whether by importing the data or live direct link to existing databases.  Tahaki provides free services: Create simple maps, with a user-friendly interface.  If offers also the possibility to crowdsource data through a mobile app:  Ex:Animals Lebanon: Call to geo-locate pet shops all over Lebanon  Environmental violation: Lebanon Eco-movement: Reporting environmental violations  Some of the PRO version benefits:  Manage beneficiaries  Advanced Reporting and dashboards.  Awareness campaigns and data collection.  *The ArabiaGIS Tahaki tool presentation is available* [*here*](https://www.dropbox.com/s/cl77bbvoozbiouw/Tahaki%20Presentation-UNHCR.PDF?dl=0) | |

A detailed timeframe for the LCRP has been discussed and is attached as annex.

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