**IMWG Meeting Minutes**

**29 November, 16:00 – 17:30 Hrs, UNHCR - Gaziantep**

**Chair:** Levent Eksi – IMWG Coordinator/Associate IMO (UNHCR).

**Participants:** Bara’ah Keilani/Education WG IM focal point (UNICEF), Gabriel Oduori/Basic Needs WG IM focal point (UNHCR); Lauren Panetta/IM WG (UNHCR); Deniz Can Tanik/IM WG (UNHCR); Mathilde Kaalund/IM WG (UN RCO); Engin Ucar/IM WG (UNFPA); Pinar Gucumengil/IM WG (UNFPA); Robert Samupindi/ Food Security WG IM focal point (WFP); Gilmar Teddy Zambrana Cruz/IM WG (UNICEF); Merkur Beqiri/Health WG IM focal point (WHO); Erhan Saritas/IM WG (IOM), Silvia Mestroni, Monitoring and Evaluation Specialist/Education Sector/ IM WG (UNICEF).

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| **Agenda** | **Discussion** | **Action Points** | **Comments / Update** |
| **Welcome and Introductions** | Group members introduced themselves as well as stated if they served as IM focal points for particular sectors. It was re-affirmed that membership in the IMWG is closed to members that have IM functions only.  |  |  |
| **4W Workshop and Way Forward** | IMWG Chair gave an update on the 4W Workshop that took place in Gaziantep on 16 and 17 November. Colleagues reviewed the structure, coordinated way forward for data collection and strengthened alignment of all sector and sub-sector activities with the revised 3RP and Activity Info.4W exercise was initiated in SE Turkey but will be expanded to provide first comprehensive 4W covering all of Turkey.  | * **Sector Partners to submit completed 4W matrix with main activities per province to Sector IM focal points (deadline: Friday, 9 December)**
* **Sector IM focal points to share cleaned data with Levent (deadline: Friday, 16 December)**
* **Levent in consultation with Sector IM focal points to produce and share first ISWG IM products (deadline: Tuesday, 20 December)**
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| **Mapping of Data Management Initiatives**  | A number of organizations are developing data management systems in Turkey. IMWG would like to map the different initiatives underway or being planned to aim to develop one inter-agency tool and avoid duplication of initiatives.UNICEF gave an update on their case management system called *Bayanati*. They are starting to pilot the system with one partner in SE Turkey.UNFPA mentioned that they are developing a system but lacked details on progress at the time of the meeting. | * **IMWG to circulate a matrix to map different initiatives underway (timeline: Friday, 3 December)**
* **UNICEF will provide update on Bayanati pilot phase next IMWG (timeline: next IMWG)**
* **UNFPA will share concept note or more details on their system (timeline: as soon as possible if available)**
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| **Mapping of Data Sets** | It was agreed that to streamline the humanitarian community’s work and provide more information for evidence-based decisions it is important to have a common platform of the data and information, including assessments and studies, that are available on persons of concern in Turkey. The first step will be to map the types data sets and information that are available; even if each organization doesn’t share the detailed data it will be useful to know who owns what types of data as well as who to contact to have access to the data.The mapping should at least include: who has access to what level of data, what kind of data/information and the purpose, geographical coverage of data, etc.. | * **IMWG to circulate data mapping matrix for IMWG members to fill out (timeline: Friday, 3 December)**
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| **Update from Sectors/Agency/Units on IM Capacities** | Update on the Sectors different focal points: * Rob (WFP)/Food Security: collected data for October that was presented to all food security actors; however, some partners are not reporting due to competing priorities towards the end of the year. Most partners that did report used Activity Info and some used Excel. Assisted 290,000 off camp refugees.
* Rob (WFP)/CBI-TWG: Partners came together to discuss future of WG and its role vis-a-vis the upcoming ESSN. Outcome: CBI-TWG role and activities will likely be taken over by ESSN and BN within next six months.
* Bara’ah (UNICEF)/CP: 4W activities for child protection were submitted. WG not using Activity Info for reporting yet as the group is new.
* Bara’ah (UNICEF)/ Education: 4W activities will be submitted in the coming days. Activity Info is being used by partners in the education sector for reporting.
* Merkur (WHO)/Health: UNFPA and IOM are the main partners using Activity Info and enter data for the “sub-partners” (around 8 feeding in to the system). The group just started entering data last month but hopes to see more use by the end of the year in order to summarize statistics. The plan is to update the sector database to correspond to the new M&E framework. The Sector has mapped 250 planned, 85 operational migrant health centers, WHO is tracking 60 centers. Some 33 NGO clinics in addition to the MHC. Going through a transition period as Government wants to transform NGO clinics into Migrant health centres run by the Government. Mapping will be used to show the government the usefulness of taking time with this process. This mapping can feed into the Services Mapping Project.
* Gabriel (UNHCR)/Basic Needs: Two weeks ago, there was an ad hoc meeting in Ankara on support to municipalities where the IMO was requested to do a map of districts with basic needs support. As a follow up, sector members were requested to share an updated matrix with interventions implemented by their organizations in 2016 by November 29th COB. The data will be used to create a map that will be shared at the next Syria Task Force meeting in January 2017. The Sector is not currently reporting in Activity Info.
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| **Update on 3RP M&E Framework**  | 3RP Drafting Committee representatives shared that M&E Framework inputs were only received from three Sectors so far. Some of the categories were not filled in and the Committee is unsure if this is because the information is not available or if it was because partners didn’t understand the categories to be completed. It was mentioned that IM focal points and Sector leads can ask for assistance if they are running into any challenges with the exercise. The drafting committee or IMWG can support partners with human or technical assistance. The M&E framework will feed into the creation of the 2017 Activity Info database. As agreed by STF access will be given to donors next year; Sectors will be made aware. **Additional Comments:*** Giving donors access to Activity Info is a good initiative as it will give incentive to partners to use the tool more actively.
* Activity Info is for collecting progress related data (only 3RP for now), 4W will be used to see what activities are available nationwide. Services mapping will eventually replace the 4W.
 | * **IMWG to circulate an email checking on status (timeline: Friday, 3 December)**
* **Bara’ah will check if the Education Sector requested an extension on M&E framework and formulation of indicators from Dipendra/UNHCR MENA Snr. IMO (timeline: Friday, 3 December)**
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| **Update on Service Mapping** | The Services Mapping project was endorsed by both the RMRP TF and the STF. The next step is to initiate the taxonomy review. This exercise will be piloted with a small group of Protection Sector partners on Thursday, 2 December in Ankara. The group will review and provide feedback on the taxonomy. Other Sectors will be requested to provide feedback in the coming weeks.Once the taxonomy is fully reviewed and agreed partners will be able to start entering data. The UNHCR IM Unit will request Sectors to nominate focal points for data entry.Sectors will be supported with additional staff from UNHCR who will provide training to service providers as well as hands on help for data entry if necessary.In the meantime, the IMWG will be granted access to the online platform to test it and provide feedback.**Additional Comments:*** 4W exercise will help us build the taxonomy.
* Level of support: UNHCR IMU will train focal points and staffing support will also train as needed or support agencies with data entry.
 | * **UNHCR IM Unit to share services mapping concept note and timeline as well as grant access to IMWG members to Services Advisor platform (timeline: ASAP)**
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| **NGO Participation** | Following on the agreement to include NGOs in the IMWG at the last meeting it was decided that an email will be sent to Sector Leads to check with their NGO members if they would like to include their IM focal points in the IMWG meeting. Sector Leads in SE Turkey through ISWG can also recommend a few NGOs working outside of the 3RP for participation.**Additional Comments:*** Remind NGOs to only send staff with the right IM credentials and roles. *Add this to the IMWG TORs – NGO IM focal points need to be cleared by the Sector and have IM duties.*
 | * **IMWG Chair to send email to Sector Leads to request NGO IM focal point participation (timeline: ASAP)**
* **IMWG Chair to recirculate TORs with new membership conditions (timeline: Friday, 3 December)**
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| **Data Portals & Info Sharing/Calendar + Minutes** | During the last STF it was agreed by all members that WG minutes and calendars should be shared in a public form to ensure greater transparency and accountability vis-a-vis other Sectors and donors. The IMWG agreed that the data portals (data.unhcr.org) would be a good platform to share this information. IMWG agreed that the group will seek endorsement from the STF to start sharing this information online. IMWG members were reminded to send Sectoral or Agency documents/products as well as news and updates to be shared on the data portals. | * **IMWG Chair to circulate Data Portal Info Sharing SOPs (timeline: Friday, 3 December)**
* **IMWG Chair to send email to STF to seek endorsement to put the WG’s calendar and minutes on the dataportal (timeline: ASAP)**
* **UNHCR IMU to develop Info Hub for the data portal (timeline: Tuesday, 10 January 2017)**
* IMWG members to send input to the Data Portal to imwg@unhcr.org (**ASAP and ongoing)**
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| **AOB** | * The IMWG Mailing List needs to be cleaned as some people on the current distribution list have never shown up. Send an email asking if people want to continue being part of this IMWG and stay in the mailing list.
* An email address was created for the IMWG for updates and communications: imwg@unhcr.org
* **Next Meeting: 10 January at 15:30 at UNHCR CO in Ankara**
 | * **IMWG Chair to send email to mailing list asking who would like to remain in the group (timeline: ASAP)**
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