ACTIVITY INFO
Reporting Guide - 2016

FOOD SECURITY SECTOR

Inter-Agency Information Management Working Group

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This Document details the steps required for all reporting partners to follow to be able to gain access to Activity Info Database for the Food Security sector and be able to report on a monthly basis.
For any clarification needed about this document please contact the sector IM focal point Pardie Karamanoukian (Pardie.karamanoukian@fao.org) or sector coordinators Bruno Minjauw (Bruno.Minjauw@fao.org) and Elena Rovaris (elena.rovaris@wfp.org).

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INTRODUCTION

In Lebanon monitoring and reporting for 2016 programmes is done through different databases organized by sector working group. Sector databases may be organized in different ways to fit with specific requirements.
Each database allows to store, access, manage, map and analyze data on defined indicators, and thus to monitor humanitarian projects.

HOW TO GET ACCESS TO THE SECTOR REPORTING DATABASE

In order to get access to the sector database relevant to your projects please contact your IM Focal point or sector lead. We will receive your request and provide you with access within 24 hours.

START ACTIVITY INFO
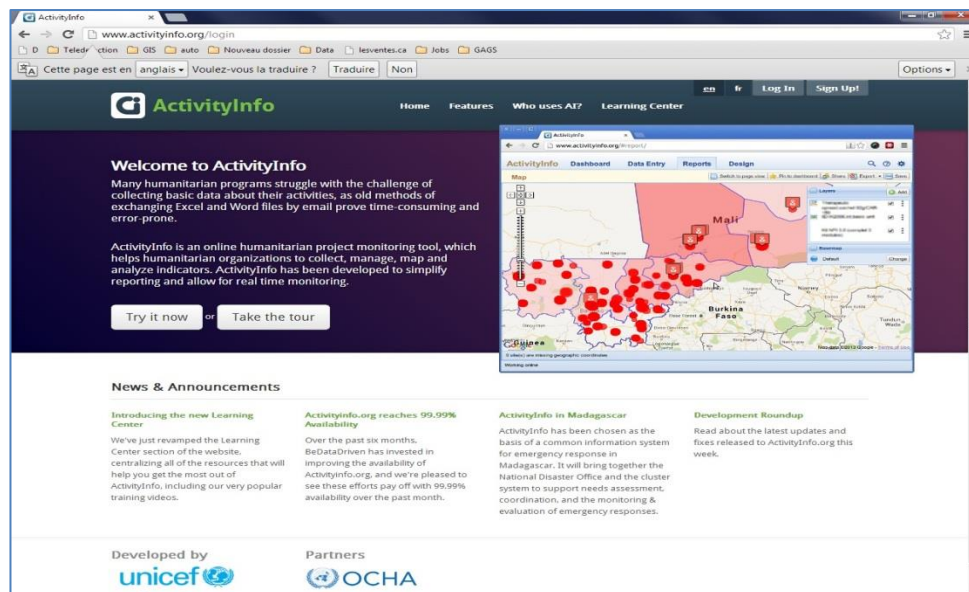To start the program, type the following web address: www.activityinfo.org

Figure 1

You have the option to choose one of the possible languages, French or English.
Then you can log in by clicking **Log In**. You must first submit a request for invitation to access the database. Note that access is granted for a single sector alone. An invitation will then be sent to you, and then you can create your password. If you have already access to ActivityInfo you will not receive any invitation once granted access to any new database.

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FUNCTIONS OF ACTIVITY INFO

ActivityInfo has four main functions:
- Dashboard
- Data Entry
- Generate Reports (charts, maps, pivot tables and custom reports)
- Design database

This guide will focus on the **Data Entry tab for the FOOD SECURITY sector.**

MONTHLY REPORTED INDICATORS

CREATE A NEW FORM

Reporting to be done once a month – by the ==7th== of each month covering the achievements of the month before.

FOOD SECURITY indicators have been structured based on the LCRP 2016 logframe:
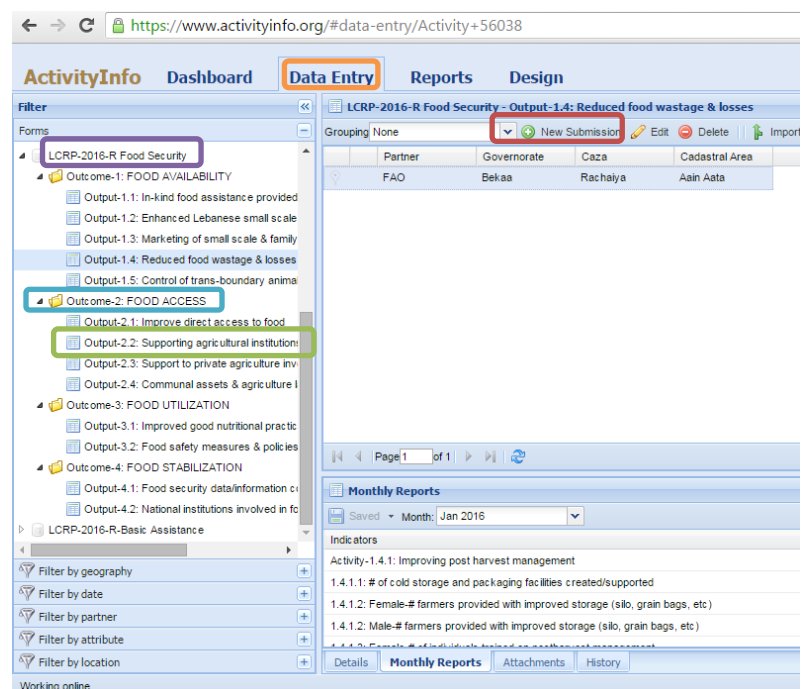- <u>Food Availability:</u> Promote food availability through in kind food assistance and sustainable food value chain
- <u>Food Access:</u> Promote food accessibility through food assistance and agricultural livelihoods
- <u>Food Utilization:</u> Promote food utilization through diversified and quality food to improve food safety and nutrition practices
- <u>Food Stabilization:</u> Promote stabilization through enhanced information on food security, coordination of agriculture activities and supporting national institutions

Each outcome has a set of outputs and activities, which have in return unique set of indicators.

If an organization is working on more than one activity, reporting is to be done **separately** under all of these activity tabs.

Once logged in follow the steps as shown below:
- Click on the **DATA ENTRY** tab.
- Open the **LCRP-2016-R Food Security** database by clicking on the little arrow to the right
- Select the relevant **Outcome**
- Then **Activity**
- Click on **New Submission**

After clicking on **New Submission** the following window will be prompted:

1) **"Intervention Details":**
   Select the partner agency you are working for from the dropdown list

2) Then click on **"Site"** and select the relevant site where you are implementing the activities under the selected outcome by following the hierarchy of Governorate – Caza –Cadastral Area.
   <u>Note</u>: all indicators require reporting at Cadastral level

3) Click on **"Attribute"** and
   a) Specify if this intervention was appealed for in *LCRP 2016* (yes/no),
   b) Specify your *funding agency* - which is to identify the donor UN Agency of the activity. Main donors are also available in the list. If the activity is funded by other sources than it is to be indicated by 'Others',
   c) Specify (optional) the *local public institutions supported/involved through the implantation of activities*

4) Click on **"Comments"** and add any comment that will help you better reporting

To proceed click on **'Save'** at the bottom of the tab. This will create the site with the relevant attributes and direct you back to the main entry page. The created site will appear as a row see figure below.

REPORT ON MONTHLY INDICATORS

1) Select the relevant site from the relevant form that you created as per guidelines above.
2) Click on '**Monthly Reports**' Tab to access the indicator and reporting table

3) Report on achievements:

The monthly reporting tab is where data is entered on indicators at site level. The list of indicator is preceded by the activity name based on the sector logframe;

The indicators are then numbered and disaggregated when applicable (population cohort, gender,…), followed by the description of the indicator.

After inputting the progress on that indicator for that particular month and site, press '**Save'** on the tab. Note that you have to press '**Save'** every time you update your figures.

There are two additional tabs on the below ribbon. **"Attachments"** and **"History"** the former is to upload any supporting document at that site level and the latter keeps a history of who edited what and when.

This concludes the entry process. The same process is to be carried out for all the other sites to report on implementation of a month.