



# ACTIVITY INFO REPORTING MODULE STEP BY STEP GUIDE

*JANUARY 2021*

*This document details the steps required for all RRP partner reporting focal points to follow to be able to gain access to the ActivityInfo database and report on indicators and activities. For any clarification, please contact the UNHCR IM Unit ([ugakaimug@unhcr.org](mailto:ugakaimug@unhcr.org))*

# PERFORMANCE TRACKING OF THE REFUGEE RESPONSE PLAN (RRP)

## 1. Introduction

An enhanced results framework has been established to track the performance of the RRP against indicators and to ensure progress against the targets set by partners at the start of the planning process. The ultimate goal of deploying a robust tracking framework is ensuring transparency and accountability, avoiding duplications and re-adjusting the response when inefficiencies and gaps are identified.

Sector Co-leads, UNHCR and OPM will regularly reach out to RRP partners to gather information and data for RRP progress reports, including through sector activity tracking. Systematic progress reporting against the indicators from the RRP results framework selected by the sector leads will be a requirement for all RRP partners (including implementing partners of UN agencies).

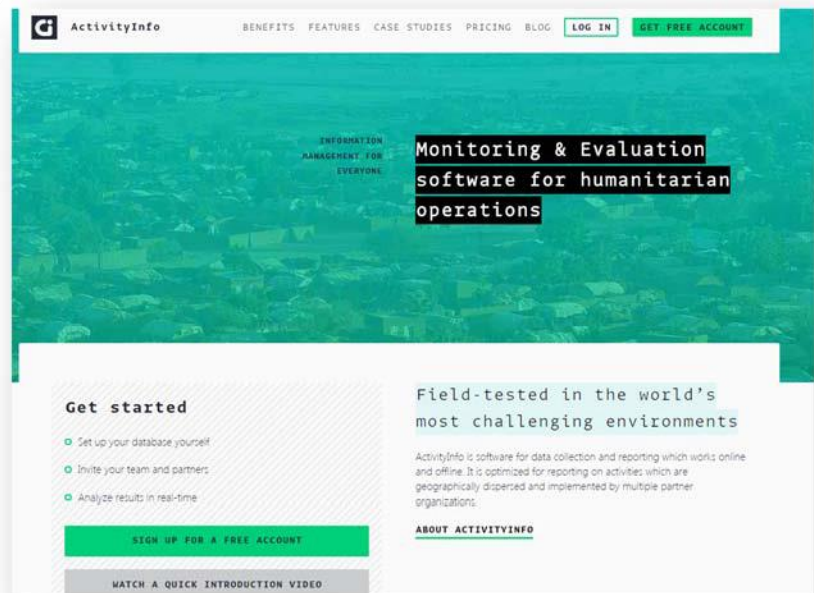
ActivityInfo is open-source software for data collection and reporting which works both online and offline. It is optimised for reporting on activities that are geographically dispersed and implemented by multiple partner organisations. The software has been used to track activities implemented by humanitarian partners working in the Uganda refugee response since early 2019 and is offered as a service by BeDataDriven. UNHCR will provide access to this software for all partners in the response.

## 2. Start ActivityInfo

To start the program, type the following web address:

<https://v4.activityinfo.org>

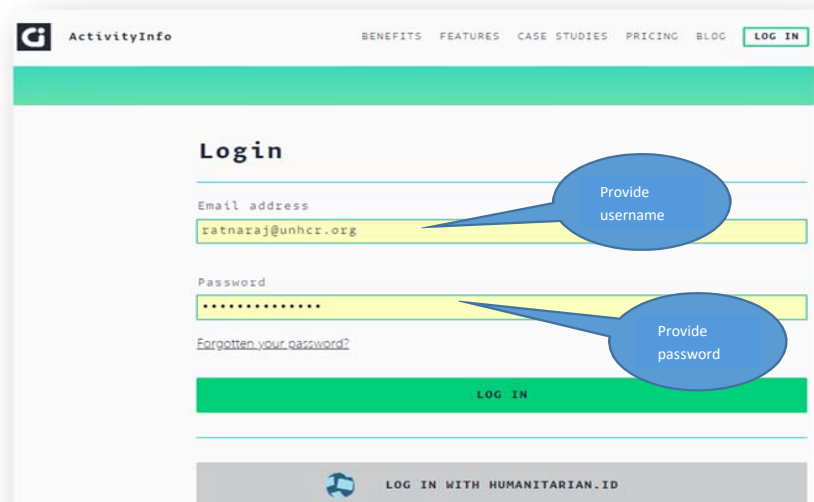
In general, the system works best on Google Chrome (issues have been reported with Microsoft Edge).



You can log-in by clicking the **Log In** tab.

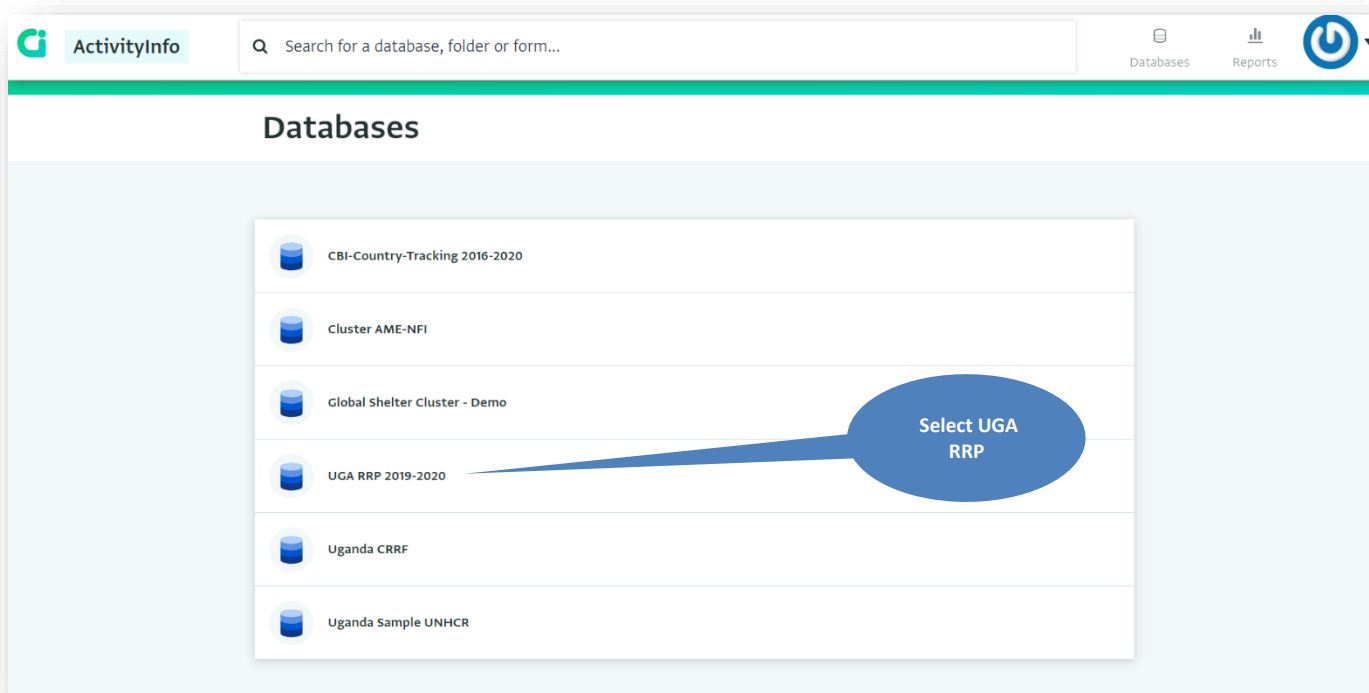
- If you do not have a username and password, please send an email to the IM focal point for your sector (see Annex).

An invitation will then be sent to you, and then you can create your password.



### 3. Data entry

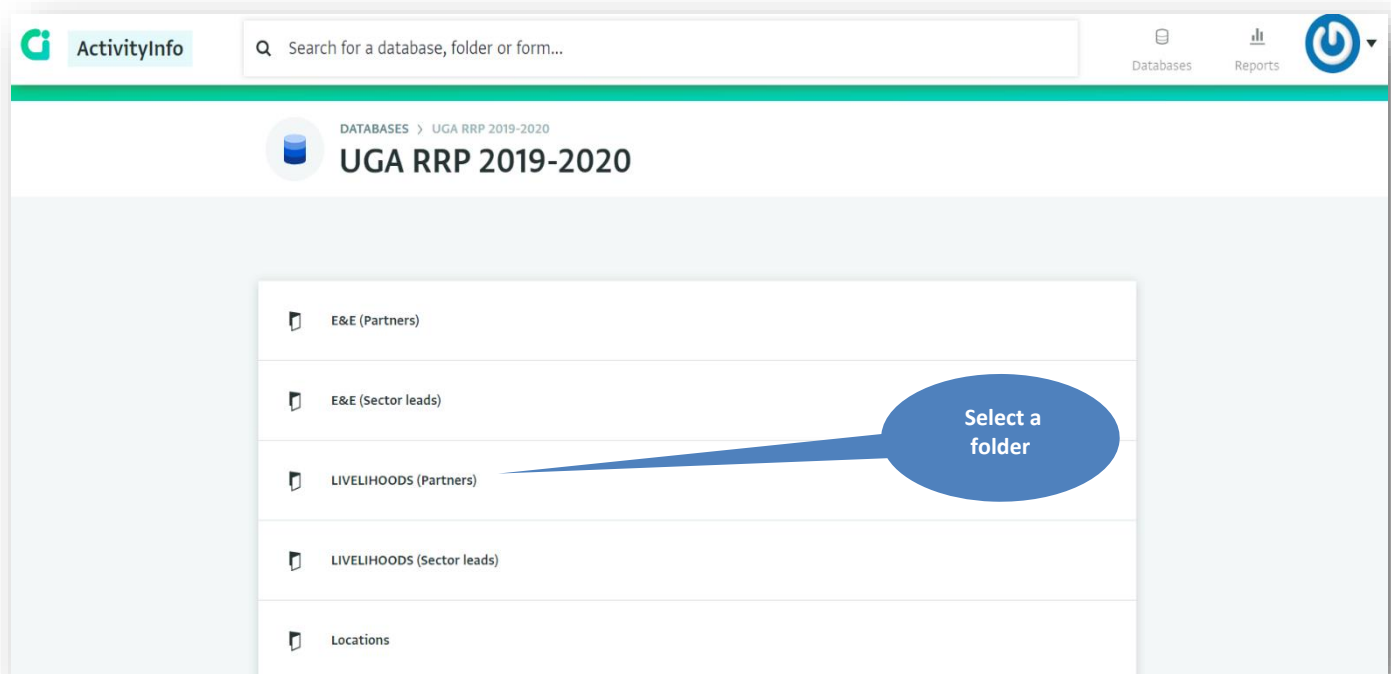
#### i. Select the relevant database for the RRP



## ii. Select the relevant folder for the sector you are reporting on

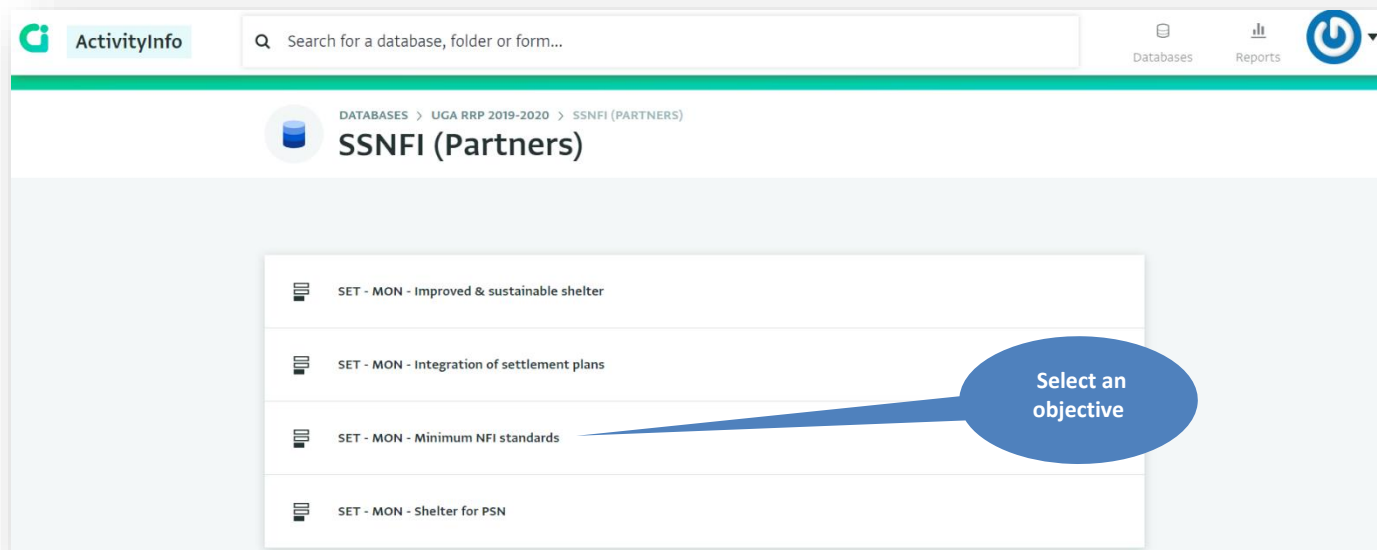
There are three folders per sector:

- SECTOR NAME (Partners): This is for regular reporting on indicators and activities by partners
- SECTOR NAME (Partners – Targets): This is only for reporting on planned activities by partners
- SECTOR NAME (Sector leads): This is only for reporting on RRP indicators by sector leads



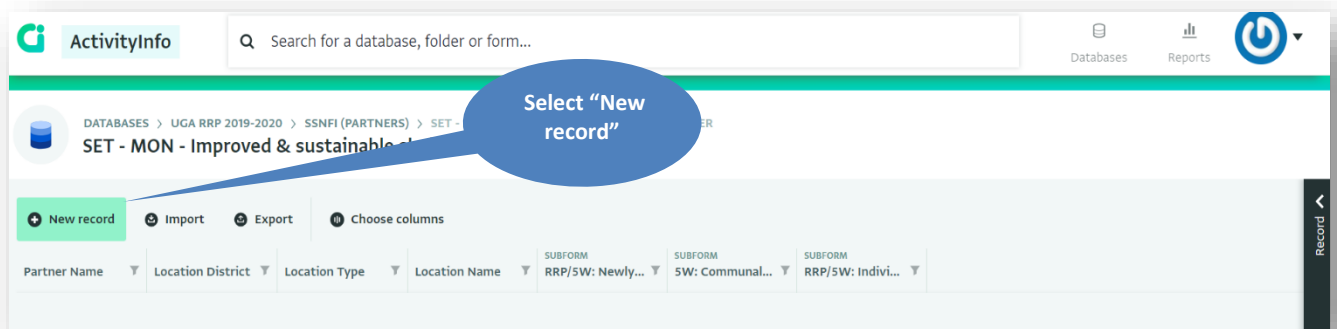
### iii. Select the relevant form for the objective you are reporting on

- Please refer to the relevant sector log frame to see which indicator or activity falls under which objective.
- The first pair of three letters indicates the reporting level (e.g.: SET for settlement level or NAT for national level).
- The second pair of three letters indicates the reporting frequency (e.g.: MON for monthly or QUA for quarterly).



#### iv. Select “New record” to add a new location

In order to add a new location for your indicator or activity, click on “New record”.



## v. Complete the form record

- Location type examples: settlement, collection point, entry point, reception centre or transit centre
- The type of location can be specific to a sector or intervention (e.g.: schools for Education, neighborhoods for urban interventions or sub-counties for host community interventions).

The screenshot shows the 'Add record' form in the ActivityInfo system. The breadcrumb trail at the top reads: DATABASES > UGA RRP 2019-2020 > SSNFI (PARTNERS) > SET - MON - IMPROVED & SUSTAINABLE SHELTER > ADD RECORD. The form is titled 'Add record' and contains two main sections: 'Partner\*' and 'Location\*', both marked as 'REQUIRED'.

Callouts point to the following fields:

- Select "Partner"**: Points to the 'Select Partner Name' dropdown menu.
- Select "District"**: Points to the 'Select Location District' dropdown menu.
- Select "Location Name"**: Points to the 'Select Location Name' dropdown menu.
- Select "Location Type"**: Points to the 'Select Location Type' dropdown menu.

At the top right of the form, there are buttons for 'Cancel' and 'Save record'.

## vi. Add a sub-form record

Click on “New record” for the relevant sub-form.

- See the relevant sector log frame in order to know which indicator and/or activity falls under which sub form.
- Sub forms are proceeded by the type of indicators and/or activities that partners are asked to report on:
  - RRP: These are RRP indicators that partners are asked to report on directly
  - RRP/5W: These are activities that partners report on which feed in to RRP indicators
  - 5W: These are activities that partners report on which are not directly linked to RRP indicators but key to the sector

**ActivityInfo** Search for a database, folder or form...

DATABASES > UGA RRP 2019-2020 > SSNFI (PARTNERS) > SET - MON - IMPROVED & SUSTAINABLE SHELTER > ADD RECORD

**Add record** Cancel Save record

**RRP/5W: Newly arrived refugee households provided with minimum emergency shelter support**  
Adding a new record to a subform takes you to a new form. All your data you've filled in on this form remains saved until you return to it.

+ New record in RRP/5W: Newly arrived refugee households provided with mi...

**5W: Communal accommodation shelters in transit sites**  
Adding a new record to a subform takes you to a new form. All your data you've filled in on this form remains saved until you return to it.

+ New record in 5W: Communal accommodation shelters in transit sites

**RRP/5W: Individuals trained and engaged in sustainable construction**  
Adding a new record to a subform takes you to a new form. All your data you've filled in on this form remains saved until you return to it.

+ New record in RRP/5W: Individuals trained and engaged in sustainable cons...

Click on "New record"



## vii. Complete the sub-form record

- Reporting can be done by month, quarter or year, depending on the indicator or activity. The indicator or activity value reported should be the total for a given period (i.e. non-cumulative).
- Click “Save record” when done, you will be taken back to the previous form.

ActivityInfo

Search for a database, folder or form...

Databases

Reports

DATABASES > UGA RRP 201... > SSNFI (PAR... > SET - MON - IMPROVED & SUSTAIN... > RRP/5W: NEWLY ARRIVED REFUGEE HOUSEHOLDS PROVIDED WITH MINIMUM E... > Cancel Save record

Add record

This is a subform of “SET - MON - Improved & sustainable shelter”.  
[Cancel this subform & go back](#)

Select Month\*

REQUIRED

Select Activity Status\*

REQUIRED

☐ Ongoing

☐ Completed

Select Implementation Type\*

REQUIRED

☐ Operational Partner (direct funding and implementation under RRP)

☐ Implementing Partner (indirect funding and implementation under RRP)

☐ Independent Partners (funding and implementation outside of RRP)

Select Funding Source(s)\*

REQUIRED

Please specify funding source(s):

Select Beneficiary Type\*

REQUIRED

☐ Congolese & other refugees

☐ South Sudanese refugees

☐ Burundian refugees

☐ Host community

Select Modality\*

REQUIRED

☐ In-kind

☐ Cash (sector-earmarked)

☐ Voucher (sector-earmarked)

Distribution of HH emergency shelter kits

Only measures the number of new arrivals who receive the emergency shelter kit materials upon plot allocation in settlements; plastic sheeting, poles, ropes, wire nails and tools.

Enter a number

households

Households receiving emergency shelter-earmarked cash assistance

Example: conditional vouchers.

Enter a number

households

Amount of emergency shelter-earmarked cash transfers

Total amount distributed to number of households mentioned above.

Enter a number

UGX

Comments

Indicate “Activity Status”

Select reporting period

Indicate “Implementation Type”

Select “Funding Source(s)”

Indicate “Beneficiary Type”

Select “Modality”

Enter the relevant values

8 | Page

## 4. Editing, exporting and importing data

### viii. Editing a record



DATABASES > UGA RRP 2019-2020

## UGA RRP 2019-2020



PROTECTION (Partners)



PROTECTION (Sector leads)



SSNFI (Partners - Planned)



SSNFI (Partners)

Select your folder



SSNFI (Sector leads)



DATABASES > UGA RRP 2019-2020 > SSNFI (PARTNERS)

## SSNFI (Partners)



SET - MON - Improved & sustainable shelter



SET - MON - Integration of settlement plans



SET - MON - Minimum NFI standards



SET - MON - Shelter for PSN

Select the form where  
the record is

- Select the record that you want to edit, once selected the row will be highlighted with a green border
- Click the record arrow on the right of the screen to show the record details and history

DATABASES > UGA RRP 2019-2020 > SSNFI (PARTNERS) > SET - MON - IMPROVED & SUSTAINABLE SHELTER  
SET - MON - Improved & sustainable shelter

+ New record Import Export Choose columns

Partner Name	Location District	Location Type	Location Name	SUBFORM RRP/SW: Newly...	SUBFORM SW: Communal...	SUBFORM RRP/SW: Indivi...
HIJRA	ISINGIRO	Settlement	Oruchinga	1 records	0 records	0 records
AHA	KYEGEGWA	Settlement	Kyaka II	1 records	0 records	0 records
MTI	ADJUMANI	Settlement	Nyumanzi	1 records	0 records	0 records
HIJRA	ISINGIRO	Settlement	Nakivale	1 records	0 records	0 records

Select the record

Click the record

- To edit a record on the form scroll down and click on “Edit record”

DATABASES > UGA RRP 2019-2020 > SSNFI (PARTNERS) > SET - MON - IMPROVED & SUSTAINABLE SHELTER  
SET - MON - Improved & sustainable shelter

+ New record Import Export Choose columns

Partner Name	Location District	Location Type	Location Name	SUBFORM RRP/SW: Newly...	SUBFORM SW: Communal...	SUBFORM RRP/SW: Indivi...
HIJRA	ISINGIRO	Settlement	Oruchinga	1 records	0 records	0 records
AHA	KYEGEGWA	Settlement	Kyaka II	1 records	0 records	0 records
MTI	ADJUMANI	Settlement	Nyumanzi	1 records	0 records	0 records
HIJRA	ISINGIRO	Settlement	Nakivale	1 records	0 records	0 records
AHA	ADJUMANI	Settlement	Agojo	1 records	0 records	0 records
UNICEF	ADJUMANI	Settlement	Agojo	1 records	0 records	0 records
HIJRA	KIKUUBE	Settlement	Kyangwali	1 records	0 records	0 records
UNDP	ARUA	Settlement	Imvepi	1 records	0 records	0 records
RMF	KIRYANDONGO	Settlement	Kiryandongo	1 records	0 records	0 records

Record

Details

SW: Communal accommodation

RRP/SW: Individuals trained and engaged

PARTNER  
MTI

LOCATION  
ADJUMANI

Print record

Edit record

Delete record

Scroll down

Click “Edit record”

### Edit record

**Partner\*** REQUIRED

MTI

**Location\*** REQUIRED

Location District  
ADJUMANI

Location Type  
Settlement

Location Name  
Nyumanzi

RRP/SW: Newly arrived refugee households provided with minimum emergency shelter support  
Adding a new record to a subform takes you to a new form. All your data you've filled in on this form remains saved until you return to it.

RECORD IN RRP/SW: NEWLY ARRIVED REFUGEE HOUSEHOLDS PROVIDED WITH MI... [Open subform record](#)  
jskcx3q1

- The record will open in edit mode, you can now edit the relevant fields.

- To edit a sub-form record, navigate to the sub-form by clicking on the black arrow in the column for the relevant sub-form and the row for the relevant location, this will open the sub-form records in a new widow.

DATABASES > UGA RRP 2019-2020 > SSNFI (PARTNERS) > SET - MON - IMPROVED & SUSTAINABLE SHELTER

### SET - MON - Improved & sustainable shelter

+ New record Import Export Choose columns

Partner Name	Location District	Location Type	Location Name	SUBFORM RRP/SW: Newly...	SUBFORM RRP/SW: Immun...	SUBFORM RRP/SW: Indivi...
HIJRA	ISINGIRO	Settlement	Oruchinga	2 records ▶	0 records ▶	0 records ▶
AHA	KYEGEGWA	Settlement	Kyaka II	1 records ▶	0 records ▶	0 records ▶
MTI	ADJUMANI	Settlement	Nyumanzi	1 records ▶	0 records ▶	0 records ▶
HIJRA	ISINGIRO	Settlement	Nakivale	1 records ▶	0 records ▶	0 records ▶
AHA	ADJUMANI	Settlement	Agojo	1 records ▶	0 records ▶	0 records ▶

Click on the black arrow

- Select the record to edit and click “Edit record” from the bottom right of the screen, this will open the sub-form record in a new window for editing.

DATABASES > UGA RRP 2019-2020 > SSNFI (PARTNERS) > SET - MON - IMPROVED & SUSTAINABLE SHELTER > RRP/SW: NEWLY ARRIVED REFUGEE HOUSEHOLDS PROVIDED WITH MINIMUM EMERGENCY SHELTER SUPPORT

### RRP/SW: Newly arrived refugee households provided with minimum emergency shelter support

+ New record Import Export Choose columns

Select Month	Select Activity	Select Imple...	Select Funding ...	Please specify f...	Select Beneficia...	Select Modality	Distribution of ...	Households rec...	Amount of eme...	Comments
Feb-19	Ongoing	Implementing Par...	UNHCR		Congolese & othe...	In-kind, Cash (sec...	100	100	20,000	
Apr-19	Ongoing	Operational Parth...	FAO		Congolese & othe...	In-kind	10	23	12	

Select sub-form record to edit

Click “Edit record”

Record

Details History

SELECT MONTH  
Apr-19

SELECT ACTIVITY STATUS  
Ongoing

SELECT IMPLEMENTATION TYPE  
Operational Partner (direct funding and implementation under RRP)

SELECT FUNDING SOURCE(S)  
FAO

SELECT BENEFICIARY TYPE  
Congolese & other refugees

SELECT MODALITY  
In-kind

DISTRIBUTION OF HH EMERGENCY SHELTER KITS  
10 households

HOUSEHOLDS RECEIVING EMERGENCY SHELTER-  
EARMARKED CASH ASSISTANCE  
23 households

AMOUNT OF EMERGENCY SHELTER-EARMARKED CASH  
TRANSFERS  
12 UGX

Print record

Edit record

## ix. Exporting data

- Follow step **2 (Select the relevant folder)** & **3 (Select the relevant form)** which will bring you to the records view. For the following example, the “SET - MON - Minimum NFI standards” is used. Click “Export”. Choose the most appropriate option and the download will immediately start. It is advisable to export individual sub-forms (“Export selected columns with...”) as this will automatically link the data from the form (partner, location etc.) and sub-form (date, beneficiary type etc.) fields.

**SET - MON - Minimum NFI standards**

Export selected columns

Export this form and all subforms

EXPORT SELECTED COLUMNS WITH

RRP/5W: Newly arrived refugee households receiving non-food items (NFIs)

RRP/5W: Stabilised refugee households with access to minimum non-food items (NFIs)

Export via the API

CAFOMI	KISORO	Transit centre	Nyakabande TC	RRP/5W: Newly arrived refugee households receiving non-food items (NFIs)	RRP/5W: Stabilised refugee households with access to minimum non-food items (NFIs)
CAFOMI	KOBOKO	Collection point	Kuluba CP	1 records	7 records
WVI	ARUA	Transit centre	Ocea RC	0 records	1 records

## x. Importing data

### Note:

The templates used for importing data should be exported from the relevant sub-forms using step **xi** above. Fill in the templates with the updated data you intend to import. The Parent ID is required and identifies the combination of location and partner in a given form. Importing is only possible against locations that already exist in the form, to add locations you can either follow step **v** or you can import them using the steps on page 14.

- Export the location details to get the Parent ID, click 'Select Columns'. Select the Record ID and drag it to the side of Selected columns. Click Export to download the locations.

DATABASES > UGA RRP 2019-2020 > SHELTER, SETTLEMENT & NFI (PARTNERS) > SET - MON - MINIMUM NFI STANDARDS

### SET - MON - Minimum NFI standards

#### Columns

Available columns

This form

THIS FORM  
Record ID

REFERENCE — THIS FORM  
Partner

REFERENCE — THIS FORM  
Location Location District

REFERENCE — THIS FORM  
Location Location Type

REFERENCE — THIS FORM  
Location Location Name

TEXT — SET - MON - MINIMUM NFI STANDARDS  
Please specify location (if needed)

#### Selected columns

Partner Name

Location District

Location Type

Location Name

Please specify location (if needed)

RRP/SW: Newly arrived refugee households receiving non-food items (NFIs)

RRP/SW: Stabilised refugee households with access to minimum non-food items (NFIs)

+ Add record Import Export Select columns

Partner Name	Location District	Location Type	Location Name	Please specify location (if needed)
LWF	LAMWO	Settlement	Palabek	
LWF	ADJUMANI	Settlement	Adjumani (all settl...	
LWF	KIKUUBE	Settlement	Kyangwali	
	KAMWENGE	Settlement	Kyangwali	
		Settlement	Kyangwali	
		Transit centre	Nyakabande TC	
CAFOMI	KOBOKO	Collection point	Kuluba CP	
WVII	ARUA	Transit centre	Ocea RC	Oce

- To import: Follow step **ii (Select the relevant folder)** & **iii (Select the relevant form)** which will bring you to the records view. For the following example, the "SET - MON - Minimum NFI standards" is used. Navigate to the sub-form by clicking on the black arrow in the column for the relevant sub-form.

DATABASES > UGA RRP 2019-2020 > SHELTER, SETTLEMENT & NFI (PARTNERS) > SET - MON - MINIMUM NFI STANDARDS

### SET - MON - Minimum NFI standards

+ Add record Import Export Select columns

Partner Name	Location District	Location Type	Location Name	Please specify l...	RRP/SW: Newly	RRP/SW: Stabili...
LWF	LAMWO	Settlement	Palabek		9 records	2 records
LWF	ADJUMANI	Settlement	Adjumani (all settl...		0 records	5 records
LWF	KIKUUBE	Settlement	Kyangwali		1 records	3 records

- Click “Import” to open the upload window
- Click “Add your data here” and paste the copied data from the exported Excel template.

DATABASES > UGA RRP 2019-2 > SHELTER, SETTLEMENT & NFI (PAI) > SET - MON - MINIMUM NFI STAN > RRP/5W: NEWLY ARRIVED REFUGEE HOUSEHOLDS RECEIVING NON-FC >

**Import data to existing form**

RRP/5W: NEWLY ARRIVED REFUGEE HOUSEHOLDS RECEIVING NON-FOOD ITEMS (NFIS)

### Upload your data

Paste the data here

**Add your data here**

To begin, select the table you want to import in Excel, copy it to the clipboard, and then paste here

- For the column matching, click “Ignore this column” for the partner and location columns since these are taken care of by the Parent ID. It is also possible to exclude these columns when importing data.
- Click “Done” to complete the import.

DATABASES > UGA RRP 2019- > SHELTER, SETTLEMENT & NFI (F) > SET - MON - MINIMUM NFI ST > RRP/5W: NEWLY ARRIVED REFUGEE HOUSEHOLDS RECEIVING NOI >

**Import data to existing form**

Click “Done”

### Match fields & validate fields

NOT MATCHED	NOT MATCHED	NOT MATCHED	NOT MATCHED	NOT MATCHED	NOT MATCHED	NOT MATCHED	PARENT ID
Partner Name	Location District	Location Type	Location Name	SET - MON - Minim...	SET - MON - Minim...	SET - MON - Minim...	Parent ID
WVI	ARUA	Transit centre	Ocea RC	Ocea Reception C...	12	2	s0712401924
WVI	ARUA	Transit centre	Ocea RC	Ocea Reception C...	12	2	s0712401924

Select column that does not match

And select “Ignore this column”

**Column “Partner Name”**

**Column matching**

☐ Ignore this column

☒ Parent ID **REQUIRED**

☐ Please specify funding source

☐ Please specify financial service provider

☐ Comments

## 5. Annex 1: Sector IM focal points

No	Sector/TWG	IM Focal Point	Contact details
1	Protection (incl. Child Protection & SGBV)	Bo Hurkmans (UNHCR)	<a href="mailto:hurkmans@unhcr.org">hurkmans@unhcr.org</a> +256 783 590 374
2	Livelihoods & Resilience	Xabier Goiria (FAO)	<a href="mailto:Xabier.GoiriaCortajarena@fao.org">Xabier.GoiriaCortajarena@fao.org</a> +256 778 915 050
3	Education	Hillary Mumbere (UNHCR)	<a href="mailto:mumbere@unhcr.org">mumbere@unhcr.org</a> +256 780 139 115
4	Shelter, Settlement & NFIs	Bo Hurkmans (UNHCR)	<a href="mailto:hurkmans@unhcr.org">hurkmans@unhcr.org</a> +256 783 590 374
5	WASH	Charles Matovu (UNHCR)	<a href="mailto:matovuc@unhcr.org">matovuc@unhcr.org</a> +256 789 483 714
6	Food Security	Charles Matovu (UNHCR)	<a href="mailto:matovuc@unhcr.org">matovuc@unhcr.org</a> +256 789 483 714
7	Health & Nutrition	Emmanuel Omwony (UNHCR)	<a href="mailto:omwonyi@unhcr.org">omwonyi@unhcr.org</a> +256 783 354 172
8	Environment & Energy	Hillary Mumbere (UNHCR)	<a href="mailto:mumbere@unhcr.org">mumbere@unhcr.org</a> +256 780 139 115
9	CBI	Stephen Adeun (UNHCR)	<a href="mailto:adeun@unhcr.org">adeun@unhcr.org</a> +256 771 898 932

## 6. Annex 2: Sector leads and co-leads

No	Sector/TWG	Sector lead & co-lead	Contact details
1	Protection	Douglas Asiimwe (OPM) Margaret Atieno (UNHCR)	<a href="mailto:asiimwedw@yahoo.com">asiimwedw@yahoo.com</a> <a href="mailto:atienom@unhcr.org">atienom@unhcr.org</a>
1.1	Child Protection	Sophie Etzold (UNHCR) Lisa Zimmermann (UNICEF)	<a href="mailto:etzold@unhcr.org">etzold@unhcr.org</a> <a href="mailto:lzimmermann@unicef.org">lzimmermann@unicef.org</a>
1.2	SGBV	Mildred Ouma (UNHCR) Fiona Kaikai (UNFPA)	<a href="mailto:oumam@unhcr.org">oumam@unhcr.org</a> <a href="mailto:kaikai@unfpa.org">kaikai@unfpa.org</a>
2	Livelihoods and Resilience	Lilian Otiego (UNHCR) Paul Mwirichia (WVI) Kathryn Clark (FAO)	<a href="mailto:otiego@unhcr.org">otiego@unhcr.org</a> <a href="mailto:Paul.Mwirichia@wvi.org">Paul.Mwirichia@wvi.org</a> <a href="mailto:kathryn.clark@fao.org">kathryn.clark@fao.org</a>
3	Education	Joseph Kajumba (MoES) Anais Marquette (FCA) Vick Ikobwa (UNHCR)	<a href="mailto:jbkajumba@yahoo.co.uk">jbkajumba@yahoo.co.uk</a> <a href="mailto:anais.marquette@kua.fi">anais.marquette@kua.fi</a> <a href="mailto:ikobwa@unhcr.org">ikobwa@unhcr.org</a>
4	Shelter, Settlement and NFIs	Musa Timbitwire (UNHCR) Sarah Gilbert (CRS) Innocent Ndahiriwe (OPM)	<a href="mailto:timbitwi@unhcr.org">timbitwi@unhcr.org</a> <a href="mailto:sarah.gilbert@crs.org">sarah.gilbert@crs.org</a> <a href="mailto:indahiriwe7@gmail.com">indahiriwe7@gmail.com</a>
5	WASH	Robert Mutiibwa (MWE) Shivanarain Singh (UNICEF) David Githiri Njoroge (UNHCR)	<a href="mailto:mutiibwarobertkirya@gmail.com">mutiibwarobertkirya@gmail.com</a> <a href="mailto:ssingh@unicef.org">ssingh@unicef.org</a> <a href="mailto:NJOROGDA@unhcr.org">NJOROGDA@unhcr.org</a>
6	Food Security	Robert Dekker (WFP) Beatrice Nabuzale (WFP)	<a href="mailto:robert.dekker@wfp.org">robert.dekker@wfp.org</a> <a href="mailto:beatrice.nabuzale@wfp.org">beatrice.nabuzale@wfp.org</a>
7	Health and Nutrition	Tom Aliti (MoH) Julius Kasozi (UNHCR)	<a href="mailto:aliti68@yahoo.com">aliti68@yahoo.com</a> <a href="mailto:kasozi@unhcr.org">kasoz@unhcr.org</a>
8	Environment & Energy	Miriam Natabo (UNHCR) John Paul Magezi (OPM) Onesimus Muhwezi (UNDP)	<a href="mailto:natabo@unhcr.org">natabo@unhcr.org</a> <a href="mailto:johnpaulmagezi@gmail.com">johnpaulmagezi@gmail.com</a> <a href="mailto:onesimus.muhwezi@undp.org">onesimus.muhwezi@undp.org</a>
9	CBI	Jamal Abu Musa (UNHCR) Stephan Deutscher (WFP)	<a href="mailto:abumusa@unhcr.org">abumusa@unhcr.org</a> <a href="mailto:stephan.deutscher@wfp.org">stephan.deutscher@wfp.org</a>