



1. Participants

| Name | Title | Organization/Sector |
|-------------------------|------------------------|-------------------------|
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| Adebangbe Seyi | | IOM/DTM Team |
| Alex Nwoko | IMO | FAO/Food Security |
| Anil Achanja | IMO | UNHCR/Protection |
| Caleb Ikyernum | IMO | UNICEF/WASH |
| Erica Frank | IMO | UNICEF/WASH-Cholera |
| Fisayo J. Jabbar | IMO | FAO/Food Security |
| Hind Mahmoud | IMO | UNICEF/WASH |
| Maureen Wangari | IMO | IOM/CCCM and ESNFI |
| Niroj Shresta | IMO | Shelter/CCCM |
| Obroh Oveka | VAM | WFP |
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| Oscar Okombo | IMO | UNICEF/Education |
| Richard Senoga | Capacity Building Lead | iMMAP |
| Simon Porter | COO | UNMAS |
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Action Points:

2. Agenda

1. REACH LGA Profiling Assessment
2. iMMAP Capacity Building Plan for 2019
3. IM lessons learned in 2018
 1. Assessment Registry
 2. MSNA support to Needs Analysis
 3. Secondary Data Review
 4. Needs Analysis (severity Indicators and data)
 5. 5Ws
 6. HID and HR.info
 7. Project Module (Former OPS)
 8. Information Sharing
4. IMWG Work Plan for 2019
5. AOB.

3. Presentations and Discussion

3.1. REACH LGA Profiling Assessment

- The primary objective of this assessment serves the core principles of humanitarian coordination: it aims to have a **robust evidence base to improve coordination at the most local level** as possible to ensure that partners can respond as efficiently as possible to the needs of affected populations.
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- Through this assessment, REACH will be able to inform the humanitarian community on the priority humanitarian needs of the affected populations in camps settings as well as in the host community; how affected populations access basic multi-sectoral services (or not), how this access is evolving quarterly, and how coordination in Maiduguri and at the local level can provide support.
- To avoid duplication, REACH engaged the ISWG, OCHA and other relevant stakeholders such IOM to ensure a coordinated approach. Results to be regularly shared with the ISWG and presented at local coordination group (LCG) meetings in assesses towns (Bama, Damboa, Dikwa, Gwoza, Mafa and Monguno).

To facilitate the improvement of the assessment taking in account sector needs and the use of assessment data by the humanitarian sectors:

1. *REACH to share assessment questionnaire/ indicators with sector IMOs*
2. *Sectors IMOs provide to REACH feedback for integration*
3. *Sectors should not hesitate to meet with REACH Team for better expression and understanding of assessment analysis*
4. *When the report of LGA Profiling assessment is released, sector IMOs and Coordinators work together to come up with the comprehensive response gap analysis including for LGAs not covered by REACH assessment.*

- The methodology is a mixed of secondary qualitative data review; qualitative data collection (Household survey) and qualitative data collection (infrastructure mapping)

3.2. iMMAP Capacity Building

- The capacity building program started with a needs assessment conducted in February 2018 through consultations with all sector coordination teams, UN OCHA Information Management Unit and the IMWG. Followed by a Capacity Building Needs Survey using an online questionnaire, 72 humanitarian partners with activities in 5 crisis-affected states and in Abuja responded. The findings guided the design of training packages based on the priorities identified. Trainings were organized in:

- Round 1: 26 -30 March 2018 in Maiduguri, Borno State
- Round 2: 16 – 20 April 2018 in Maiduguri, Borno State
- Round 3: 18 – 18 May 2018 in Yola, Adamawa State
- Round 4: 9 – 13 July 2018 in Damaturu, Yobe State.

With participants from government entities, UN agencies, Red Cross movement, academic institutions, private sector and, International and National NGOs.

- The training and capacity building plan for 2019 will be conducted as follow:

Training of Trainers: targeting 12 participants per state, focussing on partners who attended the 2018 training, with partners who demonstrated how they have used the acquired knowledge and skills having better chance for consideration. Those trained will in future be called upon to share knowledge, skills and facilitate or co-facilitate some sessions. The screening exercise has been completed, selected participants will be notified later this week. The training will take place from 14 January lasting four days per state starting with Borno, Adamawa and Yobe.

- **A Repeat of the IM training:** A repeat of the essential training provided in 2018 has been scheduled. It will benefit new partners and those who missed in 2018. The participants will be identified in consultation with the Sector Coordinators and UN OCHA. Training will be conducted in February, March and April 2019.
- **Advanced IM training:** Three advanced IM training and capacity building activities will be conducted, one in each state. The purpose is to enable a mastery of the skills introduced
- This training will build upon essential training in 2018/2019. Only participants who attended essential IM will be eligible. Nomination will be with OCHA and Sector

1. Sector IMOs to take advantage of the IM capacity building conducted and invite partners who benefited to present the results of their work in the sector meetings.
2. iMMAP and OCHA to explore options to reach out and extend capacity building to partners out of the state capitals. These are partners at the lower level administrative units who directly interface with people in the affected communities, deliver assistance and do data collection. Although eligible, their attendance of recent training and capacity building activities was constrained by logistical, access and related challenges. iMMAP and OCHA to communicate once confirmed.
3. iMMAP to consider the elections dimension in planning the trainings.

Coordinators. Topics such as advanced analysis, data visualization using interactive dashboards will be prioritized, infographics design in addition to assessments and GIS mapping, among others. Provisional schedule is in June, July and August 2019.

4. IM Learnt in 2018

1. Assessment Registry

- It is difficult for partners to share their assessment data and reports for so many reasons like internal SOPs, donors' restriction, confidentiality issues
- The assessment registry on HR info has a lot fields making it difficult to find information, to fill in and creating a lot of work.
- Sectors should be aware of the importance of collecting assessment data and reports is the starting point of needs analysis, it increases the level of understanding of the context by analyzing the data provided by assessments.

2. MSNA support to Needs Analysis

Sectors provided feedback to RECAH Team:

- The indicators provided by sectors to REACH Team were not sufficient to support data collection and analysis.
- Most of the engagement with sectors happened after data collection and data didn't meet the sector's needs
- The analysis was not clear to the sector and most of them didn't use MSMA data.
- Analysis conducted at Household level, the extrapolation at LGA was not clear to sectors.
- Delay in the final report

To facilitate improvements on assessment data collection and maintenance of assessment registry:

1. *Sectors should sensitize partners during sector's meetings*
2. *OCHA to look for a way of improving the current Assessment Registry or other alternative solutions to reduce sector's workload on assessment data collection (google spreadsheets, Kobo) linked to HR.info's Assessment Registry.*

1. *Sector IMOs to start working with Sector Coordinators on indicators and data for better data collection and analysis.*
2. *Sector IMOs and Coordinators should work closely with REACH Team to ensure the data is going to be collected and the analysis will support the sector's needs analysis.*
3. *REACH should work closely with the ISWG to make sure that the assessment plan is done in time and data collection starts early.*
4. *REACH to share a comprehensive analysis plan with Sector IMOs and Coordinators before data collection for feedback and make sure that feedback are taken in account.*
5. *REACH to conduct a Joint Inter Sector Analysis to facilitate better understanding sector correlation.*

3. Secondary Data Review and Needs Analysis (severity Indicators and data)

- Sectors should be conducting the SDR. This an important process to get better understanding of the risks, vulnerabilities and context for a better coordinated response plan.
- The SDR will facilitate the selection of severity or vulnerability indicators and answer to different question related to data quality, availability, gap, etc.
- OCHA developed an Excel to support sector conducting the SDR.

4. 5Ws

- The monitoring of response will continue through 5Ws with the dimension of Cash and Nexus activities incorporat.
- Encourage IMO to have a clean 3W as much as they can such as using appropriate COD, consistent partners name

5. Information Sharing, HID and HR.info and Project Module (Former OPS)

- Encourage IMO to see that sector spaces on HR.info are structured to adequately guide visitors in accessing their sector related products easily which is achievable by using appropriate document blocks and meta tags.
- Encourage IMO to create/activate a generic sector account, this will ease handovers, and sector login to all humanitarian websites which are using HID as a user authentication service e.g HPC/Hi tools “PM, RPM, FTS etc”
- Encourage IMO to improve their contact list management

5. IMWG Work Plan for 2019

1. *Sector IMOs to continue conducting the SDR using the Excel.*
2. *OCHA to look at a possibility of having Deep platform for SDR.*
3. *Based on SDR, Sector IMOs to work closely with Sector Coordinators in selecting severity or vulnerability indicators for better understanding of sector needs.*

1. *Sector IMOs to make sure that they have added columns to the 5Ws for Cash and Nexus activities.*

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Based on Assessment, Secondary Data Review, Needs Analysis and Response monitoring, OCHA to draft and share the work plan with IMOs.

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