

OCHA 3W - TC Pam response, Vanuatu Data Cleaning & Product Creation Process

Based on Typhoon Haiyan Response. Generalized by Andrej Verity & Yaelle Link
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Background

This 3W process guidance has been developed during the sudden-onset response to Typhoon Haiyan in the Philippines in 2013/14. It has iteratively evolved and been generalized for the purpose of this guidance. **It has been adapted to the context of the Tropical Cyclone Pam response in Vanuatu.**

Importance of Information Management

In the first week of a sudden-onset emergency it is very difficult to get any information at all on who is doing what and where due to missing structures. With the arrival of the UNDAC team, its rapid assessments and the set-up of the OSOCC which later on merges into the OCHA office, structures will fall into place.

This scenario in mind, it is inevitable that the 3W data collection, cleaning and creation will evolve over time. Therefore it is of crucial important to document those steps in order to establish consistency over time. It will not only support the staff turnover within OCHA but also enable our partners to rely on transparent and clear processes in regards to OCHA's 3W products.

General Flow

1. Data is provided to OCHA by the clusters every Wednesday COB via email or dropbox.
 - a. Data received by OCHA that did not come from clusters is placed in a special Dropbox folder and shared with the clusters for their internal inclusion. OCHA does not make use of this ad hoc data, but rather relies on the cluster to integrate [this has to be agreed on in an IMWG and be documented]
2. OCHA moves cluster data into a [standard template](#), cleans & p-codes it, and then generates products at national and, if applicable, at sub-national level.

OCHA Process

1. OCHA receives the cluster input via e-mail or Dropbox.
2. OCHA works with each clusters' data and migrates content into the OCHA template (make sure that all filters in the original spreadsheet are cleared!), while keeping a data trail of the original data in the new spreadsheet, placing any records that do not need to be included (e.g. assessments, coordination)
3. Before starting - ensure that the template has multiple tabs for pivot tables
 - a. **Data Cleaning Steps for this stage:**
 - i. **Standardize status to: Completed, Ongoing, and Planned**
 - ii. **Locations:**
 1. Use full region names
 - iii. **Organizations:**
 1. Use full names for organizations that are consistent (Operational Presence maps will convert to abbreviations)
 2. If multiple organizations are in one cell, then list the first
 3. If 'branch of an organisation', remove country specifics (e.g. MSF Spain -> MSF)
 4. If donor, then remove and list the implementing organization
 5. If organization and government listed (e.g. UNICEF/Government) leave it as it is
4. OCHA consolidates the various cluster data into an XLS file
 - a. **Data Cleaning Steps for this state:**
 - i. **Standardize status to: Completed, Ongoing, and Planned**
 1. If there is no indication, change status to Ongoing
 2. date format is DD/MM/YYYY
 - ii. **Locations:**
 1. Aggregate data at two admin levels (provinces and islands)
 2. Using filters:
 - a. Review provinces listed
 - b. Review islands listed for each province
 3. If provinces and islands do not match, it is either being referred to the island or - if applicable - the additional data provided in the 'Area Council Column'.
 - iii. **Organization:**
 1. If multiple, then review and likely best to create multiple rows of the same activity, but each row would have a different organization.
 2. If donor, then remove and list the implementing organization
 3. Standardization ([refer to list of orgs and their abbreviations on](#)

[HR.info](#))

- a. Review in details for duplicates with different names/spellings/etc
 - i. example: PRC vs Philippines RC vs Philippines Red Cross
- iv. Organization vs Implementing Organization
 1. If there is no implementing organization, then copy the organization
 2. If there is no organization, then copy the implementing organization

Dissemination

- a. Final dataset is released onto HDX
- b. Announce that the file is available on the IMO Skype group (to come)

Products

Once the data is cleaned, OCHA will do/create the following:

1. Overall 3W matrix [one for ongoing & one for planned] - [see template](#)
2. Regional 3W matrix / map - one for each coordination hub
3. Interactive mapping with the support of Simon Johnson
(<http://simonbjohnson.github.io/cyclone-pam-3w/>)
4. Upload products to HR.info
(<http://www.humanitarianresponse.info/en/operations/vanuatu/infographics/infographic-type/3w>)