



<b>Meeting</b>			
<b>Name</b>	Information Management Working Group	<b>Meeting Date</b>	5 November 2018
<b>Meeting Location</b>	OCHA Office, Kyiv	<b>Meeting Time</b>	14:30 am
<b>Chair person</b>	Muditha Sampath, Information Management Officer	<b>Meeting Duration</b>	2 hours
<b>Minutes Prepared by</b>	Galiya Ibragimova, Information Management Officer		
<b>Next Meeting</b>	3 December 2018 2:30pm		

### Summary of discussions and action points

<b>1.</b>	<b>Check progress on action points agreed on last meeting</b>
	<p><b>Overview:</b> OCHA shared draft minutes of the last IMWG meeting for reference and review. As no objections or comments were raised by IMWG, it was agreed to proceed.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Protection cluster requested to change the action point under the settlement dataset discussion</li> </ul> <p><b>Action Points:</b></p> <ul style="list-style-type: none"> <li>OCHA to integrate Protection cluster comments and publish the meeting minutes of the IMWG meeting held on 1 October 2018 on HR.info under the IMWG section.</li> </ul>
<b>2.</b>	<b>New Project Module interface feedback and ways forward</b>
	<p><b>Overview:</b> IMWG held the Project Module feedback session with the participation (via Skype) of Nick Imboden who is a member of HPC tools team in OCHA Geneva. Main objective of the session was to identify possible ways to improve the system since it will be used on a rolling basis throughout the Multi-year HRP(MYHRP) till end of 2020.</p> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>OCHA stated they received over 300 calls and skype messages during the MYHRP project data collection process and majority of them due to technical issues related to Project Module.</li> <li>OCHA shared the initial feedback received from the Protection Cluster for the reference of other Clusters</li> <li>Cluster IMOs shared their feedback on the Project module and expressed their expectations to facilitate the rolling basis approach.</li> <li>Several issues were highlighted related to the slowness of the system, incomplete data export options, problems with data loading and other technical failures.</li> <li>OCHA encouraged IM focal points to verify the project criticality on the project module and in the offline versions.</li> </ul> <p><b>Action Points:</b></p> <ul style="list-style-type: none"> <li>OCHA to compile all cluster feedback (challenges and obstacles) faced during the project compilation phase to the project module, share with IM focal points to review and once it's finalized to send to OCHA Geneva Project module development team to address them.</li> <li>OCHA will provide support in verification of cluster project prioritization if the cluster will share their offline versions and make changes in the project module, when needed.</li> <li>WASH, Protection and Shelter clusters to share offline project records including project vetting details with OCHA.</li> </ul>
<b>3.</b>	<b>Update on 2018 HRP third quarter humanitarian dashboard findings</b>
	<p><b>Overview:</b> OCHA presented the humanitarian dashboard findings of the third quarter of 2018 and raised concerns related to funding amounts and people reached amounts.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Shelter Cluster stated that they reached 63% of target from 20% funding. However, there is no direct connection between funded amount and number of people reached since the activity cost and the people reached may vary from an activity another.</li> <li>OCHA highlighted the importance of justifying people reached figure and funding amount in the narrative and also highlighted that encourage partners to report funding records to the FTS.</li> </ul> <p><b>Action Points:</b></p> <ul style="list-style-type: none"> <li>Clusters encouraged to provide justification of people reached and cluster funding percentages for the third quarter humanitarian dashboard.</li> <li>OCHA to share the draft dashboard with Clusters for review and feedback.</li> </ul>
<b>4.</b>	<b>2019-20 MYHRP Key figures and budget breakdowns.</b>
	<p><b>Overview:</b> OCHA presented the key figures and budget breakdown of the 2019-20 MYHRP.</p> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>OCHA presented consolidated cluster inputs of 5.2M people affected, 3.5M people in need and 2.3M people targeted. As well as, overall funding requirement and project overview and prioritization.</li> </ul>

	<ul style="list-style-type: none"> <li>OCHA highlighted the importance of providing funding estimates based on geographic priority areas and encourage clusters which never had submitted breakdown to submit inputs.</li> </ul> <p><b>Action Points:</b></p> <ul style="list-style-type: none"> <li>OCHA to share the presentation “2019-2020: Ukraine MYHRP Key figures” with the IMWG members.</li> <li>Cluster IM Focal points are encouraged to raise awareness and send the messages to HRP partners to report on funding data to FTS, and follow-up with them if they received HRP funding.</li> <li>All clusters to submit missing data related to MYHRP key figure data collection.</li> </ul>
	<p><b>AOBs</b></p>
	<p><b>Settlement data in GCA and NGCA areas</b></p> <ul style="list-style-type: none"> <li>Protection cluster requested OCHA to share the settlement dataset in 0-5km, 5-20km of GCA that will be shared by cluster partners for further verification.</li> </ul> <p><b>HRP annex data collection template</b></p> <ul style="list-style-type: none"> <li>OCHA presented the layout of the Cluster activities, indicators and targets of the HRP Annex and stated that Cluster target breakdown is implemented based on the HRP geographical priority areas (NGCA, GCA: 0-5 km area along the CL, GCA: 5-20km area along the CL and Rest of GCA). Also, encouraged cluster to provide the breakdown by each indicator.</li> </ul> <p><b>Action Points:</b></p> <ul style="list-style-type: none"> <li>OCHA to share the settlement data with filters to extract settlement data in NGCA, 0-5km and 5-20km area along the CL in GCA for clusters’ feedback and future use.</li> <li>It was agreed that OCHA will share the activity/indicator collection template of the HRP annex with enough time to submit inputs after 15 November.</li> <li>Share the IMWG meeting minutes with cluster IM focal points for their feedback COB 12 November 2018.</li> </ul>

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