

# Whole of Syria 4W System

## (Who does What, Where, and When)

### 1) Introduction

The 4W is a system used to capture data from the field comprising *who is doing what where and when*. The Whole of Syria 4W system feeds sector and inter-sector operational coordination, analysis and information products (such as maps and tables of achievements to date).

### 2) Background

In line with the IASC Operational Guidance on Responsibilities of Cluster/Sector Leads & OCHA in Information management, a Syria Information Management and Assessment Working Group (SIMAWG) was established in late 2012 to support the work of humanitarian actors active in Syria with information management and needs identification. Similar IM working groups have been established in Syria and Turkey, to function as cross-cutting coordination mechanisms to discuss, coordinate and implement IM activities in support of the broader inter-sector coordination.

Sectors involved in the Syria response have developed and used critical IM systems since 2012, however, only in recent months have data collection and analysis on the response by the different hubs started being compiled into Whole of Syria (WoS) 4W by all the sectors in line with the WoS approach.

In line with the 2015 SRP, it is essential to roll out WoS IM tools at sector and inter-sector level, which can then further inform sector and inter-sector coordination as well as decision-making processes.

### 3) Objectives

The WoS 4W system is not designed as a new system, but on the contrary it builds upon the coordination undertaken by sectors in respective hubs, as well as the initiatives to promote a comprehensive WoS needs, response and gap analysis. It aims at maximizing current practices and strengthening joint operational response and coordination.

The main objectives of rolling out of a WoS 4W system are the following:

- To utilize core requirements (see appendix 1) for the WoS 4W in order to enable consistency and harmonization of data within each sector and across sectors in line with IASC guidelines;
- To standardize indicators across hubs and in a WoS format in line with the 2015 SRP sector response plans, in line with the efforts being undertaken by many sectors which are already fining the list of indicators for monitoring purposes;
- To improve sector and inter-sector analysis on needs, response and gaps;
- To enable systematized reporting.

The WoS 4W is an agile system that will be reviewed periodically to ensure that it meets its purpose(s).

#### **4) WoS 4 W**

- **Core fields**

OCHA has provided a WoS 4 W tool (attached to this concept note) for sectors that wish to use it and circulated it through hub-based IMWGs, the SIMAWG and ISC at hub level. The tool includes a suggested list of core fields. The WoS 4 W tool in the format provided by OCHA is not mandatory, and sectors are encouraged to adapt it as necessary. However, to ensure consistency it is recommended that core fields be applied across sector-specific WoS 4 Ws.

- **Geographical level**

With regards to the geographical level of data collection, each sector will define it on the basis of the response and indicators in line with the SRP.

Data collection should be conducted at the most granular level possible. Sharing of data at the hub level should also be at the most granular level appropriate for sector and inter-sector operational coordination. There will be no inter-sector information sharing between the hubs.

At the WoS level, sectors will decide upon their internal information sharing protocols. Inter-sector information sharing at the WoS level, this will take place at the sub-district level at a minimum. The WoS anonymized sub-district data will be used to populate pre-agreed information products. New products will need to be created by the SIMAWG and endorsed by the ISCCG. WoS sectors are encouraged to produce products at a more granular level if deemed appropriate.

#### **5) Confidentiality**

In order to address security and confidentiality related concerns of sector members participating in data sharing across different hubs, it is recommended that all data shared outside of the sector at the hub level, be anonymized.

#### **6) 4 W Data Information Flow**

At the hub level, sector members should collect data at the most granular level possible. The hub-based sector coordinators and their respective IM focal point(s) process the data and utilize it for sector-specific operational coordination and shares back to the sector members at an internally agreed level.

The hub-based sector coordinators share sector-specific data with the hub-based inter-sector coordinator (OCHA) at the most granular level appropriate to facilitate inter-sector operational coordination.

The OCHA team in respective hubs stands ready to support hub-based sector coordinators with data compilation training and processing. The appropriate information that will be shared by sectors with OCHA at the hub level (for the production of standard products and analysis related to operational coordination) will need to be agreed between sectors and OCHA at the hub level. Products beyond the pre-agreed require review and agreement at the hub level prior to dissemination; requiring minimum three working days lead time. No inter-sector data sharing will take place between the hubs.

At the WoS level, hub-based sector coordinators share the compiled sector-specific data with the WoS Sector focal point at the geographic level agreed on within the WoS Sector. The WoS Sector focal points then create standardized WoS sector-specific products on a monthly basis.

For inter-sector purposes, the WoS Sector compiles and shares anonymized sub-district level data with the OCHA Regional Office in Amman. OCHA then undertakes inter-sectorial analysis on response and gaps, in close coordination with the WoS sectors and create products in pre-identified SIMAWG templates, endorsed by the ISCCG. The results will be public.

The above-mentioned templates will be periodically revised through an inter-sector process managed by the SIMAWG and endorsed by the ISCCG.

SIMAWG will continuously support further harmonization of WoS sector and standardization of inter-sector products.

## **7) Reporting Period**

WoS 4W data should be consolidated and produced on a monthly basis in line with ongoing practices at hub level, in order to feed into the response monitoring framework agreed in the SRP. Specific arrangements will be made for WoS Sectors with a non-monthly cycle.

**The suggested WoS 4 W process and time-line is included in the info-graphic attached.**

## Appendix 1: New Core Fields 4W 2015

- Strategic Response Plan (SRP) indicators and activities have been added in a scroll down menu.
- A column has been added to specify if the assistance was provided through cross-border, cross-line or regular program or through a convoy from within Syria. Scroll down menu = (XB, XL, Regular, Convoy)<sup>1</sup>.
- A hub column is included in order to specify the hub where the delivery originated from. Scroll down menu = (Damascus, Jordan, Turkey, Lebanon, Iraq).
- The “start date” and “end date” have been replaced by a column indicating the reporting month (the goal is to track the monthly assistance provided instead of tracking ongoing, suspended, postponed projects and activities, and overlapping assistance). Scroll down menu = (Jan, Feb, Mar, Apr, etc...)

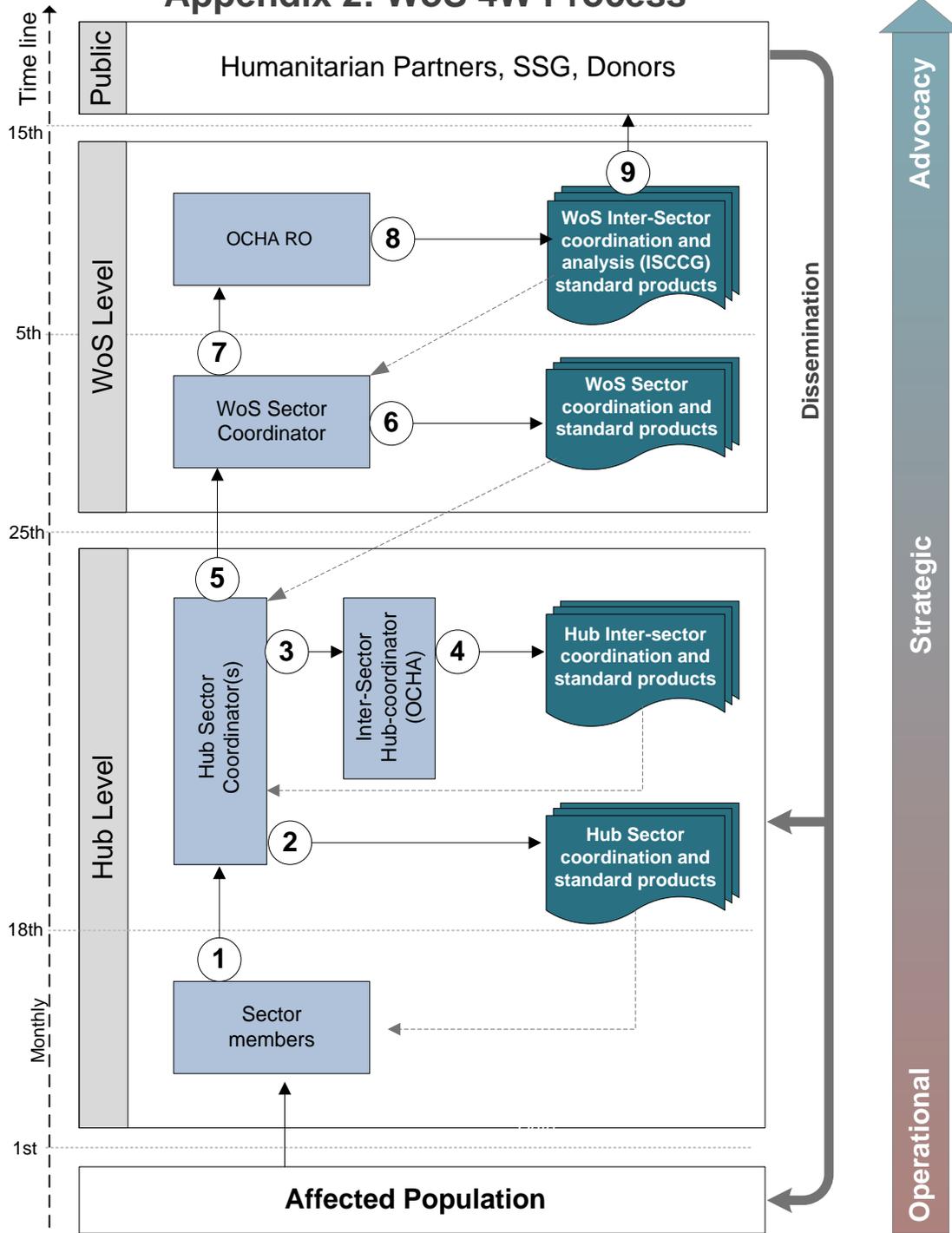
Core fields are marked \*

*Organisation Type	*Implementing Partner Type	*Final Implementing Partner Type	*Sector	SRP (Y/N)	*SRP Activity	*Related SRP Indicator	Unit	Value	No. of Households (Families) Reached	*No. of Total Beneficiaries Reached	*No. of Males	*No. of females	*No. of boys(<18)	*No. of girls(<18)	*Type of programme

*ADMIN1 (Mohafaza)	*ADMIN2 (Mantika)	*ADMIN3 (Sub-district/ Nahya)	*Populated Place (Town/Village)	Neighborhood (Hay)	Other Place Name	*Hub	*Reporting Month	Admin1 Pcode	Admin2 Pcode	Admin3 Pcode	Community Pcode	Neighborhood Pcode

<sup>1</sup> Guidance on how this column should be filled will be provided separately.

# Appendix 2: WoS 4W Process



- 9 These (Public) products are shared with Humanitarian Actors, SSG and Donors.
- 8 OCHA RO populates pre-agreed 4W products with the data.
- 7 WoS Sector Coordinators share pre-agreed data anonymized at sub-district level with OCHA RO.
- 6 WoS Sectors use the data for improved coordination and Sectoral products. Any developed products are shared back with the Sector Coordinators.
- 5 Hub Sector Coordinator(s) shares data with WoS Sector Coordinators at a level agreed to within the WoS sector. No inter-sector data sharing will take place between the hubs. No inter-sector data sharing will take place between the hubs.
- 4 Hub Inter-sector Coordinator(s) will use the appropriate information for the production of standard products and analysis related to operational coordination; all shared back with the Hub Sector Coordinators. Products beyond the pre-agreed require review and agreement at the hub level prior to dissemination; requiring minimum three working days lead time.
- 3 Hub Sector Coordinators shares the appropriate information with OCHA at the hub level (for the production of standard products and analysis related to operational coordination). This will need to be agreed between sectors and OCHA at the hub level.
- 2 Hub Sector Coordinators use the data for improved coordination including the creation of data products if required. Developed products are shared back with the partners.
- 1 Sector members share data with the hub sector coordinator at the most granular level possible.