

Minutes of Meeting , Egypt – IMWG, Info Management Working Group

Date : 18 July 2023

Chair/Co-Chair: UNHCR

Participants : UNHCR, UNICEF, OCHA, WFP, UNFPA, IOM

IM Focal point

- Participants to fill in the KOBO for IMWG membership IMWG Focal Point: <https://enketo.unhcr.org/x/pVGYiXZk>).
- Each sector / sub-sector IM focal point, Key organization / INGOs / NGOs are encouraged to nominate a focal point.

IMWG ToRs

- Participants agreed to conduct the IMWG meetings bi-weekly for one hour, Sunday 11:30, the week after the Inter Agency Working Group meeting which is conducted bi-weekly on Wednesdays.
- Participants shared concerns about the big number of meetings and the overlapping with other WG meetings, recommended decreasing the number of meetings and trying to harmonize the work.
- UNHCR will chair the IMWG, UNICEF expressed their interest to co-chair, members who wish to co-share are encouraged to nominate/inform UNHCR (jaber@unhcr.org) by 25 July to be added, a link for voting for the co-chair will be shared with the members to agree on the co-chairing agency.

Activity info /5 Ws

- key highlights of the 5 Ws and moving to activity info were presented.
- Monthly basis reporting, focus on Sudan situation for the 2023 RRP, with the 2024 vision to include other refugee (3RP Syrian) and other in on 5Ws tool, and to move from the excel-base approach.
- Training on activity info about 5 Ws will be conducted soon (last week of July, TBC).
- Focal point from each agency for the Activity-info (5Ws Sudan situation) is required to be shared “Use the Link to submit organization (5W - ActivityInfo) focal point (<https://enketo.unhcr.org/x/evUhil8q>) ” .
- Modalities on what/how to report into (5Ws ActivityInfo) to be detailed further in the training.

Funding tracking

- We shared links to the funding dashboards ([Microsoft Power BI](#)), and Kobo link ([Inter-Agency Fund Reporting Form for RFT in 2023 \(unhcr.org\)](#)) for reporting funding highlighting the need for funding tracking also and asking the IMWG members to follow up on this with your respective agencies as this is very important to have up to date funding info

AOB

OCHA IM recommended adding the common operational data set for the geo-graphical/admin boundaries to the IMWG ToRs.