<table>
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<th>Agenda</th>
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| **1: Ongoing Programmes Mapping Questionnaire** | • Highlighted as an important questionnaire to complement existing work on Services Advisor.  
• Questionnaire on ongoing livelihoods activities in Turkey is presented in detail. ([https://ee.humanitarianresponse.info/x/#USh2yQVY](https://ee.humanitarianresponse.info/x/#USh2yQVY)) | • “Field Monitoring Assistant (FMA) Number” should be filled with **999**.  
• An entry should be submitted to be collected in the database. |
| **2: Introduction to the coordination mechanism** | • Summary on Regional Refugee Resilience Plan (3RP) and coordination mechanism of Turkey. ([http://www.refugeeinfoturkey.org/img/images/OrganigrammeUpdated.png](http://www.refugeeinfoturkey.org/img/images/OrganigrammeUpdated.png))  
• A brief introduction on the scope of different sectors, leading agencies and how the coordination works between agencies under 3RP.  
• UNDP is highlighted as a leading agency of Livelihoods (LH).  
• The yearly planning cycle is briefly introduced; Each sector sets objectives and plans the response, sets the indicators to monitor.  
• Information Management Working Group (IMWG) is to support the sectors on the technical level of planning, monitoring and evaluating the response. | |
| 4: New interactive guidance interface for indicators | • The link of the interactive reporting guidance is introduced.  
• How to use each interface is shown through LH sector indicators. |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5: An introduction to ActivityInfo | • ActivityInfo is introduced as a web-based data collection software to capture monthly reporting that beneficiaries reached and/or activities implemented by partner organizations. A walkthrough of ActivityInfo has been demonstrated.  
• Two different interfaces in specifically designed for LH sector is highlighted and demonstrated.  
• If there is another type of training which is not listed, it can be added to ActivityInfo and can also be added for the next year as an indicator. |
| 6: Monthly reporting routine, definitions of attributes and extracting data | • As a monthly reporting routine, activities should be reported through ActivityInfo as a being a part of 3RP Turkey Refugee Response.  
• Reporting should be completed by the 10th of every month.  
• Requests for clarification by sector coordinators and IM focal points should be responded.  
• Focal point changes should be reported to the sector IM. |
| 7: Services Advisor | • Services Advisor is an inter-agency tool developed by UNHCR to display available services provided by organizations by each location and service.  
• Sectors need to follow up with the partners to collect their updated services.  
• Activities reported under ActivityInfo should be listed in Services Advisor by the implementing agency. |
| | • Sector members contact their respectful IM Focal Point to create/update their services. |