### Agenda

<table>
<thead>
<tr>
<th>Agenda</th>
<th>Discussion</th>
<th>Action Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1: Livelihoods Sector 2019 Achievements</strong></td>
<td>• Livelihoods Working Group <a href="#">Quarter 4 dashboard</a> is shown through the achievements.</td>
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</tbody>
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| **2: 3RP Reporting Mechanism and Tools** | • 3RP reporting mechanism is presented in detail.  
• [Interactive indicator guidance](#) is highlighted to be used as an assisting tool for reporting. | |
| **3: New ActivityInfo Interface and Livelihoods Database** | • 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 new the [ActivityInfo](#) interface and new Livelihoods Sector database has been demonstrated.  

**Questions**  
• What should be done if the organization is missing as supporting agency for the activity to be reported?  
  – You should contact your sector IM for the organization to be added as the supporting agency for that indicator  
• What should be the date selection for Job Placement and Self-Employment activities under Income Generation indicator? Should we enter the data once the job placement took place or after the end of the activity? | • For the Livelihoods Sector database access, please contact Tunc Gunduz at [tunc.gunduz@undp.org](mailto:tunc.gunduz@undp.org) |
There are currently start date and end date under Income Generation indicator, it will be reduced to one since an individual is considered as a beneficiary once the person is placed to the job.

4: Services Advisor and Back End Access

- **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.
- Back end access to **Services Advisor** is demonstrated.

**Questions**

- What is the difference between the different types of user roles (especially User and Contact)?
  - The main difference is that User can access the back-end and update services, while Contact will be used for referral purposes only.
- If an organization is financially supporting other organization, who should add the services? And could the supporting organization have access to the supportee?
  - The implementing organization should add those services and we could provide training for them.
- Could we add services to the back end without publishing on the front-end?
  - Yes, we could. At the bottom of the service form, and before we save the service, there is a check box (Published) if we don’t check the box the service will be available on the back-end only.
- Services similar to training, should we add the center working hours or the course times?
  - Please add the Center working hours as refugees require working hours of the center to register for the training or courses.
- Could we update services once a service is created?
  - Yes, just look for that service and press edit.
- Do we have access to the back end?
  - Yes all participants have access and they were assigned as users. You just need to reset your password by clicking [forgot password](#) from the back-end

• Ezzat Hafez (hafeze@unhcr.org) should be contacted for the Services Advisor back end access.