Poland Information Management Working Group
Meeting notes – 12 January 2023

Poland: Information Management Working Group

Meeting notes
Date: 12 January 15:30 CET

Agenda:
1. Tour de table
2. ACAPS Intervention
3. Short update on IMWG Terms of Reference
4. RRP 2022 – final reporting (Activities and Funding)
5. RRP 2023 – quick outlook on monitoring framework
6. Assessment Coordination 2023

1. Tour de table

Present have been representatives of
ACAPS IFRC Save the Children
ADRA IMC Talk To Loop
British Embassy & FCDO IOM UNHCR
DRC IRC UNICEF
HIAS Plan WHO
REACH

2. ACAPS Intervention

Please get in touch with Ewa Wieliczko <ew@acaps.org> for further details.

3. Short update on IMWG ToR

IM Working Group Terms of reference was shared with Sector Coordinators.

- Interagency Coordination suggested defining objectives for the IMWG to be laid out in the ToR
- Objectives: Objectives should be clear and understandable, and easy to follow up. One of the objectives can be training delivery and capacity building, encouraging other partners to cooperate.
- ToR will be made available to WG members
- Members insert objectives
- Next IMWG decision on objectives to be proposed to IAC
- In next step Objectives can be underlined with measurable and traceable activities

IMWG ToR Action Points

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
<th>Deadline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMWG ToR is going to be put on an additional round of circulation so every partner can provide comments and suggestions</td>
<td>Each partner</td>
<td>Ongoing</td>
<td>In progress</td>
</tr>
</tbody>
</table>

4. RRP 2022 – final reporting (Activities and Funding)

Appeal
All partners of RRP 2022 requested to report activities and funding of 2022 until 20th of January.
MPCA(https://docs.google.com/spreadsheets/d/18BnLiOQ1W26fzqN56PlqFdW_3PGGDsdQxCjqEiUR4/edit?usp=sharing) is reported via separate Excel template.
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For those with large quantity of activities to report Excel Template is available for batch upload. Please get in touch with IM UNHCR (polwarrpsupport@unhcr.org)

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<tbody>
<tr>
<td>Agencies requested to complete reporting of their activities</td>
<td>RRP 2022 partners</td>
<td>January 20</td>
<td>In progress</td>
</tr>
<tr>
<td>Funding reporting through the KOBO form: <a href="https://enketo.unhcr.org/x/5LsH8zk3">https://enketo.unhcr.org/x/5LsH8zk3</a></td>
<td>RRP 2022 partners</td>
<td>Ongoing</td>
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5. RRP 2023 reporting

Activity Info database has been prepared and contain 2 blocks of reporting requirement:

1. Activities
2. Fundings

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<tr>
<td>Manual will be provided</td>
<td>RRP 2023 partners</td>
<td>January 20</td>
<td>In progress</td>
</tr>
<tr>
<td>Trainings will be conducted2</td>
<td>RRP 2023 partners</td>
<td>January 23-31</td>
<td>In progress</td>
</tr>
</tbody>
</table>

6. Assessment Coordination 2023

Main goal:

- Ensure good data quality
- Protect people of concern from being over-assessed
- Ensure shared access to data & information for humanitarian community
- Avoid duplications in assessments and increase efficiency of resources
- Harmonize methodology and promote comparability of results
- Ensure consistent temporal and geographical coverage
- Ensuring that needs assessments help meet the identified information needs to inform strategic decisions and assistance, protection, and solutions delivery

Results of discussion:

- Coordination of Assessment only possible by cooperation of agencies.
- Task Team formed that works on coordination of assessments under direction of IMWG
- Members of Task Team – UNHCR, IOM, DRC, IRC, ADRA, Save the Children, WHO, REACH

Goals:

1. Control geographical coverage
2. Avoid overassessment
3. Assessing the mutual capacity of WG participants
4. Compare form structure and questions
5. Raw data sharing
6. Collect data jointly
7. ToR to be drafted

1 If you not able to enter the form, please reach us out (Poland RRP Support: polwarrpsupport@unhcr.org; Thomas Rommel: rommel@unhcr.org; Ilia Markowski: markowsk@unhcr.org)
2 UNHCR will also consider a possibility to conduct trainings in person not only in Warsaw, but also in other voivodships.
Finalization of designing of assessment coordination guideline | Task Team | Ongoing | In progress
---|---|---|---
Meeting schedule changing | Biweekly Assessment Working Group to be set in biweekly regularity IMWG meeting regularity to be changed to monthly | | |

7. AOB

UNHCR: we are updating the assessment register continuously. Most recently, we have reviewed the list and would like to ask your help in reviewing it and adding more items that you may be aware about from your field interactions.

- Here is the link to the dashboard: https://data.unhcr.org/en/dataviz/227?sv=54&geo=10781
- And the link to the form to submit a new assessment: https://enketo.unhcr.org/x/S85dk0If

**Definition of new Action Points**

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<tr>
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<td>In progress</td>
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<tr>
<td>Finalization of designing of assessment coordination guideline</td>
<td>Task Team</td>
<td>Ongoing</td>
<td>In progress</td>
</tr>
<tr>
<td>Meeting schedule changing</td>
<td>Assessment Task Team bi-weekly IMWG - once a month</td>
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<tr>
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<td>RRP 2022 partners</td>
<td>Ongoing</td>
<td>In progress</td>
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<td>RRP 2023 manual will be provided</td>
<td>RRP 2023 partners</td>
<td>January 20</td>
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<td>RRP 2023 partners</td>
<td>January 23-31</td>
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<tr>
<td>Next Task force meeting</td>
<td>IMWG participants</td>
<td>January 26</td>
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<td>Next IMWG meeting</td>
<td>IMWG participants</td>
<td>February 9</td>
<td></td>
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**Attachments:**

1. Presentation IMWG 12.01.2023.pdf