RESPONSE MONITORING TASK FORCE – MEETING 3

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| Minutes | November 15, 2018 | 15:00-16:00 | CONFERENCE ROOM |

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| Meeting called by | BO HURKMANS – IM TEAM LEADER |
| Type of meeting |  COORDINATION |
| Facilitator | BO HURKMANS |
| Note taker | HILLARY MUMBERE |
| Attendees | BO HURKMANS (UNHCR), CHARLES MATOVU (UNHCR), HILLARY MUMBERE (UNHCR), DUNCAN KATIMBO (UNHCR), DENNIS TUMUSIIME (WFP), ZHU YING (IOM), RECALT FABRICE (IOM), JOHN PAUL MUZEI (REACH), BRENT WESTERGREN (SAMARITAN’S PURSE), LUCY STRICKLAND (UNHCR), AGNETE RISHOJ (FCA) |

## Agenda topics, Introduction, Review of action points from last meeting / task force work plan, Review of progress on indicators and standardising activities, Agreement on outputs from the response monitoring, Agreement on standard procedure for reporting, Agreement on reporting platform, AOB

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| discussion |  |
| 1. **Review of action points from last meeting / task force work plan**
	1. Additions of new members to the task force will be easiest during the training phase.
	2. The UNHCR Senior Technical Coordinator will be invited for the next meeting to represent the sector leads.
	3. The action point for reviewing RRP indicators and standardising activities has been extended with one week.
2. **Review of indicators and standardising activities**
	1. Meetings have been held so far with Shelter, Settlement and NFI, Environment and Energy, Livelihoods, Education and Protection.
	2. Meetings are still outstanding for Food Assistance, Health and WASH.
3. **Agreement on the outputs from the response monitoring**
	1. REACH to support with the drafting templates for quarterly national level sector factsheets and quarterly settlement level multi-sector factsheets.
	2. It was preferred to create static dashboards in Adobe InDesign first, followed by interactive versions once the products have been established.
4. **Agreement on the standard procedure for reporting**
	1. There is a need to compress the timeline for reporting and to differentiate between RRP reporting and activity reporting, a revised procedure will be developed.
	2. Sectors are free to monitor more activities in their 5W than those that feed into RRP indicators, as the product should be operationally relevant.

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|  | **Activities** | **RRP indicators** |
| **Frequency** | Monthly / Quarterly | Quarterly / Annually |
| **Timeframe** | 1 week | 2 weeks |
| **Who reports** | Partners | Sector leads |
| **At what level** | National | National |
| **Who validates** | Sector leads / TF | IMU |
| **At what level** | Field | National |

1. **Agreement on the possible reporting platforms**
	1. After evaluation of the below platforms, it was agreed upon that ActivityInfo (AI) is the most suitable option.

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|  | **AI** | **LogAlto** | **RRMP** | **eTools** |
| **Fit/Gap score** | 61 | 58 | N/A (pilot) | N/A (pilot) |
| **Cost for 2 years in USD** | ~35,000 (w/o GFA) | 62,160 | Free | Free |
| **Time to deploy** | Immediate | End of year | End of year | After pilot |
| **Used for RRP in other countries** | Yes, Whole of Syria | No | Yes, Ethiopia | No |

1. **Next steps / Way forward**
2. 20th November: The work to date will be presented to the inter-sector meeting
3. 22nd November: Next task force meeting
4. 26-30 November: The platform will be configured during this week
5. 3-7 December: Training of the sector leads
6. **AOB**
	1. Next meeting will be on 22nd Nov (3 – 4pm).
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| Action items | Person responsible | Deadline |
|  Reach out to colleagues in UBOS, NPA and UNDP |  BO |  EoY |