3RP Livelihoods Sector Meeting on ActivityInfo, Livelihoods Sector Indicators and Services Advisor  
Wednesday, 19 June 2019, 14:00hrs, UNDP, Ankara

Chair(s): Firat Olcay (UNHCR)  
Participants as Institutions: UNDP, ILO, UNHCR, IOM, ICMPD, WFP, ASAM, ASAM-SGDD, GIZ Turkey, Turkish Red Crescent

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| 1: Brief 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. | |
| 2: Overview of the 2019 Indicators | • 2019 indicators of LH sector are presented. | |
| 3: New interactive guidance interface for indicators | • [The link of the interactive reporting guidance is introduced](http://www.refugeeinfoturkey.org/img/images/OrganigrammeUpdated.png).  
• How to use each interface is shown through LH sector indicators. | |
### 4: 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.

### 5: 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.

### 6: 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.

### Notes
- ASAM requested “public education centres” to be added under “training service provider” for indicator 1.3.1
- ILO requested another type of job training which is different than “technical and vocational training” under “types of training delivered during the reported period” for indicator 1.3.1.