

## Shelter Sector Activity Info Orientation Session

### Key Points

<b>Attended participants</b>	<b>11</b>
<b>Start time</b>	<b>8/15/23, 8:56:56 AM</b>
<b>End time</b>	<b>8/15/23, 10:27:29 AM</b>
<b>Meeting duration</b>	<b>1h 30m</b>
<b>Partner Participants</b>	<b>Miyamoto, UN, UNHCR, WHH, Save the children, IOM</b>

All the information you need about Activity Info can be found in the presentation materials that will be shared with you

Here is the link to the reporting form. All partners can register and log in:

<https://www.activityinfo.org/login>

#### 1. **Feedback and Additions:**

1. Participants provided feedback on items missing from the reporting categories.
2. Partners noted the distribution of pillows and additional kitchen items such as refrigerators. Also, Suggestions included adding shading kits, electric fans, refrigerators, ropes, and shading materials to the activity info reporting form.
3. Acknowledgement that the presented activity info was prepared during a state of emergency. Currently the response is transitioning, and the activity info form needs to reflect the emerging programmatic priorities.
4. The revision will also be biased on partner feedback. Partners can reach out to the IM focal point for any further proposed suggestions. The IM FP through activity info and explaining the different aspects and indicators and then carried out a demo on how to fill out the activity information form.

#### 2. **Reporting Structure and Process:**

1. The discussion focused on reporting activities, data management, and how to collaborate with the IM on the reporting process. The use of a reporting tool to track and manage various indicators and activities was mentioned.

#### 3. **Data Entry and Organization:**

1. The reporting tool generates a unique ID for each activity, which helps organize and differentiate between various activities.
2. Partners can enter data related to different indicators, such as the number of households supported, items distributed, and outcomes achieved.

#### 4. **Data Export and Integration:**

1. The system allows partners to export the entered data to Excel for further analysis and reporting.

2. The importance of maintaining unique IDs across reports is emphasized, especially when importing data back into the tool.
5. **Sector Overlaps and Collaboration:**
  1. It was identified that there are overlaps between the activities for TSS over communal interventions. This will be discussed with TSS and the reporting tool will be revised accordingly.
6. **Clarification on Indicators:**
  1. Some indicators, like those related to environmental conditions and protection such as: Infrastructure support and Site security, need further clarification and alignment with sector-specific activities.
7. **Adding or editing Activities:** If partners have missed reporting for previous months, activities can be added for the past months as well.
8. **Overlap Among Sectors:** Intersectoral IMWG brought up the overlap among sectors, particularly between Shelter and TSS (Temporary Settlement Support). UNHCR suggested that some activities can be considered as multisectoral as they do not fall into one specific Sector. IMWG mentioned that there were several cross-sectoral issues discussed during the meeting, which could be raised to the IMWG

The IMWG FP also recommended revisiting the disability indicator. To be followed up with Sector team and partners on vulnerability criteria for the Shelter Sector

9. **Average Household Size:** There's a mention of considering an average household size to apply across sectors. This could be used for estimating and reporting purposes.
10. **Switch to Monthly Reporting:** The group agrees on changing from biweekly reporting to monthly reporting, and this change is suggested to apply to all sectors. It was also suggested to shift the reporting to 5-7<sup>th</sup> of every month allowing partners to get the data on activities internally from their organization.
11. **Indicator Clarification:** Clarification is made about an indicator related to household clothing. It's noted that the indicator relates to the number of people receiving clothing, not to the number of households receiving clothing.
12. **Dashboard Presentation.**
13. **Improved Community Support:** The number of households that have directly benefited from the improvements made to the community's resources. Improved Community Support refers to efforts and initiatives aimed at enhancing the well-being, living conditions, and overall support provided to communities.
14. **Data Analysis and Tracking**
15. **Dashboard and Website:** There's mention of a dashboard that is accessible on a global cluster website. This dashboard likely displays the data and indicators discussed in the meeting, and it's suggested that the information should be made available on the website for wider access.

End