

Introduction

The following is a specific guide to **SNFI Cluster ActivityInfo planning for winter 2024 – 2025**. [Training materials for regular reporting](#) along with [guidance on Cluster activities](#) and Cluster [Winterization recommendation](#) should be used to supplement this document. This is a living document which will be updated based on additional relevant information or feedback.

ActivityInfo

ActivityInfo was endorsed by the Information Management Working Group (IMWG) and the inter-cluster Coordination Group (ICCG) in 2023 as the common platform for Ukraine response monitoring. This platform will continue to be the entry point for planning and response for winter 2024 – 2025. Additional tools for field level coordination and deduplication are not dealt with in this document.

Winter planning through ActivityInfo

The process for planning for the 2024 – 2025 winterization response builds on the process and lessons learned during 2023 – 2024 winterization. That means **planning early**, at a high level that provides indicative information to the Cluster on funding availability, geographic scope of intervention and key activities. These **plans should be continually refined** as project funding and details become more concrete.

Document target audience

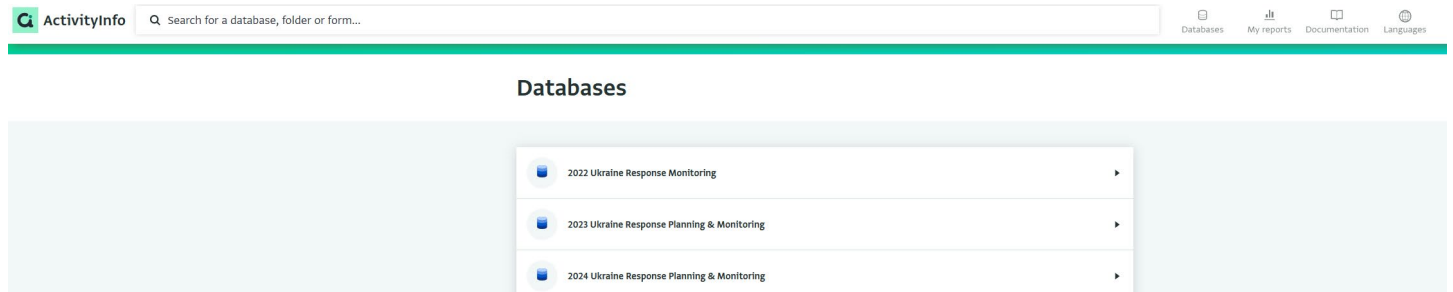
The target audience for this guide are reporting focal points for SNFI programming/ reporting partners. User access is granted only to reporting/ programming organisations. **Partners implementing on behalf of another organisation should not report through ActivityInfo to avoid duplication**. Implementing partners should contact their programming organisation to ensure they report on behalf of implementing partners.

****Important document summary highlights****

1. Only programming/ reporting organisations should create projects
2. New projects need to be created for winter 2024 – 2025 in the APM
 - Any funding required/ received for winter 2024 – 2025 previously entered under another project should be updated/ moved to the new winter 2024 – 2025 projects
 - **Only winter specific activities** should be included in winter 2024 – 2025 projects (NFIs for winter; Winter clothing; Winter energy; Winter heating appliances; Cash for utilities; Insulation of substandard houses)
3. The projects should be tagged as **Winterization 2024 – 2025** in the **project type** section
4. Activities funded through UHF need to have a separate dedicated project **flagged as UHF** in the donor section
5. After project planning, in the sub-form **Activity and caseload by Location** only fully funded activities should be added

ActivityInfo database structure

ActivityInfo is built around a series of databases, folders, forms, and sub forms:

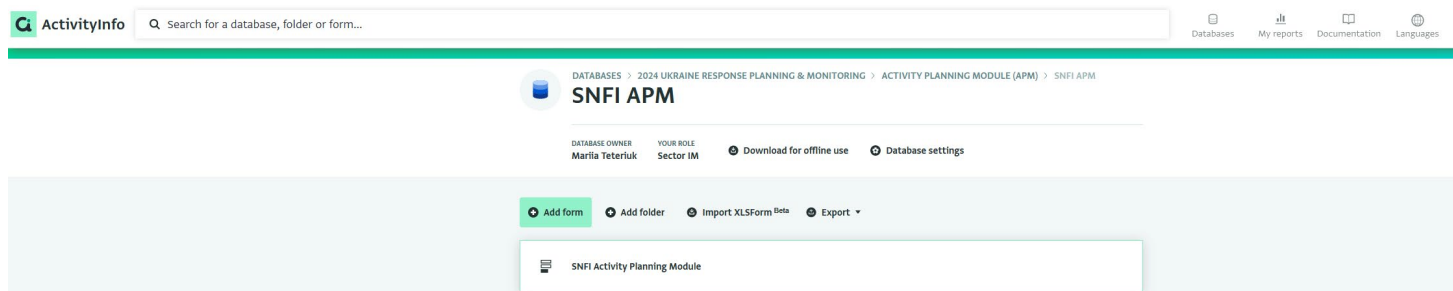


2024 planning and response is stored in the database “**2024 Ukraine Response Planning & Monitoring**”. Within this database there are two folders:

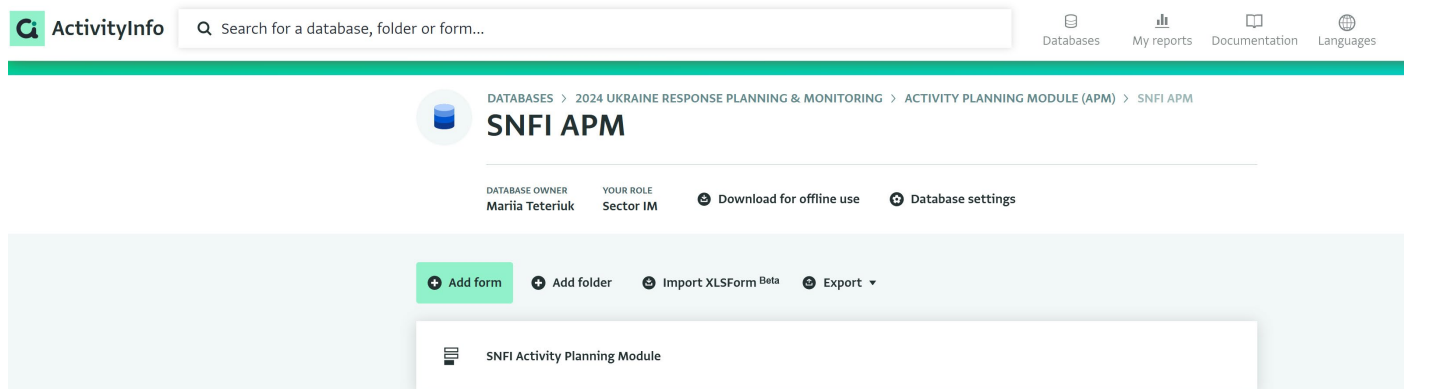
- **Activity Planning Module (APM)** for planning.
- **Response Monitoring Module (RMM)** for reporting completed activities.

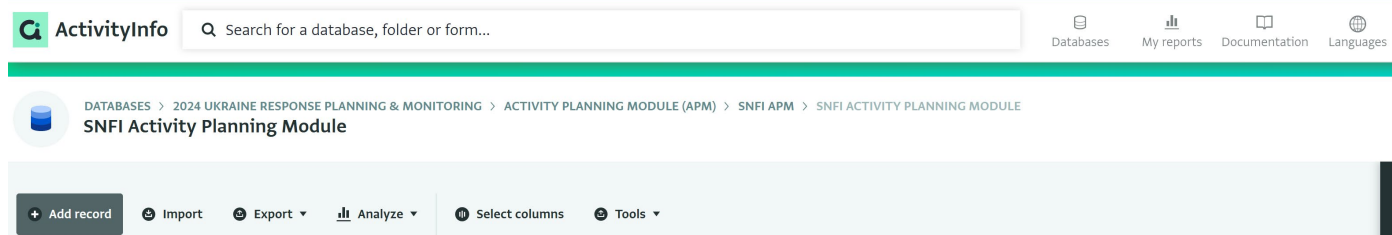
Activity Planning Module (APM)

The APM contains folders for all clusters that the user is reporting to. The shelter cluster planning module is called **SNFI APM** and contains the form **SNFI Activity Planning Module**. Winter projects and plans will be consolidated here.



SNFI APM





To start the planning process, the user should open the **SNFI Activity Planning Module** form and select **Add record**. This will take you to the “parent” project/ planning form where high level planning details can be added.

The following is a breakdown of all the fields in the planning form, their type, unit and purpose. Pay attention to the important notes which need to be mainstreamed during winterization 2024 – 2025.

Main Project Form (General Project Details)

Field Name	Type	Unit/ Format	Description/ Guidance
Plan/ Project Code	Auto-generated	text	This code is an auto-generated code that links the project/ plan to the detailed operational planning sub-table in “Activity and caseload by Location” and the completed activities in the response monitoring RMM table.
Reporting Organisation	Required	text	The name of the organisation planning. If your organisation is implementing on behalf of another organisation you should contact the relevant focal points in that organisation and the cluster. IMPORTANT: Planning and response from implementing organisation should not be submitted directly to the cluster but rather through reporting/ programming organisations. ** the exception to this rule is when the organisation is both programming and implementing the activity (direct implementation)

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Shelter NFI Cluster Ukraine

Implementing Partner	Optional	text	This field gives the option to list all the implementing partners that will contribute to the project planned and its activities.
Start Date	Required	YYYY-MM-DD	This is the project plan's estimated start date of the 2024 – 2025 SNFI winterization activities.
End Date	Required	YYYY-MM-DD	This is the project plan's estimated end date of the 2024 – 2025 SNFI winterization activities.
Project type	Required	text/ select one option: <ul style="list-style-type: none">Regular responseWinterization 2024 - 2025	<p>IMPORTANT:</p> <p>For the purpose of winterization 2024-2025, organisations should create a new distinct winter project and select the winterization 2024 – 2025 option in this field.</p> <p>Having distinct projects for winterization 2024 – 2025 will allow for better tracking of available funding and funding gaps.</p> <p>IMPORTANT:</p> <p>In case financial requirements, funding received, or target populations for winterization 2024 – 2025 have already been included in the APM as part of another project, the other project should be corrected to avoid duplication.</p>
Plan/ Project name	Required	text	This field should be consistent with the scope of activities in the project and may be the same as the project name in the donor proposal. e.g. <u>WP2425 Winterization – NFI & winter clothes response in Kharkiv</u>
Plan/ Project Status	Required	text/ select one option:	In this field, indicate one of the following regarding the project status.

- Planned - Funding has been requested (proposal submitted)
- Confirmed - Funding committed; project is yet to commence
- Implementing – Project underway
- Completed

The status of the project should be updated along each step of progress from confirmation of funding to implementation, etc.

Total cost of the Plan/ Project	Required	whole number/ US dollars	<p>This is the estimated cost of all the winter activities your organisation aims to carry out in the project.</p> <p>Please make sure to upload whole numbers only in this field.</p> <p>This should be linked only to winterization 2024 – 2025</p>
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Amount of funding received	Required	whole number/ US dollars	<p>This is the amount of funding received of all the winter activities your organisation aims to carry out in the project.</p> <p>Please make sure to upload whole numbers only in this field.</p> <p>This should be linked only to winterization 2024 – 2025</p>
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Donor Source	Required	text/ select one from list	<p>The name of the Donor providing funding for the project.</p> <p>Note: for multi-donor projects; there is an option to select this in the dropdown list.</p> <p>IMPORTANT:</p> <p>For the purpose of winterization 2024-2025 projects – any project funded through the Ukraine Humanitarian Fund (UHF) should be clearly tagged with UHF as the donor.</p>
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UHF projects must be created as distinct projects. Funding received through UHF cannot be grouped together under the multi-donor funding option.

FTS Flow ID	Optional	text/ funding ID	This is a code that you can find through this website . Please check the link here for an overview of FTS and how the data is collected.
Plan Type	Required	text/ select one option: <ul style="list-style-type: none"> • 2024 HNRP • 2023 HRP (carryover funding) 	In this field, select one option related to the funding cycle. 2024 HNRP should be selected in cases where the budget and donor funding is related to the 2024 planning cycle. 2023 HRP carry-over should be selected if the funds are carried over from the donor contribution made towards the 2023 response cycle.
Activities	Required	text/ select multiple options: <ul style="list-style-type: none"> • NFIs for winter • Winter clothing • Winter energy • Winter heating appliances • Cash for utilities • Insulation of substandard houses 	This list provides the option to select all activities that the project plans to deliver on. These are the official SNFI cluster activities which are detailed in the cluster activities handbook . IMPORTANT: For the purpose of winterization 2024-2025 projects, only winter specific activities should be selected.
Total target caseload	Required	whole number/ individuals	This is the total number of individuals you plan to target for the winterization activities in the project. Please make sure to upload whole numbers only in this field.
IDPs targeted	Optional	whole number/ individuals	This is the total number of internally displaced people you plan to target for

			<p>the winterization activities in the project.</p> <p>Please make sure to upload whole numbers only in this field.</p>
Returnees targeted	Optional	whole number/ individuals	<p>This is the total number of returnees you plan to target for the winterization activities in the project.</p> <p>Please make sure to upload whole numbers only in this field.</p>
Non-displaced targeted	Optional	whole number/ individuals	<p>This is the total number of non-displaced people you plan to target for the winterization activities in the project.</p> <p>Please make sure to upload whole numbers only in this field.</p>
Multi-cluster target	Optional	text/ select multiple options	<p>You must indicate any other clusters in the planned project proposal for the above. In this field, you must indicate one of the following:</p> <ul style="list-style-type: none"> • Camp Coordination & Camp Management (CCCM) • Education (EDU) • Food Security & Livelihoods (FSL) • Health (HEA) • Protection: Child Protection (PCP) • Protection: Gender Based Violence (PGBV) • Protection: Mine Action (MA) • Protection: Protection (PRT) • Shelter & Non-Food Items (SNFI) • Water, Sanitation and Hygiene (WASH)
Response theme	Required	text/ select one option	<p>This field will be updated throughout the year with any significant incidents or themes on which we might need to</p>

collect data, including large emergencies or events.

IMPORTANT:

For the purpose of winterization 2024 – 2025 planning the **Winter response** option should be selected.

Gender and age inclusion	Optional	Text / two options	Select Yes or No to indicate whether the project has included Gender and Age inclusion considerations – from assessment to assistance delivery, appropriate feedback mechanisms and post distribution monitoring of projects.
Gender and Age detail	Optional	Text / multiple options	<p>If Yes above, select the relevant options:</p> <ul style="list-style-type: none"> • Activities based on analysis of issues faced by different groups • Activities ensure that different groups receive the assistance they need • Feedback mechanisms to influence project design and implementation • Project measure the benefits of different groups and level of satisfaction
Disability inclusion	Optional	Text / two options	Select Yes or No to indicate whether the project has included consideration for persons with disabilities in the project design and delivery.
Disability inclusion detail	Optional	Text / multiple options	<p>If Yes above, select the relevant options:</p> <ul style="list-style-type: none"> • Activities based on analysis of issues faced by different groups • Activities address the needs of PwD or specific considerations to ensure their access to the assistance provided

- There are no specific activities to address the needs of PwD, but they are prioritized in receiving assistance

This is the sub-form where details of the project plans should be entered.

The parent plan in the **APM** form must be completed before adding details in the **Activity and caseload by Location** sub-form.

IMPORTANT:

Only those activities that are fully funded should be added in the sub-form.

The aim of this table is to provide operational information of the activities and locations that will have a winter response with the available funds.

While plans are fluid, and granular details may not be known far in advance, you may provide planning of activities at Oblast level in the early planning stage. This should be refined with greater geographic focus as plans become more concrete based on the guidance of your sub-national hub coordinator.

Training and support

Additional detailed information on the activity planning module and activity details sub-module are available [here](#) (video guidance, walk-throughs, etc.). Reporting clinics will continue and direct support is available if you contact < myhaleha@unhcr.org > or < mawhinne@unhcr.org >