

Early Recovery Working Group (ERWG)

National ERWG IM Focal Points Meeting

Islamabad, Pakistan

Minutes of the meeting

Date: 4 August, 2011
Place: Faisalabad Hall, Serena Hotel, Islamabad
Timing: 10:00 am - 12:00 pm
No. of Participants: 23
Participant Organizations: 8

ERWG IMs Meeting Minutes

Points	Deliberations
<i>Agenda of the Meeting</i>	<p>Co-Chair UNDP/NDMA inaugurated the meeting by thanking the participants especially the Provincial IMO who came long way from provinces. The Meeting discussed the following agenda items;</p> <ul style="list-style-type: none">• Status of 3W data (Who is doing what and where)• SRF status Report by IMMAP.• Status of activities by each sector on Pakresponse.• Quarterly Progress Report.• Provincial Level Information Management.• AOB.
<i>Update on Information Collected from Working groups.</i>	<p>Mr. Ahmad, UNDP informed that in the last meeting SWGs and TGs IMO were requested to send their ER related progress and information. From the data collected, 3W status was shown. It was emphasized that main focus of information collection is on financial and Beneficiary figures by each working group for each province.</p>
<i>Single Reporting Format (SRF) status</i>	<p>Mr Mehdi Bokhari gave briefing on Single reporting format (SRF). SRF Standardizes reporting activities for humanitarian actors implementing projects in response to the Pakistan Floods of 2010.</p> <p>On SRF main page there is information related to Single report format which includes SRF Up to date Statistics, List of SRF Projects, Contact details, List of people trained, Minutes of meeting of SRF WG, activities, SRF service log book. Log book is maintained online. He pointed out that SRF reports Page is publically available online and through these report 3W and many other reports can be generated. He showed some of the report generation process from the website.</p>

	<p>Regarding indicators for Health and Nutrition WG, it was informed that the indicators of Nutrition WG are public on SRF. Health WG has not finalized its indicators and NDMA IM unit need to automate the process. Mr Usman emphasize that all WGs should finalize their indicators.</p>
<p>Status of activities by each sector on Pakresponse Web Portal</p>	<p>Mr Ahmad showed the status of information uploaded by each Working group on pakresponse Page. This information includes Key documents, Meeting minutes, Contact list, Assessments and reports, Calendar , 3W and Maps. Many sector WG showed progress in their activities which include WGs of WatSan, Child Protection, GBV, and Agriculture. Some groups have still not uploaded anything on their page which includes Health, Gender, NFL. They were asked to start updating their page. Nutrition page was also told to upload updated information.</p>
<p>Quarterly Progress report</p>	<p>Mr Usman spoke to the participants in detail about Quarterly Progress Report. He said that Latest challenge is that we are getting late in mapping and gap analysis. In addition to the earlier request of figures sectors groups are requested to share the salient achievements, some major challenges you are facing and at least one success story. A format of Quarterly Progress report will be distributed to all Working group to fill in the above mentioned details and send it by next week. This practice will be followed on monthly basis.</p> <p>Some participants opined that NDMA seems to be following two parallel streams of information management in the form of QPR and SRF. It was clarified by Usman Qazi that the purposes of the exercises are distinct. Participants suggested that NDMA needs to internally align the systems.</p>
<p>Provincial Level Information Management.</p>	<p>Mr Usman mentioned that provincial level information at district level is shared with National level, from where is shared to the concerned sectors.</p> <p>Mr Ehsan IMO education WG suggested that they were given district response plan in October that they are updating. In this regard NDMA,ER and WGs may maintain a profile on district which includes needs, Gaps. That will be very supportive. One sector wise format should be adopted. He will share a format . Mr Usman said that the next challenge will be to arrange the information so it is collected in organized form and It is user friendly. Mr Craig from IMMAP requested for a review for Who-What coordinators. Their IM team offers their support in this regard.</p>
<p>End Note</p>	<p>Mr. Zafar Iqbal concludes the meeting. He said that we should support SRF as a tool to be standardizes reporting activities for humanitarian actors implementing projects in response to the Pakistan Floods of 2010. It should be supported at provincial and district level. There is a requirement from different agencies, donors etc. for the analysis of figures, for this we have to make ad-hoc arrangements to collect data. Quarterly report format will be shared by next week and working groups are requested to send the required data.</p>

<p>Action Points</p>	<ul style="list-style-type: none"> • NDMA’s IM Unit will be invited for all upcoming IM meetings. • IMMAP team will provide the list of sectors that still have not provided their indicators for SRF. • ERWG IM unit will follow-up with all remaining sectors regarding their indicators. • UNDP will devise draft TORs for Early Recovery IM Working Group and circulate to the all working group members (including provincial ERWG IMOs) for their feedback and then finalize • There should be frequent meetings between UNDP and IMMAP IM Units. • UNDP IM unit to analyze and share what information can be extracted from SRF and what extra features can be requested further. • Identify the gaps in the reporting status on SRF • IMMAP informed the forum that their team is launching a system to track SRF vs NOC issuance to assist PDMA in decision making. • There is a need to update and map-out the existence of SWGs/TWGs coordinators and IMOs at every level. • National ERWG will devise the district/sector profile format and share with provincial IMOs in two weeks’ time for further reporting on monthly basis.
-----------------------------	--

Annexe-1**List of Participants (meeting held on 04 August, 2011)**

SWG/TG/Organization		Name	Designation	Email
ERWG	UNDP	Zafar Iqbal	ER Advisor	m.zafar.iqbal@undp.org
ERWG	UNDP	Usman Qazi	ER Specialist	usman.qazi@ndma.gov.pk
ERWG-KP	UNDP	Jamaluddin Khan	IMO	jamaluddin.khan@undp.org
ERWG-Balochistan	UNDP	Saif-ur-Rehman	IMO	saif.panezai@undp.org
ERWG-Punjab	UNDP	Saqib Razaq	IMO	saqib.razaq@undp.org
ERWG- Sindh	UNDP	Farrukh Saeed	IMO	farakh.saeed@undp.org
ERWG	UNDP	M Ahmad		Ahmad.rathore@gmail.com
Agriculture	WFP	Natiq Kazmi	IMO	natiq.kazmi@wfp.org
Water and Sanitation	UNICEF	Ali	IMO	mglovinsky@unicef.org
Education	UNICEF	Ehsan Ullah	IMO	eullah@unicef.org
Housing	UN Habitat	Kamran Ahmad	IMO	kamran.ahmad@unhabitat.org.pk
Governance, CI	UNDP	Kamran Baig	IMO	kamran.baig@undp.org
GBV		Renuka Swami		swami@unfpa.org
GBV	UNFPA	Ali Imran	GBV Coordinator Consultant	Imran@unfpa.org
Health	WHO	Hammad	Coordinator Punjab	
	OCHA	Dipendra	IMO	Shahi1@un.org
IMMAP		Haider Abu Zafar	NDMA representative	
IMMAP		Craig Von Hagen		cvonhagen@immap.org
IMMAP		Mehdi Bokhari	NDMA IM	mbokhari@immap.org
IMMAP		Sehar raja	IM Liaison Officer	sraja@immap.org
CARE		Gulnar	IM Officer	Gulnar.bhutta@pk.care.org

Annexe-2: Status of activities by each sector on Pakresponse Website

Sr.No	Working Group	Pak response Uploaded						
		Key Doc	Minutes	3W	Contacts	Assesment & Reports	Calenda r	Maps
1	Agriculture & Food Security							
2	Health & Nutrition							
			Feb		June			2010
3	Governance							
4	Non Farm Livelihood			National Only				
5	WATSAN							
6	Housing	http://herwg.unhabitat.org.pk						
7	Community Infrastructure							
8	Education							
9	Protection							
	Child Protection							
	GBV							
10	Gender							
11	Environment							
12	DRR							