Regional Refugee Response
for the Ukraine Situation

Reporting Guidelines: Humanitarian Activities

version 1.1

Regional Refugee Response Plan 2025&2026 - Poland

UNHCR – Poland, Warsaw

April 2025

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1. Context and Background

To ensure that the humanitarian assistance is coordinated in a coherent and complementary way amongst the different humanitarian actors, UNHCR leads the development of Refugee Response Plans (RRPs). These plans support host governments to protect refugees in large and complex refugee situations through international solidarity. Refugee Response Plans (RRP) are developed to respond to the needs of a specific refugee population. In 2012 the first RRP was developed, the Syria RRP, which addressed the needs of Syrian refugees in Lebanon, Jordan, Turkey, Iraq, and later Egypt was added.

Refugee Response Plans serve as the base from which to implement a strategy and activities as well as advocate for refugee situations in close collaboration with host governments and other partners. A Refugee Response Plan:

- Provides a platform and tools to properly plan and coordinate an inter-agency response
- Raises the profile of refugee assistance
- Raises funds for partners
- and provides an overarching vision and coherent engagement in refugee responses in alignment with host government strategies.

While the Government has the primary responsibility to protect refugees, partners of the 2025&2026 RRP will continue to coordinate with authorities under the Refugee Coordination Model (RCM) in a complementary and cohesive manner, ensuring that multisectoral activities are in line with Government priorities, are impactful and address refugee needs in accordance with 2025&2026 RRP Strategic Objectives:

1. **Ensure refugees' access to protection, legal status and rights**, focusing on vulnerable groups.

2. **Promote refugee inclusion** in key national systems.

3. **Strengthen social cohesion** between refugees and host communities.

4. **Advance localization** by supporting Polish civil society, local authorities, and sustainable programming.

i. Why should I report activities and funding to UNHCR?

Each partner has submitted two types of information to the Refugee Response Plan for Poland, (1) planned projects and targets, (2) budgetary needs.
This information expressed the objectives of your organizations and what you are planning to achieve (targets), as well as the financial needs you have, to achieve these goals.

Reporting will therefore also focus on both dimensions: on the achievement of your targets, meaning how many people have been reached, as well as how many funds have been received, have the financial needs been covered or do any major gaps exist.

The reporting activity adheres closely to and aligns with the minimum commitments expected for the engagement of humanitarian actors:
1. Adhere to humanitarian principles and principles of partnership.
2. Active participation in the sector and a commitment to consistently engage in the sector's collective work and make capacity available for this.

3. Participate in actions that specifically improve accountability to affected populations[1].
4. Help to develop and disseminate advocacy and messaging for relevant audiences.
5. Take on leadership responsibilities as needed and as capacity and mandates allow.
6. Capacity and willingness to contribute to the sector's response plan and activities.
7. Commitment to mainstream key programmatic cross-cutting issues.
8. Commitment to work cooperatively with other sector partners to ensure an optimal and strategic use of available resources, and share information on organizational resources.

According to the Refugee Coordination Model UNHCR[2], jointly with the Government of Poland, is leading the coordination of the humanitarian response in Poland and by that acts as coordinating agency. The UN General Assembly Resolutions have confirmed the RCM and UNHCR's mandate to lead and coordinate the refugee response[3]. In its function as coordinating agency UNHCR ensures the functioning of the sector and inter-sector coordination and develops the regional refugee response plan to highlight the needs of the people of concern towards the public. The role of advocate for the humanitarian community and as coordinating agencies necessitates a high level of information that can be used to underline the needs but also highlight the results achieved. For this reason, UNHCR asks agencies to report.

Regular reporting on activities implemented and funding received by refugee response partners for the Ukraine situation is crucial for several reasons:

1. **Coordination and Collaboration:** Reporting ensures that all involved partners are aware of each other's activities. This promotes better coordination, prevents duplication of efforts, and maximizes the impact of available resources. It helps in creating a comprehensive overview of the collective response to the refugee situation.
2. **Transparency and Accountability:** Regular reporting fosters transparency within the humanitarian response. It allows partners to share information about the projects they are implementing, the progress made, and the challenges faced. This transparency enhances accountability, as partners can be held responsible for delivering on their commitments.
3. **Resource Allocation:** By reporting on funding received, partners contribute to a clearer understanding of the financial resources available for the refugee response. This information is crucial for effective resource allocation, allowing organizations to identify gaps, prioritize needs, and mobilize additional support where necessary.
4. **Adaptation to Changing Needs:** The refugee situation can evolve rapidly, and regular reporting enables partners to adapt their strategies in response to changing circumstances. By sharing information on activities and funding, partners can collectively assess whether the response is meeting the evolving needs of the refugees and host communities.
5. **Advocacy and Fundraising:** Timely and accurate reporting provides partners with the data needed for advocacy efforts. It helps in illustrating the impact of their work, justifying the need for continued support, and attracting additional funding from donors. Comprehensive reporting strengthens the overall case for sustained humanitarian assistance.
6. **Learning and Improvement:** Reporting serves as a tool for learning and improvement. Partners can analyze the effectiveness of their interventions, identify best practices, and learn from challenges. This iterative process allows for continuous improvement in the quality and efficiency of the refugee response.

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[1] IASC Revised Commitments on Accountability to Affected Populations and Protection from Sexual Exploitation and Abuse, 2017 (including Guidance Note and Resource List) | IASC (interagencystandingcommittee.org)
[2] Poland: Refugee Coordination Forum in Poland
[3] A/RES/69/152, A/RES/70/135

7. **Communication and Stakeholder Engagement:** Regular reporting facilitates communication with various stakeholders, including donors, government agencies, and the affected communities. It keeps all parties informed about the progress and challenges, fostering a sense of collaboration and shared responsibility.

In summary, regular reporting is a fundamental component of effective humanitarian response, ensuring that efforts are well-coordinated, resources are optimally utilized, and the needs of refugees and host communities are addressed in a transparent and accountable manner.

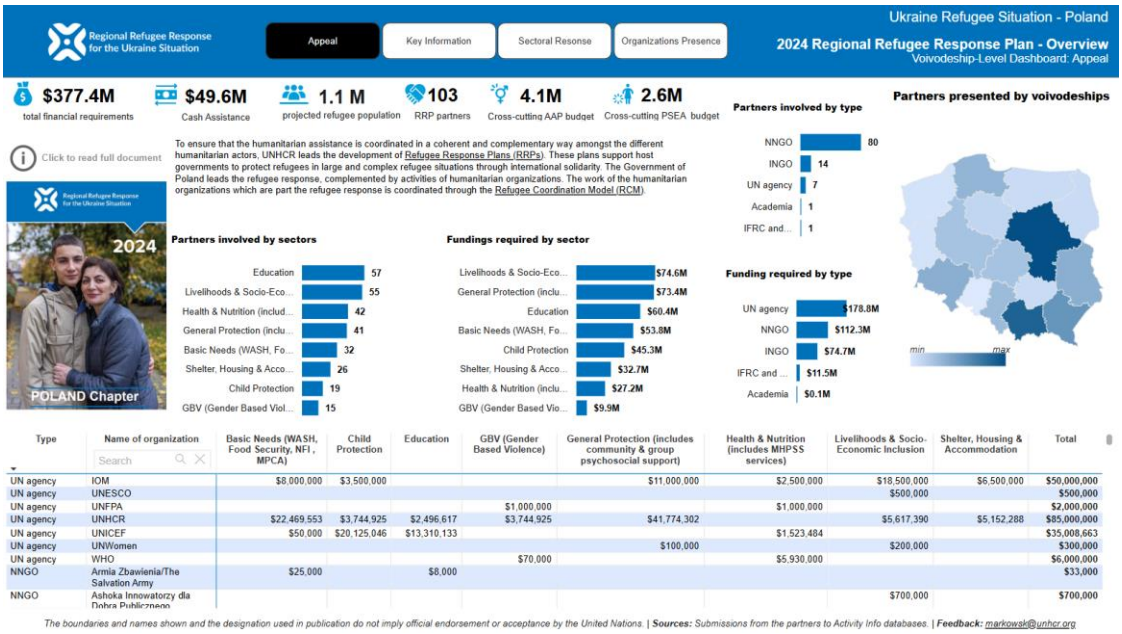
The key product of the reporting is the data and dashboard informing about active partners and the number of projects, progress on projects and indicators and the geographical coverage of agencies among voivodeships as well as the number of people of concern supported.

Additionally, to the dashboard the information collected via reporting is used for factsheets and funding information's for donors and the government of Poland.

The coordination of international protection, assistance and solutions is central to UNHCR's refugee mandate and derives from the High Commissioner's responsibility to ensure protection for persons of concern to UNHCR from the time they become a refugee or internally displaced person (IDP) until they find a solution, whether they live in urban or rural host communities or in camps, with other refugees and internally displaced people, with other populations affected by humanitarian crises, or in non-emergency settings.

ii. What happens to the data submitted

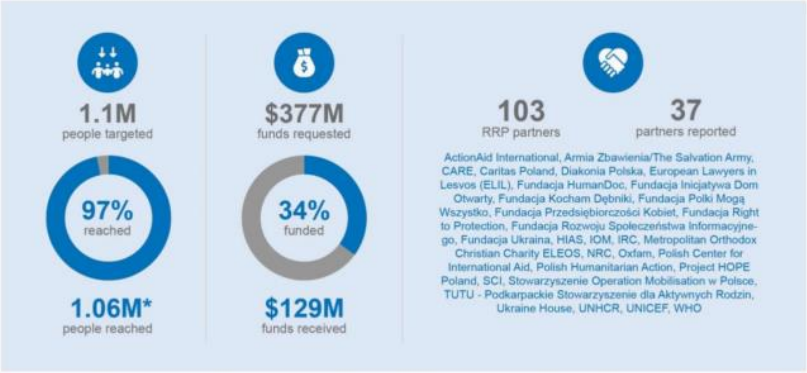
The data submitted is used for coordination, accountability, and increased transparency among agencies as well as towards the public. Two key products are updated quarterly and will help inform partners, donors and government counterparts of the response:



2024 RRP Reporting Dashboard[4]

[4] Product based on **5W** methodology (**W**ho is doing **W**hat, **W**here, **W**hen and **W**hy)

POLAND



*The number of individuals reached is an estimate based on the highest number of individuals reached per activity, per sector and/or per region, to avoid double counting.

Progress against the strategic objectives

In line with key RRP Protection-specific advocacy messages, partners worked alongside the Government of Poland to develop long-term solutions for refugees from Ukraine, ensuring sustained protection, improved access to essential services, and greater opportunities for inclusion. This support included creating an option whereby refugees could opt to apply for a temporary residency permit valid for up to three years in exchange for renouncing temporary protection status.[17] The government also extended the provision allowing Ukrainian psychologists to work without diploma validation from 1 July 2024 to 30 September 2025, limited to services for Ukrainian citizens. RRP partners supported 523,000 refugees with rights and services information, referred over 114,000 individuals with specific needs, and provided legal aid to some 26,500 people. Over 72,000 accessed psychosocial support, 11,000 benefitted from specialized safety and orotection initiatives for women, girls and boys , and 920 humanitarian personnel received training on the prevention of sexual exploitation and abuse (PSEA). Additionally, 2,500 individuals were trained on protection principles, and 260 municipal and civil society members received inclusion training.

End of the Year Final Report for Regional Refugee Response Plan for the Ukraine Situation 2024

2. Funding and RRP

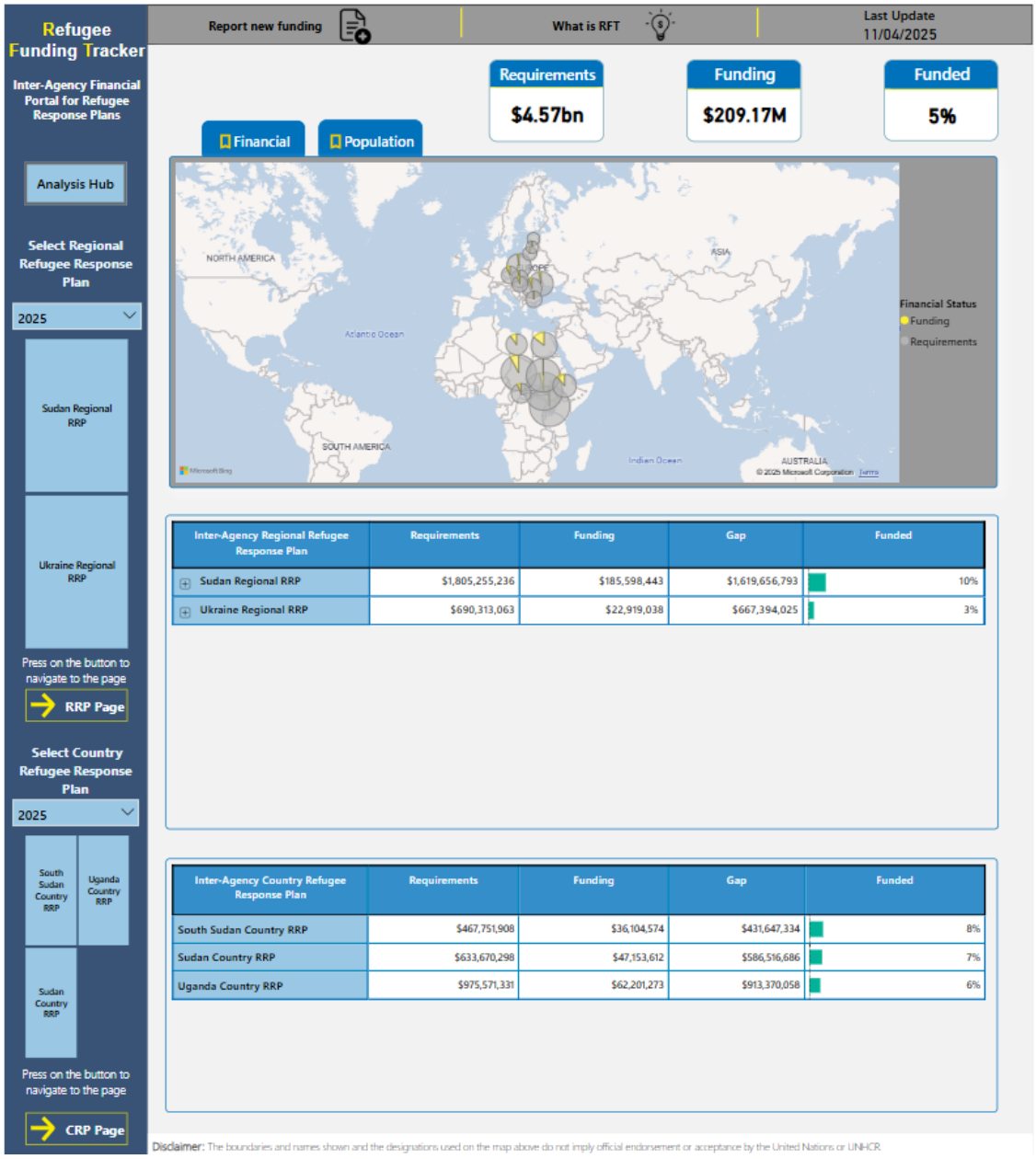
Being mentioned in the RRP as a partner does not mean that the organization will automatically receive funding from UNHCR or any other entities (e.g., international organizations or donors). Being an RRP partner indicates that an organization supports a joint response, integrates into an existing coordination structure, shares information, follows priorities, applies Core Humanitarian Standards (CHS)[5], and carries out a transparent response to ensure the maximum level of accountability.

Based on the data received, on behalf of all partners UNHCR will produce four quarterly updates showing funds received against the RRP appeal. The quarterly reports will include:
1. Overall funding received compared to the RRP appeal budget.

[5] CHS 2024 (corehumanitarianstandard.org)

2. Summary of funds provided by donors.
3. Summary of funds received per RRP country.
4. Summary of funds received by sector.
5. Summary of funds received by appealing organizations.
6. Summary of funds received by type of organization.

By committing to the above-mentioned approach, agencies highlight these quality criteria also towards donors increasing their potential for attracting additional funding. Nevertheless, agencies will have to apply for funding individually. Having expressed a financial need in the RRP, partners are requested to also inform to which degree they have been able to cover these needs during the year. This is done through the Ukraine Situation – RRP Refugee Funding Tracking (Standard Operating Procedure) system designed in Activity Info and displayed in the Refugee Funding Tracker dashboard:



Inter-Agency Regional Refugee Response Plan	Requirements	Funding	Gap	Funded
Sudan Regional RRP	$1,805,255,236	$185,598,443	$1,619,656,793	10%
Ukraine Regional RRP	$690,313,063	$22,919,038	$667,394,025	3%

Inter-Agency Country Refugee Response Plan	Requirements	Funding	Gap	Funded
South Sudan Country RRP	$467,751,908	$36,104,574	$431,647,334	8%
Sudan Country RRP	$633,670,298	$47,153,612	$586,516,686	7%
Uganda Country RRP	$975,571,331	$62,201,273	$913,370,058	6%

3. Results framework

All reporting builds around the results framework[6] that defines the priorities agreed upon by humanitarian agencies and the government of Poland and is rooted in assessments of the needs of the people of concern. Activities that are not covered by the results framework are not considered priorities. The complete results framework is attached to this document.

4. Reporting in Activity Info

Activity Info is an online tool for reporting activities and results, used by UNHCR and its partners in over 30 countries globally. It allows users to report and analyze data and replaces 5W (Who is doing What, Where, When, and Why) reporting in Excel format. In Poland, Activity Info was already used from 2022, 2023 and 2024 for reporting on RRP by humanitarian agencies.

i. Getting a User Account

To get access to Activity Info please write an email to polwaim@unhcr.org. In your e-mail, provide the following information:

- Name of Organization, Acronym, National or International Organization
- List of Users for Activity Info

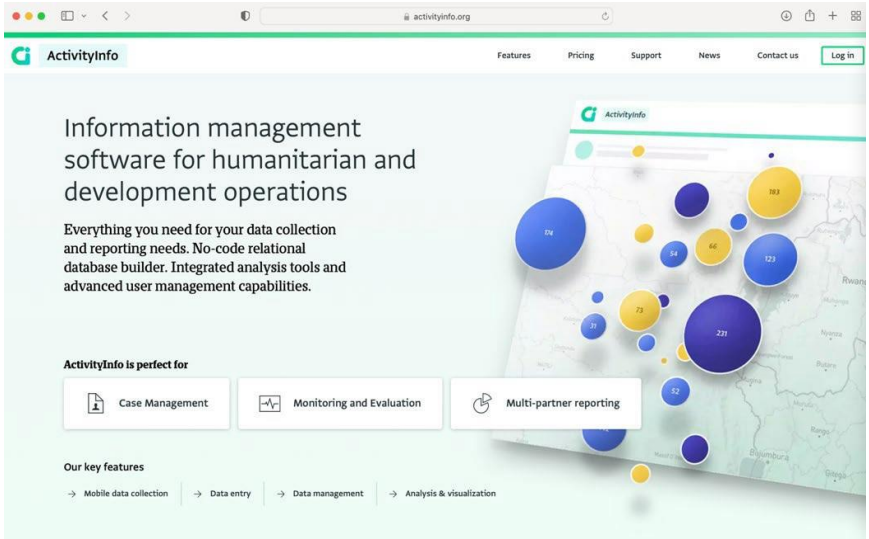
For each Activity Info focal point: **Name, Email, Position**

ii. Log In

After you request accounts in Activity Info, you will receive an email with an invitation link from Activity Info.

Follow the information in this link.

Once your account has been activated and you have entered a password, you can log in via Activity Info's homepage.

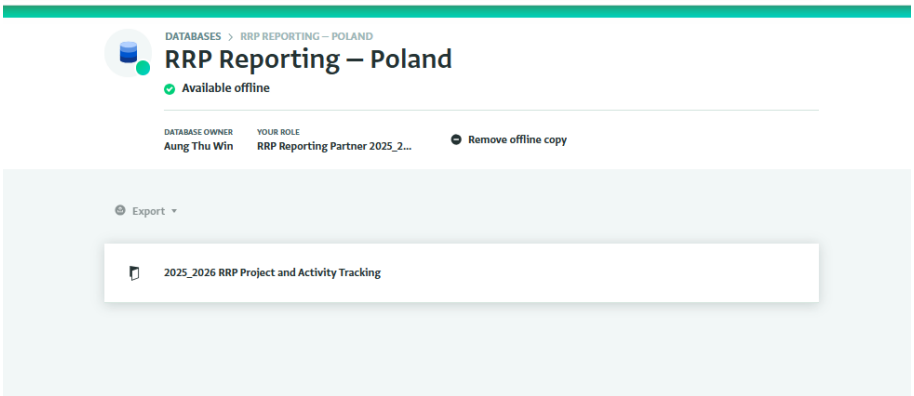


Click on “Log in” at the upper right side of the screen.

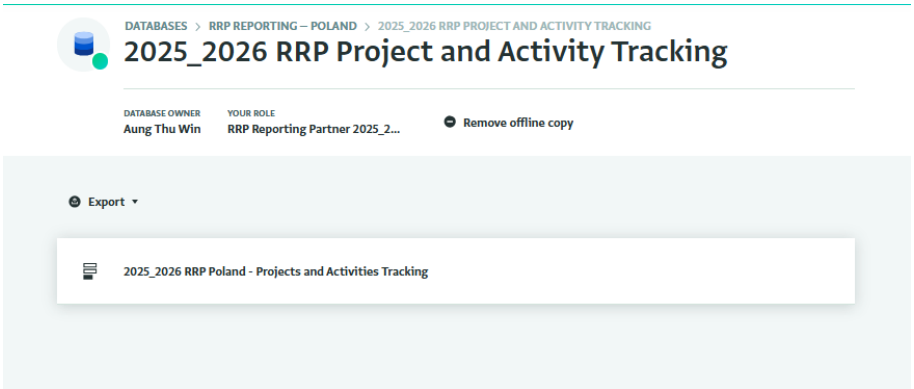
[6] 2025&2026 Refugee Response Plan Results Framework

Databases

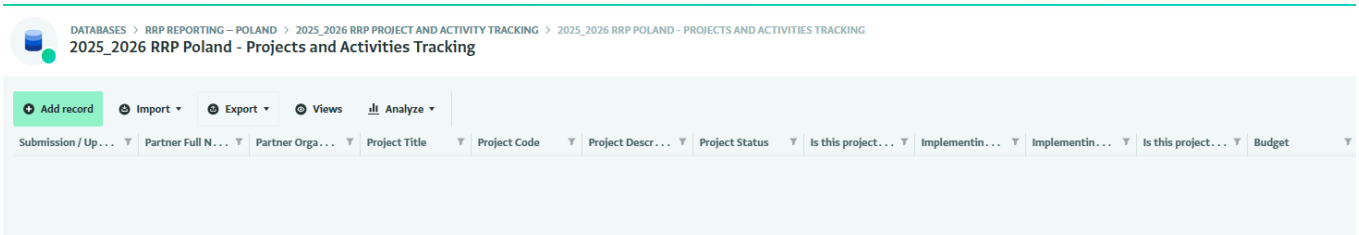
Select ***RRP Reporting – Poland***



Select **2025_2026 RRP Project and Activity Tracking**



Click on **2025_2026 RRP Projects and Activities Tracking**



You should see a page with the entries provided by your organization. It will display the number of projects you are planning to implement along with details. To add a new project, press the "Add record" button.

iii. Structure of the form

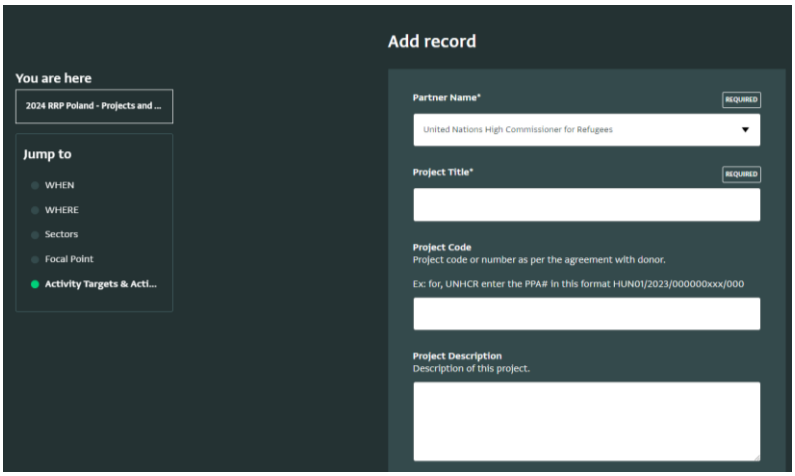
- Main record – **Project details**

General Project's information

a. ***Project Title*** – Provide the name of the Project. In case you are going to implement more than one project, a new record/s needs to be added.

b. ***Project Code*** - Include the project code/number as per the agreement with the donor.

c. ***Project Description*** – add the description of this project: do not exceed 500 words.

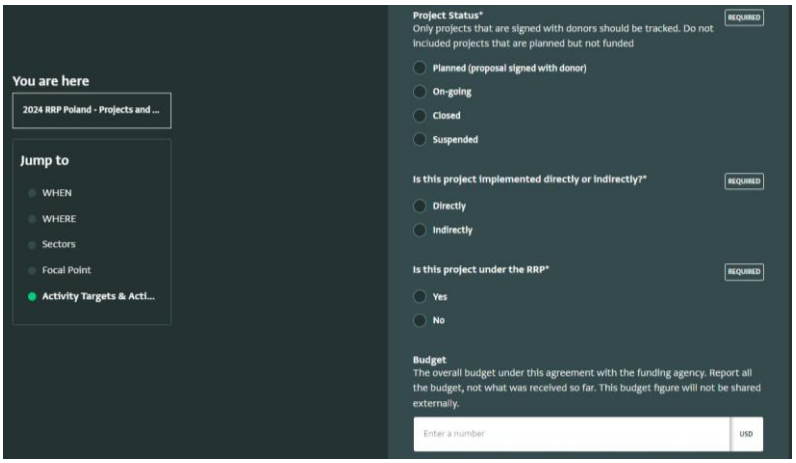


d. ***Project Status*** –Only project/s signed with donors should be tracked. DO NOT include projects that are planned but not funded.

e. ***Is this project implemented directly or indirectly?*** Indicate whether the project is being implemented directly or outsourced. If the latter, select the implementing partner (IP). If **your IP is not listed, contact us**.

f. ***Is this project under the RRP?*** – Select **yes** if you are the RRP appealing partner and this project was submitted for the RRP 2025-2026. Select **no** if:
   1. you are the non-RRP partner
   2. you are the RRP partner, but this project wasn't submitted as part of the project proposal.

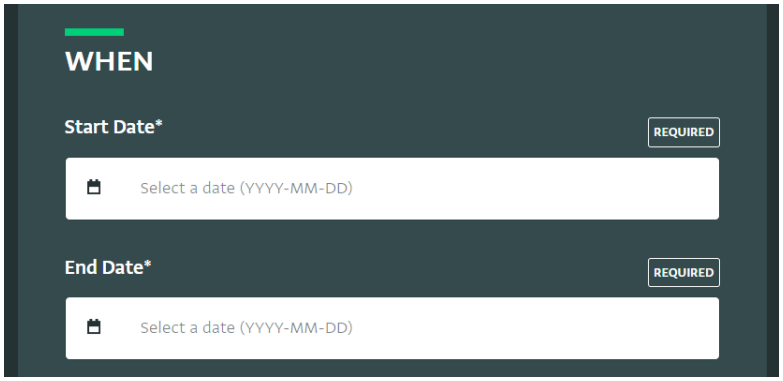
g. ***Project's budget*** – Include the total budget under this agreement.



➢ Main record – **WHEN**

Project's duration

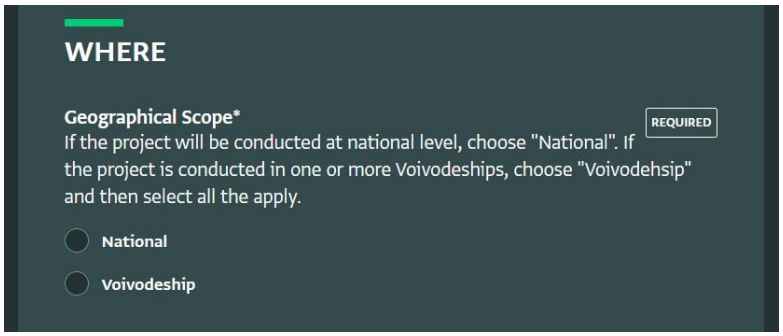
h. ***Project's length*** –Provide the project's timeframe.



➢ Main record – **WHERE**

Project's geographical coverage

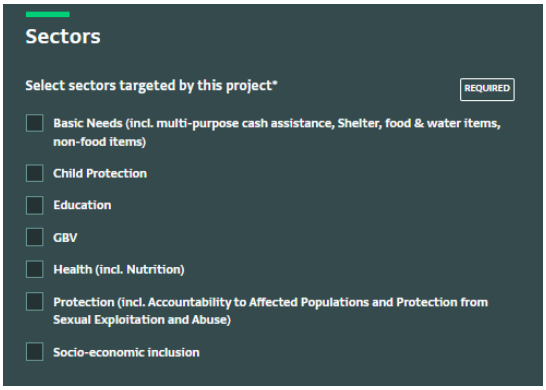
i. ***Project's location*** – provide the location of the project.



➢ Main record – **SECTORS**

Project's sector/s thematic areas

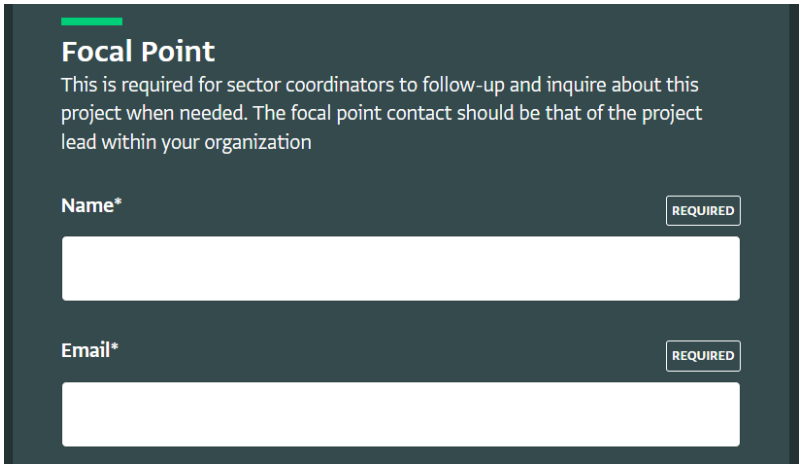
j. ***Sectors*** – Select the project's relevant sectors.



➢ Main record – **Focal Point**

Project's Focal Point

k. ***Project's Focal Point*** – Include the contact information.



➢ Main record – **Sub-forms**

Project's Activity Targets / Activity Reporting / Narrative Reporting

l. ***Project's Activity Targets*** – main record contains 3 sub-forms:

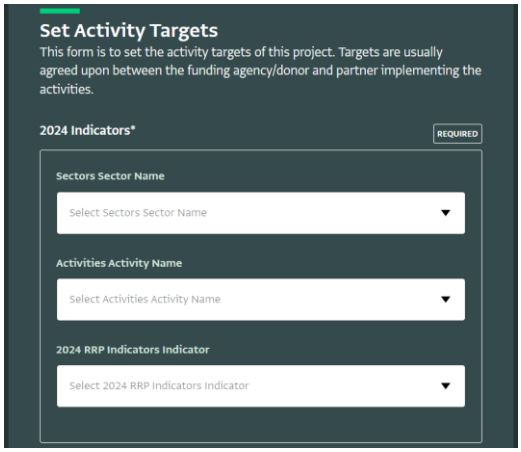
1. ***Activity Targets*** – Set a target for the project.

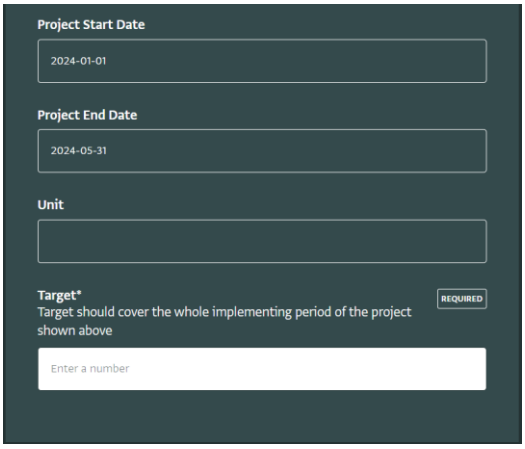
2. ***Activities Reporting*** – Report achievements quarterly.

3. ***Narrative Reporting*** – Reply to questions and if any, provide good practices and achievements.

Project's Activity Targets (1)

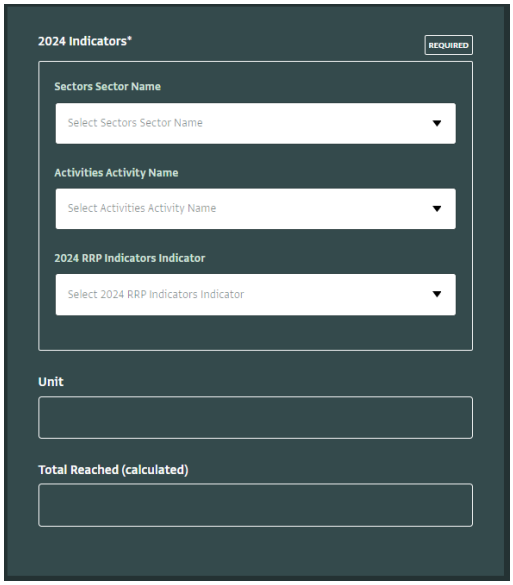
m. ***Project's Activity Targets*** – Set targets in accordance with the 2025&2026 RRP Results Framework.





Project's Activities Reporting (2)

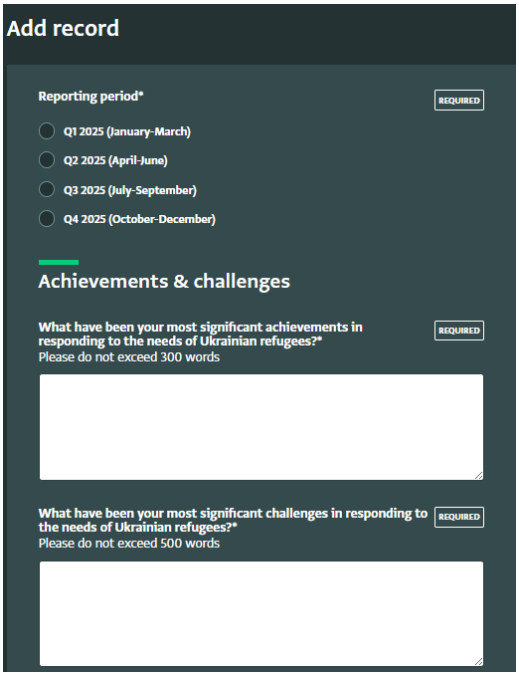
n. ***Activity Reporting*** – provide achieved results against set indicators. Do remember that each indicator might require certain level of disaggregation.



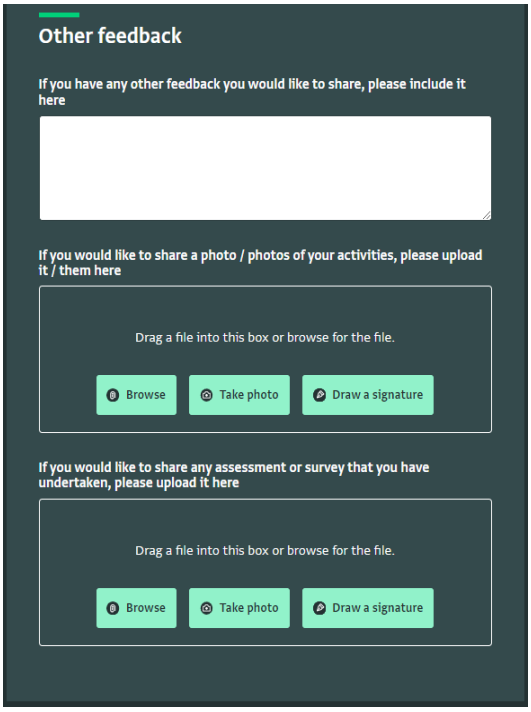
Project's Narrative Reporting (3)

o. ***Narrative Reporting*** – provide answers to following questions:

- *What have been your most significant achievements in responding to the needs of Ukrainian refugees?*
- *What have been your most significant challenges in responding to the needs of Ukrainian refugees?*



p. If possible, also share photos, assessments or surveys.



For each project, repeat the steps (section iii).

iv. Editing/Removing a Record

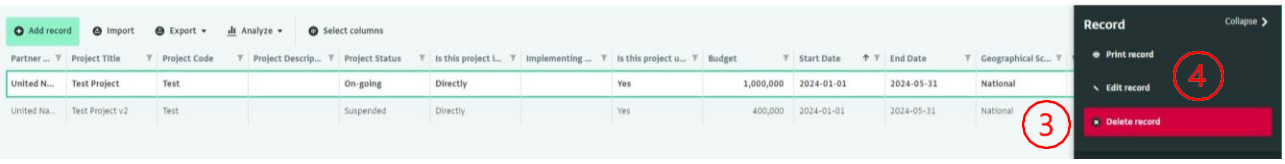
The record or sub-record you have submitted can be edited later. To edit a record, go to your organization's list of records, either financial reporting or activity reporting.

(1.) Select the record you want to edit.

(2.) On the right side of the screen a window opens. This window allows to scroll through the details of the selected record.

(3.) You can choose "Delete record" to completely erase this record.

(4.) Clicking on "Edit record" allows you to open the form where you can adjust all elements of the record.



v. Batch Upload via Excel Template

Activity Info allows to upload multiple records without filling out a form for each of the records manually, this might be especially useful during activity reporting exercise. This system is based on the structure of the form and follows the following steps:

Enter Data in Excel Table, ensure that names of each column are the same like in Activity Info:

- All required fields MUST be filled out in accordance with required level of disaggregation at the 2025&2026 RRP Results Framework (e. g. age groups and gender, location, population group, unit, out of total how many have disabilities.)
- Make sure to put quantities in the exact type of unit that corresponds to the indicator selected.

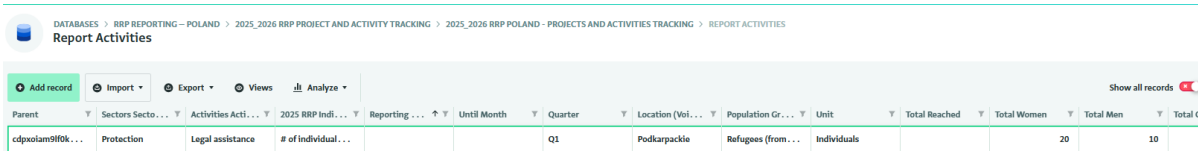
Select all entries in the excel table that you want to upload (Ensure that the headers of the columns are also selected):

Parent ID	Sectors Sector Name	Activities Activity Name	2025 RRP Indicators Indicator	Reporting Montl	Until Month	Quarter	Location (Voivodeship) Voivodeship	Population Groups Unit	Total Reached	Total Wome	Total Mer	Total Girls	Total Boys	Total Children	Total Adults	Total Older Perso
cdpxoiam Protection		Legal assistance	# of individuals provided with individual legal counseling			Q1	Podkarpackie	Refugees (from Uk Individuals		20	10	40	30			

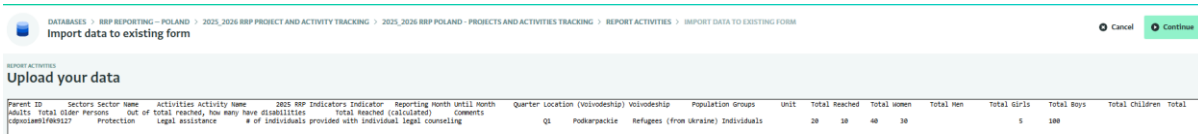
Copy selection (CTRL+C)

Open Activity Info and go to the list of activity related records where you want to add new entries

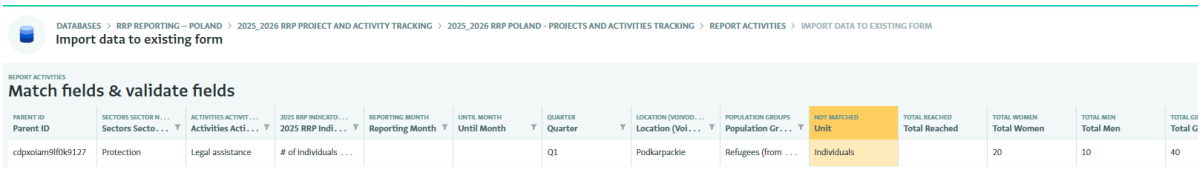
Click on “Import”



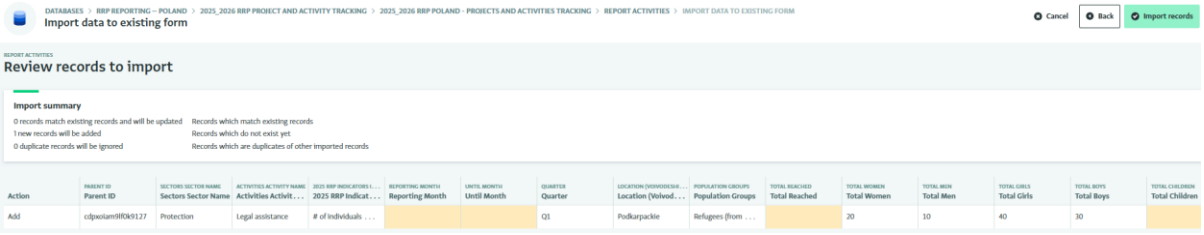
In the next window click in the open space and paste your data (CTRL+V).



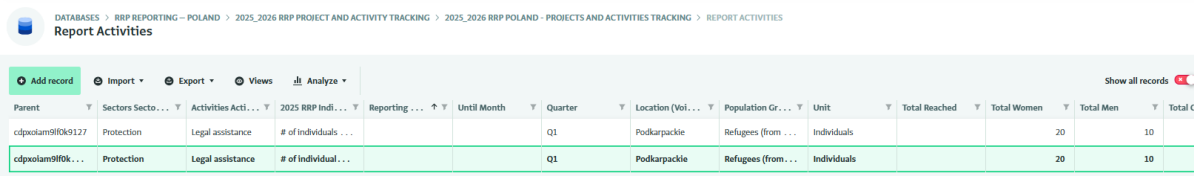
When you click now on “Continue” Activity Info fits the data you submitted into the structure of an activity record.



In the next screen all imported data is shown in the columns of the database. Cells in red signify that no data is available. Click “Import record”.



You are now back in the list-view of the records you have submitted. The two new records have been added to the list.



5. Reporting and Training Schedule

Reporting on activities should be finished in accordance with below schedule. This quarterly reporting allows for an overview of the advancements of the response, timely RRP partners project's monitoring and for efficient coordination by the sectors.

Calendar on Activities reporting

Quarter	Deadlines on reporting
Q1	23 Apr (Wednesday)
Q2	18 Jul (Friday)
Q3	17 Oct (Friday)
Q4 (End of Year)	23 Jan 2026 (Friday)

Calendar on Financial reporting

Quarter	Deadlines on reporting
Q1	23 Apr (Wednesday)
Q2	18 Jul (Friday)
Q3	17 Oct (Friday)
Q4 (End of Year)	23 Jan 2026 (Friday)

6. Annexes

i. Reported information flow

UNHCR – Poland, Warsaw

April 2025

ii. Activity Reporting tool structure

iii. Results Framework

The complete Results Framework is available here (Definition / Description to be added to every indicator soon)

7. Contact details

Konrad Rahal Linkewitsch, Inter-Agency Coordination Officer, linkewit@unhcr.org

Ilia Markowski, Information Management Associate, markowsk@unhcr.org

General RRP support, polwarrp@unhcr.org