Regional Refugee Response
for the Ukraine Situation

POLAND:

ACTIVITY INFO

REPORTING MODULE

STEP BY STEP GUIDE

This document details the steps required for all Poland RRP partners (and non-RRP partners who are/will conduct activities) to report their activities against the RRP indicators. For any clarification, please contact your respective sector coordinator and UNHCR IM Unit (polwarrpsupport@unhcr.org)

Regional Refugee Response for the Ukraine Situation

1) Introduction

A results framework has been established to track the performance of the 2022 Poland Refugee Response Plan (RRP) against indicators and to ensure progress against the targets set by partners at the start of the planning process (Annex 1). The goal of deploying a tracking framework is to ensure transparency and accountability, and to avoid duplication. It informs program monitoring and allows for the coordination of RRP implementation, as well as informing the respective government and donors about the humanitarian activities that are happening in Poland. The information can be used to inform planning for the future and to re-adjust the response as gaps are identified.

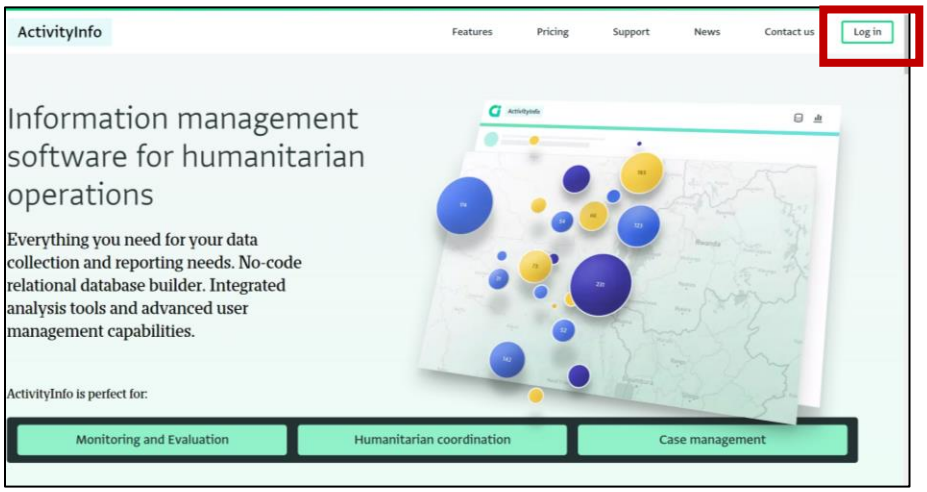
The reporting tool that can be used to track the performance of the RRP is ActivityInfo. ActivityInfo is an open-source software for data collection and reporting, which works both online and offline. It is secure, flexible, and offers a user-friendly information management system that is ideal for collaboration on data collection and reporting. It is web-based and optimized for reporting on activities that are geographically dispersed and implemented by multiple partner organizations. UNHCR will provide access to this software for all partners in the response.

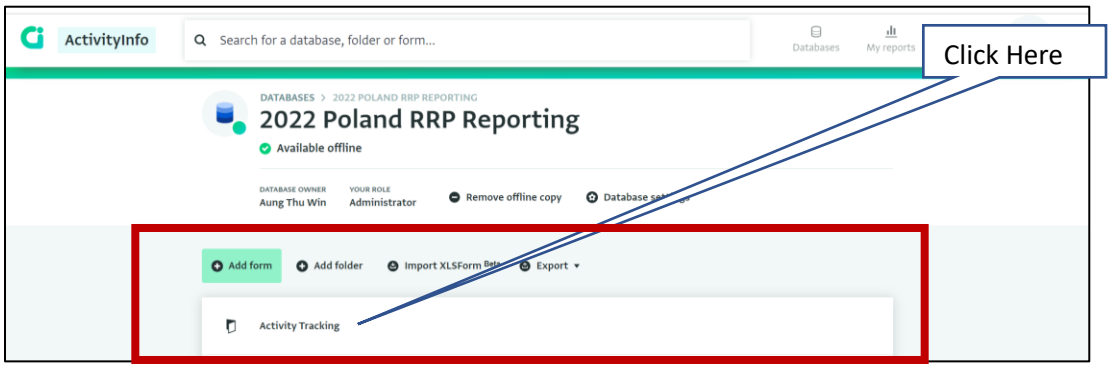
Sector coordinators and UNHCR will regularly reach out to RRP partners to ensure that information is reported monthly by partners. Reporting against the indicators from the RRP results framework is a requirement for all RRP partners (this includes implementing partners of UN agencies).

Non RRP partners are equally invited to report their activities in ActivityInfo in order to ensure the coordination as well as visibility of the totality of the response. All data collected will be published in Online (Dashboard) as well as offline (PDF reports) products and contribute to a ensure accountability towards the public as well as to inform the Government of Poland and donors about progress made and the contributions of all agencies.

2) Steps to enter a record in the ActivityInfo database

To access the platform, type the following url: www.activityinfo.org and enter login information (your e-mail and password). If you have not been invited to report please e-mail polwarrpsupport@unhcr.org to request access.





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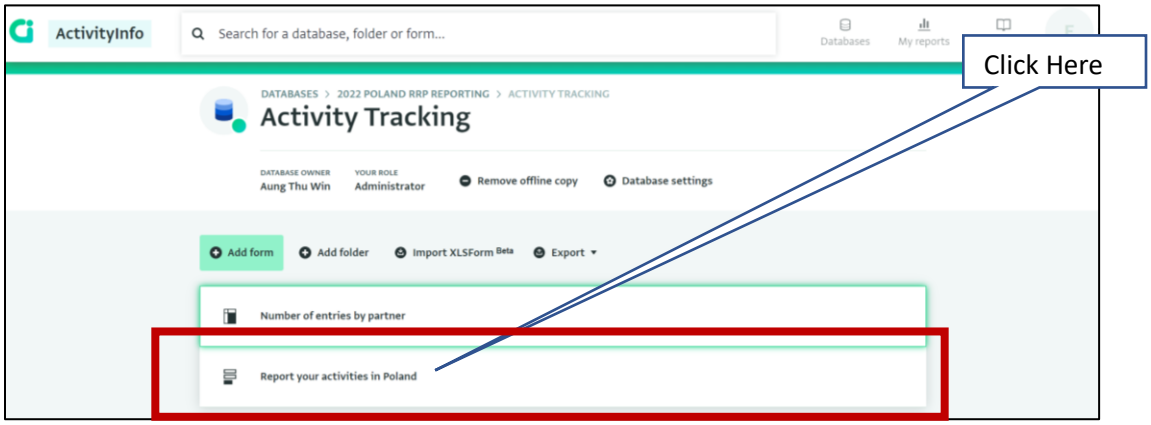
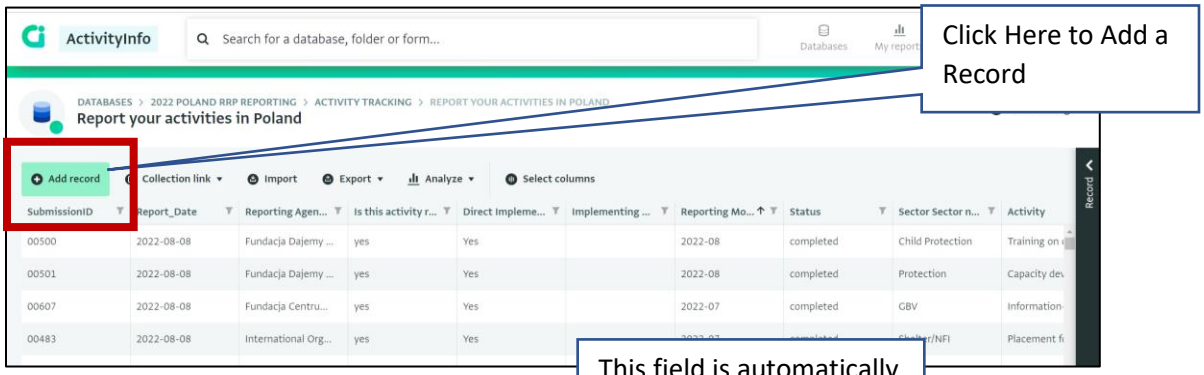
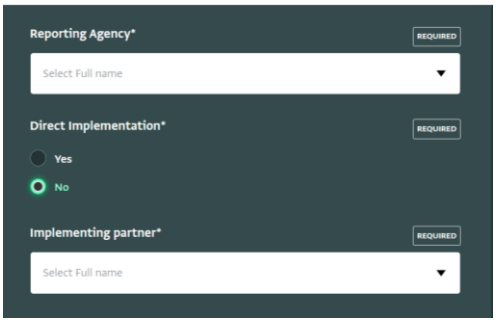




This field is automatically generated. Please do not enter information here.

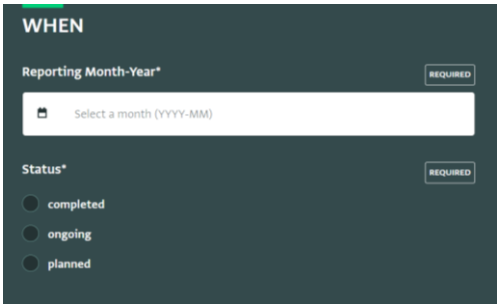
Enter **WHO** you are as a reporting agency. If your agency is directly conducting the activity you are reporting on, select 'yes' for 'direct implementation.'



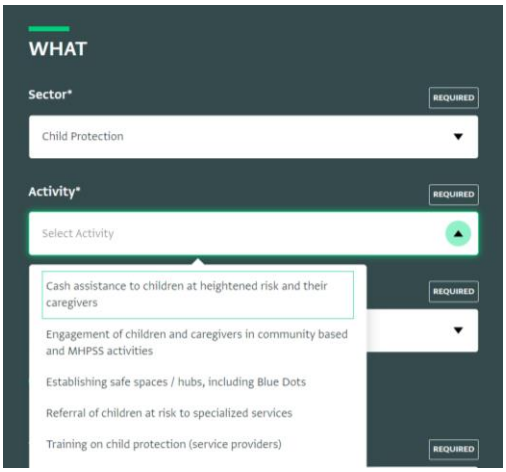
If you are reporting on behalf of an organization who is conducting the activities with funding from your organization (e.g. UNICEF is reporting on behalf of an organization they are funding), select 'no' for direct implementation and then you will be asked for the name of the implementing partner.

**If your organization is not in the drop-down list please e-mail: polwarrpsupport@unhcr.org*

Enter **WHEN** these activities took place. Report the year (2022) and month (xx) during which the activities took place. If this is the last month that these activities took place, select the status as 'completed.' If these activities will be happening for the next month/s, select 'ongoing.' You can also report planned activities.



Enter **WHAT** kind of activity you are reporting. First, select the sector (using the drop-down) that corresponds to your activity. This must be done first so you can select the relevant activity and the corresponding indicator for that activity (figure 1). Once you select the activity you are reporting for, the associated indicator for that activity will appear (figure 2).



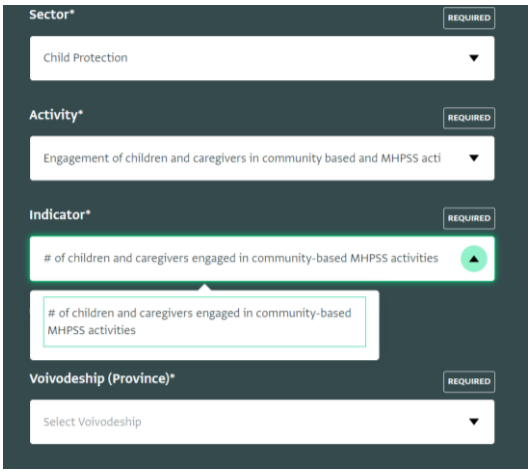
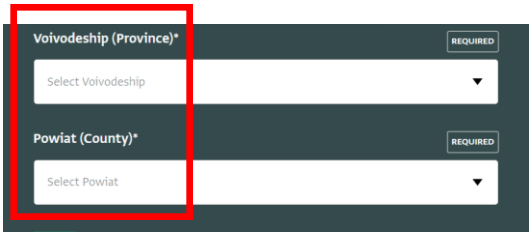
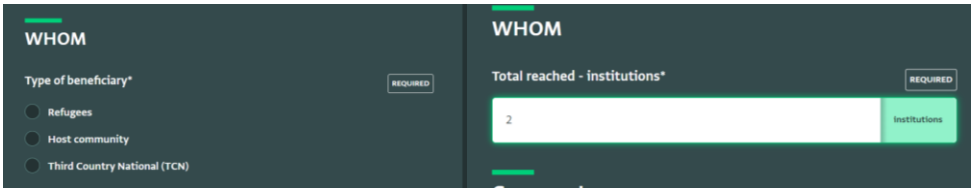


Figure 1 *Figure 2*

Enter **WHERE** this activity took place. Please enter the Powiat that corresponds to the Voivodeship. A resource to use to quickly find the corresponding Powiat per Voivodeship can be found here: [Power BI Dashboard]



Enter **WHOM** is benefitting from the activity (Ukrainians=refugees, Host Community=members of the Polish community or TCNs= people from other countries who had to leave Ukraine as a result of the crisis). The 'WHOM' can also be institution, depending on the indicator you are reporting (e.g. shelter reports on the number of collective sites improved in one month).

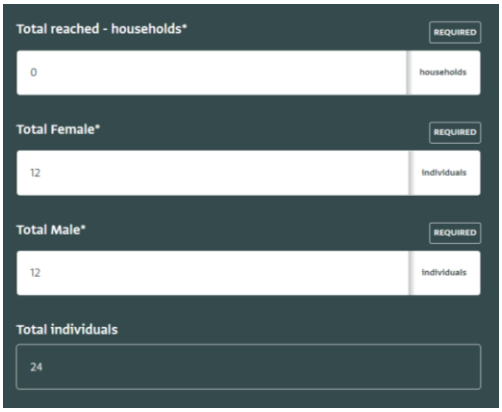


If you are entering the number of institutions reached (remember just for the reporting month), you will stop here. No more information is required. Make sure you save your record.

However, if you are reporting individuals, it is required to disaggregate the number of females and males reached (the total male+female will calculate automatically). If you do not know the number of males and females, you can make a reasonable estimate and leave a note in the comment section justifying your estimate (e.g. we know that approximately 90% of Ukrainian refugees are female, so you can you can take 90% of your total individuals and enter those as the number of females reached). Please include that your disaggregation is an estimate in the comment section.

If you can provide the ages of males and females, please include the breakdown by age. If you are not reporting on households, please enter '0' since households is a mandatory field.

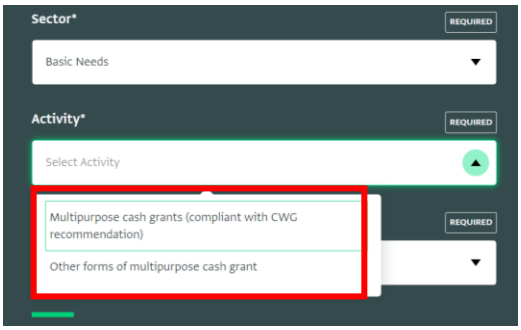
NOTE: The number you are entering (whether for institutions, individuals, or service providers) is only for **the month you are reporting**. Do not add up numbers from previous months and enter the total for one month.



If you are conducting trainings for the same people over the course of several months (e.g. providing language courses for the same 150 people over 3 months), please divide the total by the number of months. Since 150 people/3 months = 50. Report 50 people per month (and make sure the last month of the activity is marked as a completed activity). This will ensure that there is no double counting. Do not report 150 people for each month over the course of three months.

Reporting for Cash Distribution

When reporting a multipurpose cash grant, select 'Basic Needs' sector. Then select if it is a multipurpose cash grant that is compliant with the Cash Working Group recommendations or if it is a cash grant that is not compliant with CWG recommendations.



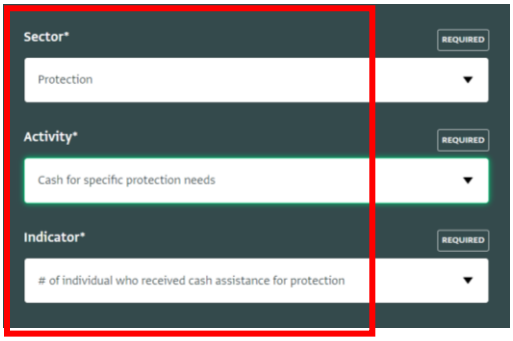
If your organization is distributing cash for specific needs (food, rent, caregivers for children who are at a heightened risk, or specific protection needs) you will select the relevant sector first and then the activity.

Protection Sector= Cash for specific protection needs

Child Protection Sub-Sector= Cash assistance to children at heightened risk and their caregivers

Food Sector= Cash for Food

Shelter Sector=Cash for Rent



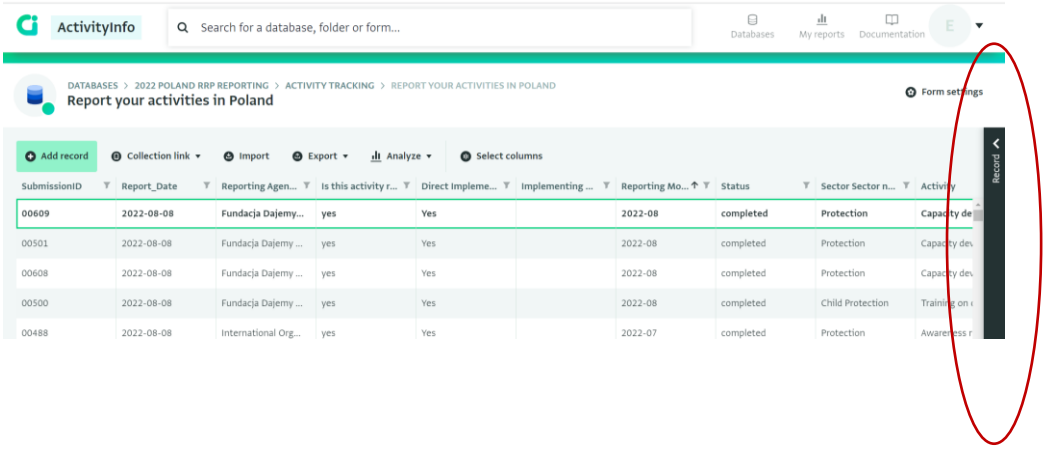
The total amount of cash disbursed is recorded in zlty. In this field, you will indicate the amount of cash that has been committed (or "blocked") for the duration of the cash distribution. The reporting month will be the first month that the distribution took place. The duration can be monthly, a lumpsum, or another distribution frequency. You will indicate any new enrollments (individuals) for the reporting month. The status will be marked as ongoing.

Once the cash distribution in the reported location finishes, the reporting partner will review the data entry and change the status of the cash distribution from 'ongoing' to 'complete.' Ensuring that the last month of the distribution is marked as 'completed.' The partner may also need to revise the 'total amount of cash disbursed.'

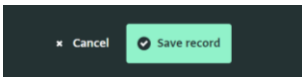
*When initially reporting your cash distribution, you are reporting on the amount committed for the entire duration of the grant. Once the cash distribution finishes, the partner will revise this amount to reflect the final amount of what was disbursed.

3) How to Edit a Record

The record to edit needs to be selected. After finding and selecting the record that needs to be edited, click on the black bar to expand.



Select 'edit record' and scroll to the data point that needs to be edited. Make sure you save after editing the record.



Reporting is done monthly and covers all activities implemented during the previous month, the "reporting period").

The deadline for reporting each month is the 10th for the previous month's activities. Example= Activities conducted in November need to be reported by the 10th of December.

If you have any question or are not sure how to report your activities please contact your sector coordinator (listed in Annex 1) and cc: polwarrpsupport@unhcr.org.

Regional Refugee Response for the Ukraine Situation

Annex 1: Sector Coordinator Contacts:

Basic Needs & Economic Inclusion	Shkelqim Shehu	shehu@unhcr.org	Sector Coordinator
Basic Needs & Economic Inclusion	Diogo Cabral	cabrald@unhcr.org	Sector Coordinator
Education	Magdalena Woźniak-Frymus	mwozniak@unicef.org	Sector Coordinator
Health	Silvia Gatscher	sgatscher@who.int	Sector Coordinator
Health	Anna Kavouras	kavourasa@who.int	Sector Coordinator
Health	Merkur Beqiri	beqiri@who.int	Information Manager
Logistics	Khorramshahr Jamil	jamilk@unhcr.org	Sector Coordinator
Protection	Lorena Isla Rodriguez	isla@unhcr.org	Sector Coordinator
Protection	Daniel Witko	daniel.witko@hfhr.pl	Sector Coordinator
Shelter	Alicja Szczutowska	aszczutowska@habitat.pl	Sector Coordinator
Shelter	Spyridon Livas	spyridon@unhcr.org	Sector Coordinator
Child Protection	Renata Szredzinska	renata.szredzinska@fdds.pl	Sector Coordinator
Child Protection	Van Chi Pham	vcpham@unicef.org	Sector Coordinator
Child Protection	Veronique Njo	njo@unhcr.org	Sector Coordinator
GBV	Urszula Nowakowska	urszula.nowakowska@cpk.org.pl	Sector Coordinator
GBV	Malgorzata Wasiukiewicz-Rogulska	malgorzata.rogulska@cpk.org.pl	Sector Coordinator
GBV	Lorett Jesudoss	jesudoss@unhcr.org	Sector Coordinator
Accountability to Affected People (AAP)	Irina Isomova	isomova@unhcr.org	Sector Coordinator
Counter-Trafficking	Pawel Barabasz	pbarabasz@iom.int	Sector Coordinator
Counter-Trafficking	Natalie Payne	npayne@iom.int	Sector Coordinator
CBI (Cash Technical)	Mirjam Burman	burman@unhcr.org	Sector Coordinator
CBI (Cash Technical)	Barrie Hebb	barrie.hebb@pah.org.pl	Sector Coordinator
CBI(Cash De-Duplication)	Eric Kiruhura	eric_kiruhura@wvi.org	Sector Coordinator
CBI(Cash De-Duplication)	Rashid Khasanov	khasanov@unhcr.org	Sector Coordinator

Mental Health & Psychosocial Support (MHPSS)	Anna Depukat, Olga Khan, Ganna Goloktionova,	mhpsstwg.poland@gmail.com	Sector Coordinator
Mental Health & Psychosocial Support (MHPSS)	Karolina Fabierkiewicz	fabirkie@unhcr.org	
PSEA	Irene Berenice Coello	coello@unhcr.org	Sector Coordinator
PSEA	Dennis Amukambwa, Plan International -	dennis.amukambwa@plan.de	Sector Coordinator
Third- Country Nationals	Natalie Payne	npayne@iom.int	Sector Coordinator
Third- Country Nationals	Emilia Piechowska	epiechowska@iom.int	Sector Coordinator
NGO Forum	Joanna Kucharczyk - Jurgielewicz (temporary Agata Czarniawska -	agata.czarniawska@pah.org.pl	Sector Coordinator

Regional Refugee Response for the Ukraine Situation

Annex 2: Results framework

#	Sector / sub-sector / WG	Activity	Indicator
	select one	*select one*	*automatic*
1	Basic Needs	Multipurpose cash grants	# of individual who received multipurpose cash grant
2	Child Protection	Establishing safe spaces / hubs, including Blue Dots	# of Safe Spaces/hubs established, including Blue Dots
		Training on child protection (service providers)	# of service providers, including government stakeholders, NGOs, INGOs and volunteers and other community members trained on child protection
		Cash assistance to children at heightened risk and their caregivers	# of children at heightened risk, and their care givers, benefitted from cash assistance
		Engagement of children and caregivers in community based and MHPSS activities	# of children and caregivers engaged in community-based MHPSS activities
		Referral of children at risk to specialized services	# of children at risk (including UASC) identified and referred to specialized services
3	Education	Trainings for education personnel	# of education personnel trained-will send for better language
		Language courses	# individuals supported with language courses
		Educational materials for children (learning supplies)	# children who receiving from learning materials
		Support to schools and other education institutions	# of schools/ learning spaces rehabilitated to ensure access to safe learning environments (e.g., WASH, disability access, expand desk space etc.)
		Access to education	# of children accessing learning opportunities including pre-primary education (formal & non-formal)
4	Food	Meals provision at border, reception and transit sites	# individuals benefitted from the meals provided at border, reception and transit sites
		Cash for food (	# individuals benefitting from the cash for food grants
5	GBV	upcoming replies	# of women and girls attending structured PSS and life skills sessions in a women's and girl's safe space (WGSS)
		Information-sharing on GBV	# of refugees targeted with information-sharing activities on GBV at the onset of an emergency

		Training on GBV prevention and response	# of trained participants who increased their GBV knowledge and skills on prevention and response
6	Health	MHPSS support	# of individuals benefitting from MHPSS sessions
		Provision of information on the access to health services	# of individuals provided with information on how to access health services
		Outbreak prevention and response - poliomyelitis	# Ukrainian refugee Children vaccinated against Poliomyelitis
		Capacity building of health professionals staff	# Health care workers participating in capacity building events held by partners related to the UA emergency
		Outbreak prevention and response - measles	# Ukrainian Children vaccinated against Measles-containing-vaccine first-dose (MCV1)
7	Protection	Cash - protection	# of individual who received cash assistance for protection
		Psychosocial support	# individuals accessing MHPSS services
		Awareness raising among refugees on rights and services available	# individuals receiving information on services and refugees' rights in a relevant language
		Legal assistance	# individuals receiving individual legal assistance support
		Targeted protection assistance to persons with specific needs	# persons with specific needs receiving targeted protection support
		Capacity development on protection for volunteers, partners and authorities	# staff / volunteers / representatives of authorities trained on protection
8	Shelter/NFI	Placement for individual accommodation	# individuals placed in individual accommodation (host or rental)
		Support with NFIs to the collective sites	# collective sites supported with essential NFIs
		Provision of NFIs	# individuals provided with NFIs
		Improvements to the collective sites (wash, heating, separations etc.)	# collective sites improved to provide adequate conditions for emergency accommodation
		Cash for rent	# individuals supported with cash for rent
9	WASH	MHM kits provision	# individuals benefitting from MHM kits provision
		Emergency WASH support to transit and other collective sites (latrines, showers, including maintenance)	# collective sites supported with emergency WASH

		Waste management at the transit and reception sites	# facilities supported with waste management services
		Hygiene kits provision	# individuals benefitting from hygiene kits provision
10	PSEA	Training PSEA (UNHCR reports):TBC	# of staff & refugees & gov't officials & volunteers trained