**1.7  Information Management**

**Day 1:  16:30-17:15 (45 minutes)**

***Note:*** *Ideally the INFORMATION MANAGEMENT presentation should be given jointly with a CO speaker, for example from an IM specialist with practical examples of products and reporting schedule for the Country of delivery.*

**Session Purpose:**

**Learning Objectives:**

By the end of this session, participants will be able to:

* Describe the importance of Information Management in cluster coordination
* Familiarise with the Nutrition cluster IM tools, common IM platforms and products and practice accessing them.
* Explore country-specific IM products and reporting schedules

**Outline of the Session**:

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| **Topic** | **Time** | **Guidance notes for facilitator** |
| Basics on IM for NC and partners | 5’ | * Slides presentation including examples of IM.
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| Local IM products presentation (if available)  | 15’ | * Presentation by local IMO on relevant IM products, their uses and schedule
 |
| Group Work: Information Management | 20’ | * Use the IM toolkit to locate tools relevant to their work
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**Session Materials:**

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| --- | --- | --- |
| **General** | **HO=Handouts (1 per person) and** **R =Resources (copy per instructions)** | **Electronic References** |
| * PowerPoint presentation
* Flipcharts
* Markers
* 1 participant with a laptop at each table
* Internet connection or 1 USB/group with NC Information Toolkit on it.
 | * 1.7 HO IM Exercise
 | * Nutrition Cluster IM Toolkit
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**Note to Facilitators**: Early in the day establish that a few people have laptops available and internet connection/or USB with the IM Toolkit on it for the final exercise in this session.

**Facilitator Notes**:

**Basics on IM for NC and partners (5 minutes)**

* Briefly explain the role of Information Management in supporting evidence-based cluster decision-making, and how partners contributing through common approaches to collecting, analysing and interpreting data helps improve quality, effectiveness and accountability of overall response interventions. This is an important point, as IM is often associated with the IM products, and not on how those products can be adapted or used to support operational and strategic decision-making.
* Present slides going through the purpose of IM, roles and responsibilities highlighting the importance of CC and IMO working together at key points in the program cycle to ensure, accurate, realistic and effective use of data.
* Present the slide on the role of IM in AAP. The facilitator can ask participants to consider ways where the views and opinions of affected people can enhance the quality of the information provided, or help contextualise needs and selected intervention strategies.

**Local presentation of IM products and schedule (15 minutes)**

* If you have a local presenter who can go through the products from the area, ask them to do this here, highlighting routine and ad hoc products, challenges and ways the cluster coordinator and partners can assist and make the best use of the IMO function. Try to keep the products to 4-5 max.
* Ask them to highlight the reporting schedule and allow time for questions.

IM Toolkit

* Introduce the slide on the IM toolkit.
* Note that the IM toolkit is divided into sections based on the HPC + a general folder for things like meeting management tools. To show the group how to navigate the toolkit choose a component of the HPC (maybe ask the group to select one) and work through the tools within it. Note the search function and show them how to use this to locate information when they are not sure where it would be e.g. IMO TOR. Highlight that these tools are there to help them and prevent them from having to reinvent templates themselves. Present the IM checklist as the overview of all the IM elements a CO needs to consider and evidence of good practice.
* In particular, stress that the NC collectively should determine how they can use existing IM tools to better strengthen their engagement with affected people, and to gather, analyse and respond to feedback from them.
* With the toolkit introduce the Indicators registry and use the slides to go through what is included. Note they will explore indicators more on day 5 in monitoring.

**Group Work: Information Management Toolkit – 15 minutes +5 min debrief (total 20 minutes)**

* For the Group Work on the Information Management Toolkit, ask participants to open their computers and present the slide with the Group Work:

Information Management Toolkit

Explore the toolkit and answer a question:

What tools would be useful for your work at the sub-national level?

Below are some possible responses linked to specific tasks, but no answers are wrong!

|  |  |
| --- | --- |
| Presenting and sharing priorities with partners | * Key datasets
* Survey database
* 3-4W
* Gap analysis
* Dashboard/Map templates
* Partner reporting tool
* Capacity mapping tool
* M&E Framework
 |
| Sharing priorities with donors | * Survey database;
* 3-4W
* Gap analysis
* Dashboard/Map templates
* Partner reporting tool
* Capacity mapping tool
* Financial Tracking tool
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| Tracking the distribution of infant formulas | * BMS Tracking Tool
* Partners reporting tool
	+ - 3-4 W
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| Preparing for an NC meeting | * Minutes template
* Agenda template
* 3-4 W template
* Contact template
* Partner reporting tool
* HRP tips
* ToRs
 |
| Advising a new partner on where to implement activities | * 3-4 W template
* Capacity mapping tool
* Partner reporting tool
* HRP tips
* Gap analysis tool
* Indicator registry
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**Key Messages:**

* Information management supports every stage of the humanitarian programme cycle.
* It improves effectiveness and accountability
* The GNC website provides IM templates and guidance on structure and content of a country nutrition cluster website
* The NCC, partners and IM officer have all specific roles in IM
* If used effectively, IM tools and products can support more effective and accountable collective responses