[The Information Management Officer/Specialist Handover Report is meant to facilitate a smooth handover/transition of IM process, activities and functions from one person to another. The aim of the handover report is to document and share everything that has been put in place on IM, this could include information that has been gathered, how it is being processed, stored, analysed and shared as well as where it can be found. The IM handover report should also include an analysis of the response to date, highlighting any main gaps, strengths, lessons learnt and recommended next steps. It is recommended that as much as possible the handover report should follow the structure and information in the IM checklist]

Information Management Officer/Specialist Handover Report

**Name**:

**Official Title**: Nutrition Information Management Officer

**Supervisor’s name**:

**Date started**:

**End Date**:

**Date report submitted**:

**Contents**

[1. Overview of the main tasks 2](#_Toc434849447)

[2. Background 2](#_Toc434849448)

[3. Nutrition Cluster Structure 2](#_Toc434849449)

[4. Handover documents 2](#_Toc434849450)

[5. Description of IM processes and tools 3](#_Toc434849451)

[6. Who does What When regarding IM 3](#_Toc434849452)

[8. Nutrition Cluster links with other Clusters/Government Agencies 4](#_Toc434849456)

[9. Lessons learned: challenges, constraints 4](#_Toc434849457)

[10. Follow-up action and next steps 4](#_Toc434849458)

[11. Recommendations 4](#_Toc434849459)

# **Overview of the main tasks**

Please include a bullet point summary of the main Information Management Officer (IMO) tasks as detailed in the ToR and expected outputs.

# **Background**

Please provide a brief overview of the context, the emergency and the nutrition cluster response (date when country was clusterized, # of affected people, # of clusters activated and which clusters, brief overview of the nutrition cluster/sector needs, resources and gaps).

# **Nutrition Cluster Structure**

Specifically, include information on the nutrition coordination mechanism/structure (government leadership or co-leadership for nutrition response coordination, national nutrition policy/strategy, cluster lead and/or co-lead agencies, # of cluster/sector partners, # of sub-national clusters, number and contact details of staff in cluster both at national and sub-national levels, the various technical working groups (TWGs) and taskforces and their chairs. How is the national information management system structured; how the IM tasks are allocated/shared among the government, partners and cluster lead agency (CLA), if the CLA Nutrition Section/Programme have a dedicated IMO, and if yes, what is his/her role vis-à-vis cluster/sector IMO. Include diagrams/maps to aid the description of the Nutrition Cluster structure and reporting lines and accountability within the cluster system. Include frequency of all cluster meetings (Cluster and TWG).

# **Handover documents**

Please include a comprehensive list of all cluster IM documents and tools, detailing the folder/document name, content of the folder, and link to website/shared drives where the document is stored; the frequency of documents updates; with whom the documents are shared (partners/CLA/OCHA); mode and frequency of sharing documents (email, hardcopy, etc.). Note that it is highly recommended to store the documents on the shared drives and on a CD/hard drive/flash disk as backup. The table below shows how you can present this information. Please note that it contains only a few examples and not an exhaustive list of all IM products.

| *Folder* | *Content* | *Link to shared drives/website/folder* | *Comments* |
| --- | --- | --- | --- |
| 3/4/5W | 3/4/5W templates, reports and master documents |  |  |
| Assessments and surveys | Assessment tools and reports of nutrition surveys and assessments. Include Survey/Assessment database |  |  |
| Cluster Trainings | Presentations and related documents for the trainings on Cluster approach, humanitarian programme cycle, IM and any other cluster trainings |  |  |
| Contact list | Contact and mailing lists |  |  |
| Dissemination – Communication | Any information outputs that were created (statistic overviews, graphs, dashboards, maps, bulletins, etc.) |  |  |
| Intercluster and cross cutting | Include all documents related to intercluster and cross cutting issues |  |  |
| Maps | Map documents, layers and output used for mapping |  |  |
| Monitoring and Evaluations | All documents relating to monitoring , including cluster coordination performance monitoring. Cluster monitoring framework |  |  |
| Partners | Output created on members, partners and observers in the Nutrition Cluster |  |  |
| Photos | All cluster relevant photos |  |  |
| Reporting | Nutrition cluster database and all reports including |  |  |
| Strategic documents | All documents related to strategic planning, HRP,HNO, SRF, flash appeal, etc |  |  |

# **Description of IM processes and tools**

Please include detailed description of each IM process and tool including its history/development background, function, how it works, users, tool limitations, and possible areas of improvement/recommendations. Include source of inputs and how frequently reports should be produced, whom to send them to. Include any follow-up actions (pending or required).

Include screenshots and detailed step by step processes to assist future users. Always include PASSWORDS and USERNAMES and links to where tools can be found.

# **Who does What When regarding IM**

Please provide a summary overview of all IM activities detailing who does what and when at both national and sub-national levels. The table below provides example of how this could be organised.

|  |  |  |
| --- | --- | --- |
| *Who* | *What* | *When* |
| IM National Level | | |
| IMO |  |  |
| NCC |  |  |
| Nutrition Cluster Partners\* |  |  |
| IM Subnational Level | | |
| IMO |  |  |
| NCC |  |  |
| Nutrition Cluster Partners\* |  |  |

\* In a situation where NGOs who have agreements with UNICEF or WFP for implementation of SAM or MAM programme respectively and report directly to those two UN agencies, indicate how the cluster receives this information. Note, that where possible always advocate for streamlining the reporting system and indicate this in the handover report.

1. **Administrative Procedures**

Include a detailed description of all administrative procedures needed to be completed in order to enable the incoming IMO have information on the necessary tools, equipment and rights that will facilitate execution of the Nutrition IMO tasks. The description should include how to access the following:

* e-mail account
* skype account
* shared drives
* humanitarian ID account (http://humanitarian.id/
* CHF/Flash Appeal online resources
* OCHA DropBox
* country/OCHA IM skype group
* software licences information (ArcGIS, Tableau)

# **Nutrition Cluster links with other Clusters/Government Agencies**

Describe the working relationship with other clusters and any inter-cluster activities; including brief overview of joint activities, shared templates, achievements as well as challenges, if any. Is there anything done to improve the Gov’t systems or existing cluster systems/ is there anything done to streamline/mainstream cross-cutting issues (in either Gov’t or cluster systems); Include key contacts addresses. Include immediate follow up actions.

# **Lessons learned: challenges, constraints**

Please include any lessons learnt in term of information management, e.g. availability of assessment reports, ability to receive data from partners in a timely manner. Also include any good practices/ tips that could be given to the incoming IMO in terms of a smooth handover. What obstacles were encountered and how could they be overcome?

# **Follow-up action and next steps**

Please include any follow-up actions and next steps in order of urgency/priority needed. Suggest possible mechanisms that could be used to follow-up on these suggested actions.

# **Recommendations**

Please include recommendations on how to improve the effectiveness of the overall IM processes including capacity requirements to sustain the IM function.