

## **ES/NFI Cluster Training ReportHub**

**Organising Unit(s):** ES/NFI Cluster AFG & IMMAP

**Training date:** 2017 April 09 Sunday

**Training time:** 09:00-16:00

**Venue:** UNHCR Kabul CO Conference Room

### **!! IMPORTANT !!**

Please make sure you bring/have

- your **own laptop** at the Training. Internet and a power source will be provided
- your **Project Details**
- your **Progress Report data [4W] for 2017 January, February and March**

### **Objectives**

The Training will give a hands on experience on the new online ES/NFI Cluster reporting platform ReportHub, developed by IMMAP, to all active ES/NFI Cluster Partner organisations and Regional Cluster Focal Points. Apart from an in detail walk-through of the features, the Cluster Partner Representatives and the Regional Cluster Focal Points will get acquainted with the actual reporting methodology and work-flow through the retroactive step-by-step reporting data input of 2017 January, February and March.

### **Outputs**

The ESNFI Cluster Partner organisations and Regional Cluster Focal Points will be familiarised with the online ES/NFI Cluster reporting platform ReportHub, and will be able to report from 2017 April onwards through ReportHub.

**Agenda:**

**> INTRODUCTION**

Introducing ReportHub & describe the ADVANTAGES it will bring to the reporting WORKFLOW in 2017

**> PROJECT DETAILS**

REGISTERING Cluster Partners as users & complete PROJECT DETAILS to record the 2017 projects in the system

**[Lunch Break]**

**> MONTHLY REPORTS**

Completing the MONTHLY ACTIVITY REPORTS for March & February & January as well as reviewing the INDICATORS in detail

**> STOCK REPORTS**

Completing the MONTHLY STOCK REPORTS for February & January

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