

SNFI SECTOR INFORMATION MANAGEMENT STRATEGY

I. Context

Given the continued insecurity in Syria, the suffering of millions of Syrian people lingers for more than five years now. The need for life-saving support among the affected population continues to increase as more have struggled to survive the effects of persistent and indiscriminate armed attacks. As of September 2015, around 13.5 million people are in need of humanitarian support of which around 4.8 million people are desperate to receive emergency shelter, essential household items and other multi-sectoral assistance as they continue to struggle in hard-to-reach and besieged areas. Many have been trapped in conflict-affected locations and are at constant risk for living in damaged shelters and unfinished buildings. Their degree of resilience and positive coping mechanism have reduced due to the protracted nature of the conflict. Purchasing power and the ability to provide for their basic household needs have decreased due to economic recession that left thousands of Syrian people unemployed and the prospect of accessing essential household items has also declined due to closure of essential service providers. The Humanitarian Needs Overview in 2015 indicates that around 67% of Syrian people have been living in poverty.

This situation has led to high level of dependency on humanitarian support including on the repeated provision of emergency shelter and essential household items as the conflict continues. However, addressing this challenge among humanitarian agencies has never been an easy feat given the limited humanitarian space they are operating within. Widespread insecurity that hampers area physical access, bureaucratic procedures, unpredictable cross line access and restrictive operating environment are some of the variables that contribute to this limitation. This reality has put constraints in the collection of primary, comprehensive and real-time information about the crisis and created a vacuum in trying to understand the real plight of the affected population and anchor every humanitarian intervention based on their needs. This has further led to dependency on secondary data sources as basis for programmatic planning which in most cases are not representative and often based on estimations with high level of subjectivity.

This lack of accurate, complete and credible information of the affected population does not just paralyze the ability of the humanitarian community to respond on a timely and effective manner but also affects the ability¹ of the population in need to claim their rights and entitlements. It is for this reason that this Information Management Strategy has been called for. Each sector comprising the entire Whole of Syria coordination structure is confronted with the challenge to strategize information management that would pave the way to understand ground truth and facilitate an evidence-based decisions. Given the dynamic situation of the crisis where life span of the information is too short, is it just vital for each sector to maintain an information management system/s that could also keep up with the trend. This Information Management Strategy development must be seen as an ongoing and evolving process.

To date, the Shelter and NFI sectors have two international Information Management Officers and are in the process of hiring a local staff to ensure sustainability of any IM initiatives to be set in place. Both shelter and NFI sectors are also working closely with Protection Sector to align key messaging and advocacy efforts.

¹ IDPs can only exercise their rights and claim their entitlements if they do have an enabling environment.

II. Parameters of IM Strategy

To ensure that this Information Management Strategy will not work in silo, the following are considered;

a) 2016 Humanitarian Response Plan

The HRP presented three major strategic objectives that focus on saving lives, alleviation of human suffering, strengthening of protection and building resilience of the affected population;

- i. Support saving lives, alleviate suffering and increase access to humanitarian response for vulnerable people and those with specific need;
- ii. Enhance protection by promoting respect for international law, IHL and HRL through quality principled assistance, services and advocacy;
- iii. Support the resilience of affected local communities, households and individual within the humanitarian response by protecting and restoring livelihoods and enabling access to essential services and rehabilitation of socio – economic infrastructures

b) Shelter Sector Strategy (*which is also in line with the 2016 Strategic Response Plan*)

- i. Provide life-saving and life-sustaining shelter support;
- ii. Promote security of tenure;
- iii. Contribute towards resilience and cohesion of communities and households by improving housing and community / public infrastructure

c) NFI Sector Strategy (*which is also in line with the 2015 and 2016 Strategic Response Plan*)

- i. Provide life-saving and life-sustaining shelter and NFI support to people in need;
- ii. Strengthen resilience of individuals, families, and communities through recovery-promoting and livelihood-strengthening shelter / NFI response;
- iii. Strengthen coordination between all relevant stakeholders to promote cohesion and accountability through adequate and timely delivery of shelter / NFI response;
- iv. Capacity building of actors responding to the humanitarian crisis in Syria, including NGOs, local NGOs, and other stakeholders

d) Sector Information Management Review Findings (*existing and planned, coordinator, sector members*)

- i. Strategy
 1. Development of information strategy that is inclusive in nature and whose systems are interrelated to sectoral needs;
 2. Strengthening of sector contingency plan (i.e. stockpile mapping)
 3. Development of guidelines for all existing and planned IM systems particularly data collection tools;
- ii. Data Management
 1. Strengthening of sector's data preparedness through compilation and analysis of secondary datasets;
 2. Development of user-friendly and dynamic data storage platforms / databases;
- iii. Needs Assessment and Monitoring
 1. The need for review and analysis of all sector-related assessment to better design primary data collection initiatives;
 2. Conduct of sector-needs assessment following objective methodology;
- iv. Program Monitoring, Evaluation and Reporting
 1. In-depth quantitative and qualitative analysis of existing secondary and primary datasets (i.e. sector 4Ws, vulnerability mapping, convoy plans);
 2. Strengthening of sector response monitoring through standard tools and processes (i.e. refinement of NFI Post Distribution Monitoring tool);

- v. Coordination
 - 1. Improved synergy with other hubs and to the overall Whole of Syria coordination structure;
 - 2. Sustain the already functional coordination with all sector members through maximization of IM technical support (i.e. regular documentation of sector agreements);
- vi. External Relations and Dissemination
 - 1. Regular production of sector-related reports;
 - 2. Broader dissemination of sector-related information to boost advocacy;
 - 3. Production of visually appealing reports to improve messaging of the sector;
 - 4. Better information designs of all existing and planned IM systems and reports;
 - 5. Consistent content and formatting styles for easy retention of sector-related products;

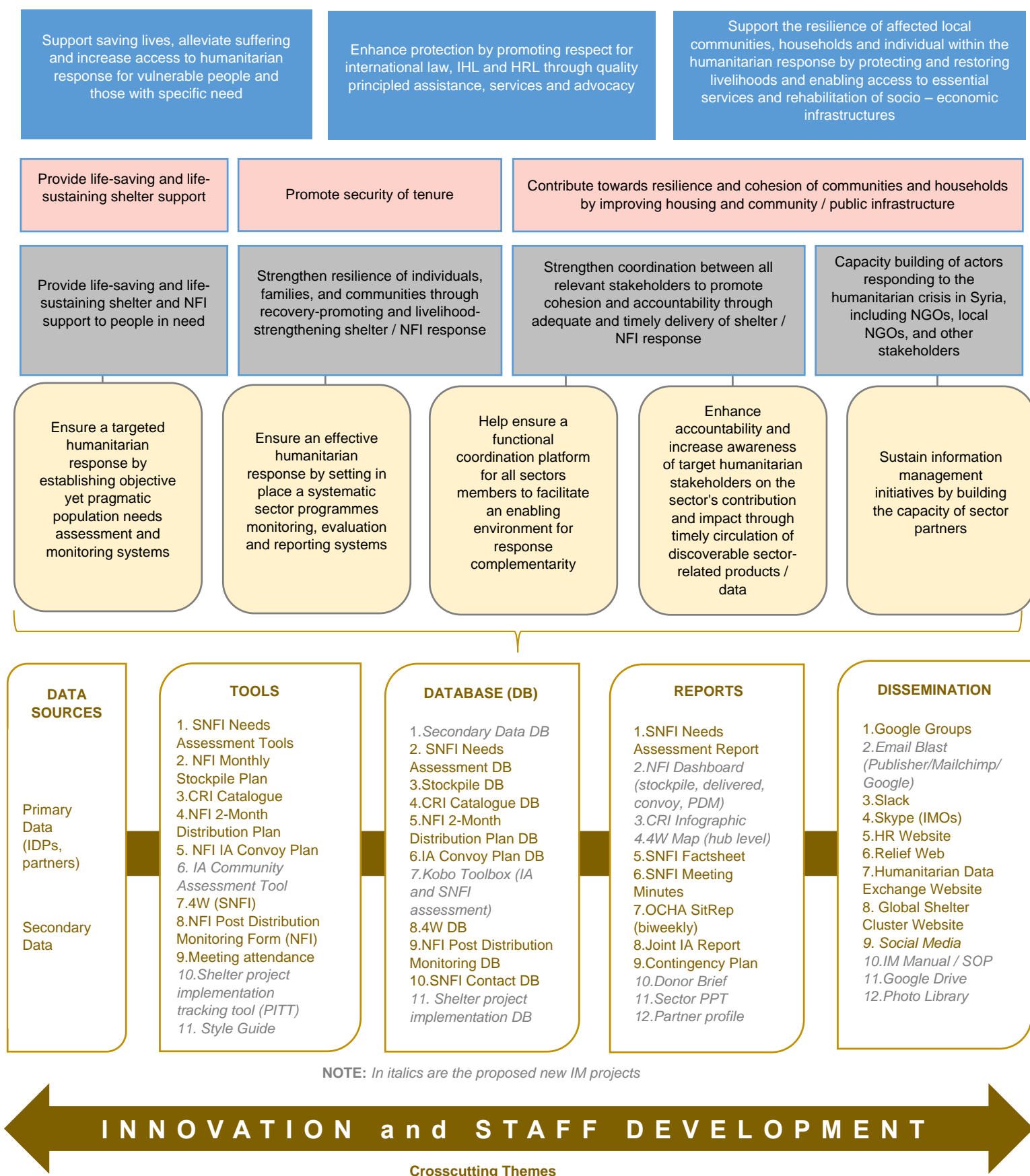
III. IM Strategic Objectives

With consideration of the above-mentioned parameters, this Information Management Strategy aims to;

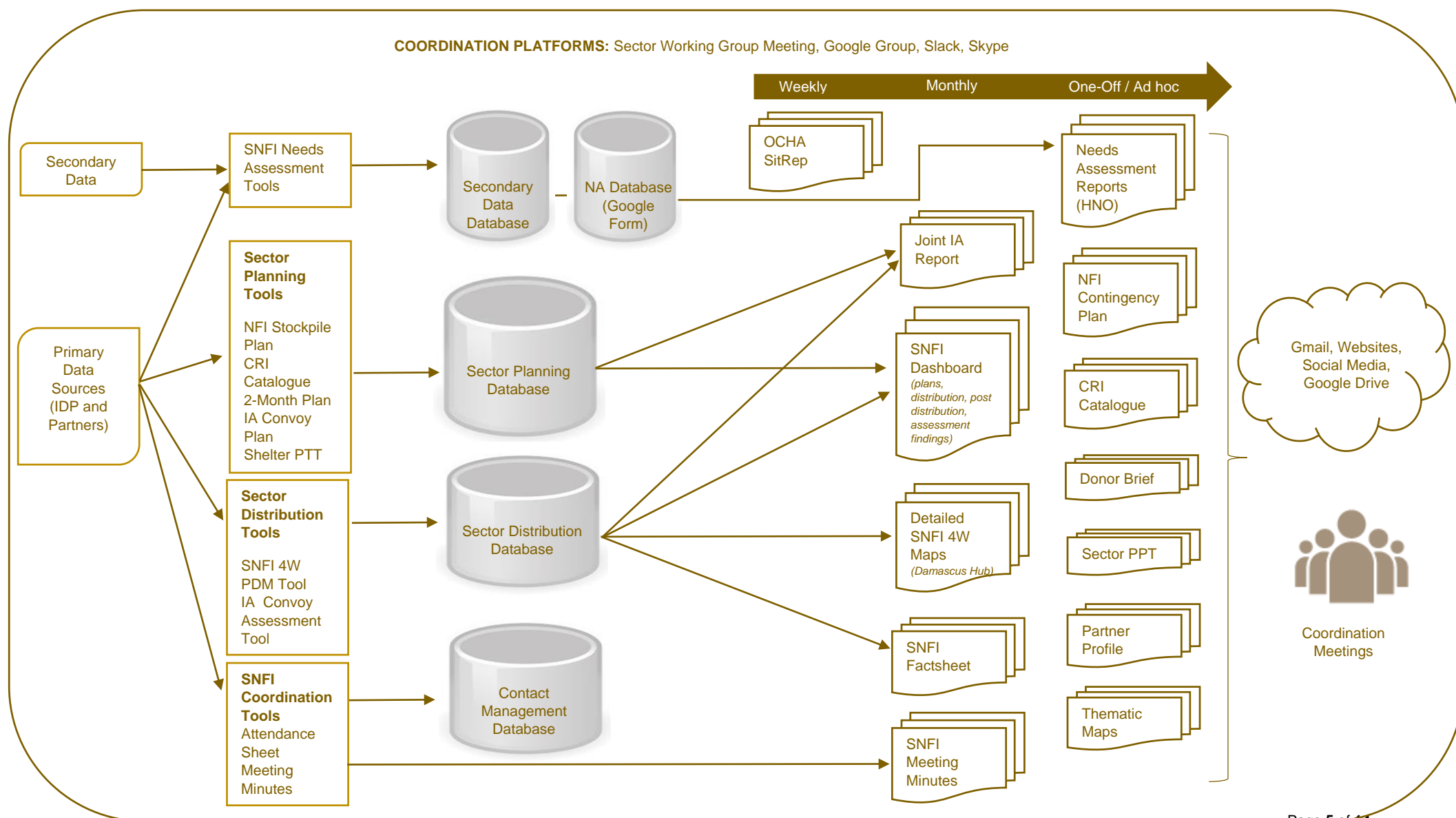
- a) Ensure a targeted humanitarian response by establishing objective yet pragmatic population needs assessment and monitoring systems (*Shelter Sector Strategic Objective 1, NFI Sector Strategic Objective 1, HRP Strategic Objective 1*);
- b) Ensure an effective humanitarian response by setting in place a systematic sector programmes monitoring, evaluation and reporting systems (*Shelter Sector Strategic Objective 3, NFI Sector Strategic Objective 2, HRP Strategic Objective 2*);
- c) Help ensure a functional coordination platform for all sectors members to facilitate an enabling environment for response complementarity (*NFI Sector Strategic Objective 3*);
- d) Enhance accountability and increase awareness of target humanitarian stakeholders on the sector's contribution and impact through timely circulation of discoverable sector-related products / data (*NFI Sector Strategic Objective 3*);
- e) Sustain information management initiatives by building the capacity of sector partners (*Shelter Sector Strategic Objective 3, NFI Sector Strategic Objective 4*);

IV. IM Strategy Framework

(○ HRP 2016 ○ Shelter Sector Strategy ○ NFI Sector Strategy ○ SNFI Sector IM Strategy)



V. IM Strategy Schematic Diagram *(aims to illustrate the interrelatedness of IM systems)*



VI. IM Strategy Matrix

Strategy A: Ensure a targeted humanitarian response by establishing objective yet pragmatic population needs assessment and monitoring systems									
IM System / Activity	Purpose	Target Audience	Key Message	Call to Action	Content	Specifications	Reporting Frequency	Output	Lead
A1. Secondary Data Review									
(TOOL) Secondary Data Research	Regular collection of secondary data related to the sector to be able to analyze information gaps and help inform programming decisions	Sector coordinator / partners	There are available secondary datasets that are helpful to inform programmatic decisions.	Sector coordinators and members to refer to the result of this secondary data review for any programmatic decisions and in analyzing information gaps.	Various secondary datasets related to both shelter and NFI sector	Internal desk review and research	Adhoc basis depending on the need		Sector IMOs
(DATABASE) Secondary Data Database	Provide storage to all secondary datasets being gathered through research	Sector IMOs	There is one depository of secondary datasets related to the sector.	Sector coordinators and members refer to this database for search of secondary datasets related to the sector.	Various secondary datasets related to both shelter and NFI sector	MS Excel to be stored in cloud storage service	Regularly updated once secondary datasets are found	Vulnerability maps Information gap analysis	Sector IMOs
A2. Needs Assessment									
(TOOL) Needs Assessment Questionnaire	Serve as primary data gathering instrument to collect and assess needs of target population of concern	UNHCR Field Offices / Community Centers	The sectors have needs assessment system in plan to objectively collect and assess the needs of target population of concern.	Humanitarian actors to consider needs assessment results from both sectors.	Shelter and NFI needs assessment questions in relation to the agreed indicators for the HNO	Paper-based questionnaire with Kobo Toolbox as data entry portal and storage	One off activity specifically design for the HNO	Sectoral needs assessment report	Sector IMOs
(DATABASE) Needs Assessment Database	Store all collected primary data from the needs assessment activity	Sector IMOs	Collected primary data is properly stored	Sector coordinators and members to refer to this database to access raw data of the needs assessment	All collected primary data from the needs assessment	MS Excel	One off activity specifically design for the HNO	Sectoral needs assessment report	Sector IMOs
(REPORT) Needs Assessment Report- HNO	Provide findings and result of sectoral needs assessment activities in visually appealing format	Sector members	Sector gather primary data to determine the real needs of population in need	Sector members to refer to these findings in planning their aid delivery	Quantitative and qualitative analysis of all collected datasets.	MS Publisher	Upon completion of needs assessment activity		Sector IMOs
(TOOL) Inter-Agency Convoy Community Assessment Tool	This tool aims to gather information about communities that are	Sector members	Sector is aware of the impact its making to served	Sector members to use this tool in	-Details of the convoy	Paper-based with Google Form as online	Every inter-agency convoy	Actual datasets	Sector IMOs

Strategy A: Ensure a targeted humanitarian response by establishing objective yet pragmatic population needs assessment and monitoring systems									
IM System / Activity	Purpose	Target Audience	Key Message	Call to Action	Content	Specifications	Reporting Frequency	Output	Lead
	served by inter-agency convoy. Specifically, this tool aims to know the strengths and gaps in delivering Non-Food Items especially to hard-to-reach and besieged areas in Syria.		hard-to-reach and besieged areas	every convoy they participated in.	-Opinion on provided goods -Availability and market access issues -General need on NFIs	version that also served as data storage platform			
(DATABASE) Google Form	An online version of the IA Community Assessment Tool that also served as data storage platform.	Sector members	Sector members can easily access the result of the IA Community Assessment Tool	Sector members to use this tool upon data submission	All questions indicated in the tool	-Google Online Form via NFI Gmail account	Every inter-agency convoy	Findings be part of the NFI Dashboard on a monthly basis	Sector IMOs

Strategy B: Ensure an effective humanitarian response by setting in place a systematic sector programmes monitoring , evaluation and reporting systems									
IM System / Activity	Purpose	Target Audience	Key Message	Call to Action	Content	Specifications	Reporting Frequency	Output	Lead
B1. Sector Activity Planning									
(TOOL) Monthly Stockpile Report	Tool aims to assess the available NFI stocks per sector partner that are ready for dispatch and distribution should the need arises.	Sector members	Sector members are prepared to respond and have available stocks should the need arises.	Sector members to refer to this to determine stock piles and align aid delivery.	Types and quantities of available NFIs per sector member	MS Excel Worksheet	Monthly	Monthly NFI Dashboard	Sector IMOs
(DATABASE) Monthly Stockpile Report	Provides dynamic storage to all stockpile reports	Sector IMOs and coordinator	NFI stockpile reports are properly stored	Sector IMOs to constantly update this database and ensure easy access among other staff	All field in the stockpile report	MS Excel Worksheet	Monthly	Monthly NFI Dashboard	Sector IMOs
(REPORT) Monthly NFI Dashboard	Provides general snapshot of NFI sector's capacity and actual humanitarian response reach	Sector members	NFI sector active in providing aid to those who are really in need	Sector members to refer to this document to assess the general capacity of the sector	-Summary of members stockpile -Comparative analysis of planned versus actual distribution	2-Pager MS Publisher document (to complement the NFI Factsheet)	Monthly		Sector IMOs

Strategy B: Ensure an effective humanitarian response by setting in place a systematic sector programmes monitoring , evaluation and reporting systems

IM System / Activity	Purpose	Target Audience	Key Message	Call to Action	Content	Specifications	Reporting Frequency	Output	Lead
					-Summary of IA convoy and findings of assessment -Summary of 4Ws -Funding status				
(TOOL) CRI Catalogue	A simple inventory of all NFI stocks per sector members categorized into type.	Sector members	Sector has inventory of all available stocks of each member	Sector members to refer to this in reporting details of their available goods	Details of NFIs per type	MS Excel Worksheet	Adhoc basis	CRI Infographic	Sector IMOs
(DATABASE) CRI Catalogue	Store all reported CRI in the CRI Catalogue sheet	Sector IMOs	Reported CRIs are properly stored	Sector IMOs to regularly update this database and ensure access among all staff	All field in the CRI Catalogue tool	MS Excel Worksheet	Adhoc basis	CRI Infographic	Sector IMOs
(REPORT) CRI Infographic	A visually appealing presentation of all NFI stocks from all partners.	Sector members	Sector members are aware of the types and quality of prepositioned NFI stocks	Sector members to refer to this report in aligning individual aid delivery	All reported CRIs from partners	Brochure type via Ai platform	Adhoc basis		Sector IMOs
(TOOL) NFI Distribution Plan (2-month)	A tool that aims to gather NFI distribution plans of sector partners to avoid overlap and improve complementarity among sector members.	Sector members	Sector members have coordinated plans to ensure effective aid delivery	Sector members to regularly use the tool to inform other members on their respective plans	-Organization -Location -Modality -Duration -Status	MS Excel Worksheet	Every two months	Monthly NFI Dashboard	Sector IMOs
(DATABASE) NFI Distribution Plan (2-month) Database	Store all reported two-month distribution plan from sector members	Sector IMOs	Reported two-month plans are properly recorded	Sector IMOs to regularly update this database and ensure access among all staff	All fields indicated in the two-month distribution plan	MS Excel Worksheet	Every two months	Monthly NFI Dashboard	Sector IMOs
(TOOL) Inter-agency Convoy Plan	Gather convoy commitments of sector members based on agreed locations	Sector members	Sector's commitment to inter-agency convoy is done in	Sector members to use this tool in signifying their	-Organization -Quantity of committed NFI stocks	MS Excel Worksheet	Adhoc basis	Monthly NFI Dashboard	Sector IMOs

Strategy B: Ensure an effective humanitarian response by setting in place a systematic sector programmes monitoring , evaluation and reporting systems

IM System / Activity	Purpose	Target Audience	Key Message	Call to Action	Content	Specifications	Reporting Frequency	Output	Lead
			consultative process	commitment to convoy plans					
(DATABASE) Inter-agency Convoy Plan Database	Store all reported convoy plan from sector members	Sector IMOs	Reported convoy are properly recorded	Sector IMOs to regularly update this database and ensure access among all staff	All fields indicated in the convoy plan	MS Excel Worksheet	Adhoc basis	Monthly NFI Dashboard	Sector IMOs
(REPORT) Joint Inter-agency Convoy Report	Aims to report achievement of IA convoy in close coordination with Logistics Cluster	Humanitarian Agencies	The sector is actively participating in IA convoy.	Agencies to refer to this document to get information on the achievement of IA convoy	TBD	TBD	Monthly		Sector IMOs
(REPORT) NFI Contingency Plan	Provide framework to ensure sector preparedness in case of any eventualities	Sector members	Sector has established a well-framed contingency plan and is prepared for any eventualities	Sector members to be aware of this plan and adhere to it	-Context -Preparedness Measures -Challenges -Sector Members Plans -Maps -Statistics	MS Word formatted document	One off publication		Sector Coordinator with IMO support
(TOOL) Shelter Project Implementation Tracking Tool	This aims to capture status of phases of shelter projects implemented by partners to assess strengths and gaps and strengthen advocacy	Sector members	Shelter projects implemented by shelter partners are on track and well coordinated	Shelter sector to refer to this tool in reporting the status of their shelter projects and share gaps and issues	-To be decided upon with shelter sector members	TBD	TBD	TBD	Sector IMOs
B2. Sector Activity Tracking									
(TOOL) SNFI 4W Template	An activity monitoring tool that document and track the conducted activities of both Shelter and NFI sector partners to facilitate better coordination. The tool also serves as a basis for analyzing gaps.	Sector members	Sector members' humanitarian responses are well coordinated and it complements each	Sector to use this tool to report their operational presence and ensure complementarity of interventions	Name of organization Type of activities Location of activities Duration of activities Beneficiaries of activities HRP indicators link to activities	MS Excel	Monthly	4W Map	Sector IMOs

Strategy B: Ensure an effective humanitarian response by setting in place a systematic sector programmes monitoring , evaluation and reporting systems

IM System / Activity	Purpose	Target Audience	Key Message	Call to Action	Content	Specifications	Reporting Frequency	Output	Lead
(DATABASE) SNFI 4W Database	Capture the operational presence of sector members to facilitate better coordination	Sector members	Sector members' humanitarian responses are well coordinated and it complements each	Sector to use this tool to report their operational presence and ensure complementarity of interventions	Name of organization Type of activities Location of activities Duration of activities Beneficiaries of activities HRP indicators link to activities	MS Excel	Monthly	4W Map	Sector IMOs
(REPORT) SNFI 4W Map	Provide quantitative and qualitative analysis of the 4W in visually appealing format to further enhance collaboration among members	Sector members	The response of the sector is well coordinated and has an impact to population of concerned	Sector members to refer to this map to assess strengths and gaps of their individual agencies	-Geographic reach -Summary of distributed NFIs -Total served beneficiaries -Partners involved -Types of activities conducted	4W maps at the hub level with individual maps depicting the response of each sector member	Monthly	SNFI 4W Map	Sector IMOs
(REPORT) SNFI Factsheet	A monthly 2-pager report that highlights the key achievements of the sector for a specific period.	Sector members	The sector has created impact to the lives of target population.	Humanitarian community to continue to acknowledge the relevance of the sector.	-Overall reach of the sector members in terms of total NFI distributed -Human interest story -Gap analysis	Booklet type vis MS Word	Monthly	SNFI Factsheet	Sector IMOs (currently being handled by UNHCR Reporting Unit)
B3. Post Distribution Monitoring									
(TOOL) NFI Post Distribution Monitoring Form	A monitoring tool that assesses the overall reach of NFI distribution at the community level and documents the efficacy and impact of the activity to persons of concern.	Sector members	The sector has effectively monitor its aid delivery and continue to adjust programming according to the results of constant monitoring and evaluation.	Sector members to continue to use this tool to assess the sector's aid delivery impact.	-Location -Demographics -Quality Check -Needs Assessment -Alternative use of NFIs	Two-pager questionnaire in paper-based form	Monthly	Inputs to Monthly NFI Dashboard	Sector IMOs
(DATABASE) NFI Post Distribution Monitoring	Stores all collected NFI post distribution datasets	Sector IMOs	Sector members' humanitarian responses are well monitored and evaluated	Sector members to refer to this tool to assess the sector's aid delivery impact.	All fields indicated in the PDM tool	MS Excel	Monthly	Inputs to Monthly NFI Dashboard	Sector IMOs

Strategy C: Help ensure a functional coordination platform for all sectors members to facilitate an enabling environment for response complementarity									
IM System / Activity	Purpose	Target Audience	Key Message	Call to Action	Content	Specifications	Reporting Frequency	Output	Lead
C1. Sector Coordination									
(REPORT) Sector meeting minutes	Document the proceedings of sector meetings	Sector members	SNFI Sectors are functional and members remain active.	SNFI sector members to refer to meeting minutes for meeting highlights and agreements.	-Attendance -Agenda -Meeting Highlights -Agreements	-Word Format -A4 -Length depends on the proceedings	-Maximum of 5 days after the meeting proper	SNFI Meeting Minutes	Sector IMOs
(TOOL) Sector meeting attendance	Capture details of attending SNFI members during any type of formal gathering	Sector members			-Name -Organization -Position -Contact Number -Email Address -Signature	-Excel spreadsheet	During formal gatherings	SNFI Mailing List	Sector IMOs
(REPORT) Donor Brief	Aims to provide snapshot of sector's achievements and impact to target donors to increase accountability	Donors	Sector is making an impact to the lives of affected population.	Donors to maintain interest and sustain their support to the sector	-Crisis highlight -Key achievements -Funding status -Gaps -Maps and statistics	MS Publisher formatted document (1-2 pages)	Ad hoc		Sector IMOs
(REPORT) Sector PPT	Provides sector coordination team with readily-available information for external audiences	Humanitarian community, senior management	Sectors are well prepared to present its key achievements to various audiences	Sector coordination team to refer to this presentation for every presentation requests	To be determined	To be determined (to be updated regularly)	Ad hoc		Sector IMOs
(REPORT) Partner Profile	Provides organizational profile of every sector members to increase visibility and enhance collaboration	Sector members	Sector members are known for their individual expertise	Sector members to contribute to the development of their profiles	To be determined	To be determined	One off activity		Sector IMOs
C2. Discussion Platform									
Google Groups	An online coordination platform for all sector members where NFI-related information are being shared.	Sector members	Sector members collaborates effectively in various platforms	Sector members to refer to this platform to be informed on any sector-related matters	All sector members	Google Group			Sector IMOs with sector associate
(DATABASE) Contact management	Store all contact information of sector members	Sector IMOs	Contact details of sector members are properly stored and updated regularly	Sector coordinator and staff to refer to this database to contact sector members	All fields indicated in the Attendance Sheet	MS Outlook MS Excel		Sector contact directory	Sector IMOs

Strategy C: Help ensure a functional coordination platform for all sectors members to facilitate an enabling environment for response complementarity

IM System / Activity	Purpose	Target Audience	Key Message	Call to Action	Content	Specifications	Reporting Frequency	Output	Lead
Slack	An online discussion platform that provide avenue for sector coordination team to discuss sector-related subject matters	Internal sector coordination team	Sector coordination team collaborates effectively in various platforms	Sector coordination team to refer to this platform to be informed on any sector-related matters	Sector coordination team	Slack			Sector IMOs
Skype IMO	An online discussion platform that provide avenue for all sector members to discuss sector-related subject matters	Sector members	Sector members collaborates effectively in various platforms	Sector members to refer to this platform to be informed on any sector-related matters	All sector members	Slack			Sector IMOs
C3. Inter-Sector Reporting									
(REPORT) OCHA Situation Report (biweekly)	Bi-weekly publication of OCHA that provide sectoral updates	Sector members	Sector members are active in aid delivery and is making an impact	Sector members to constantly provide updates to feed this bi-weekly SitRep	SNFI thematic updates	PDF format	Bi-weekly	SitRep	Sector IMOs (currently under the HCR Reporting Unit)

Strategy D: Increase awareness of target humanitarian stakeholders on the sector's contribution and impact through timely circulation of discoverable sector-related products / data

IM System / Activity	Purpose	Target Audience	Key Message	Call to Action	Content	Specifications	Reporting Frequency	Output	Lead
D1. Information Dissemination									
HR website / Relief Web / Humanitarian Data Exchange/ Global Shelter / Social media	Regular uploading of sector-related materials and updates for online access among partners	General public	Sectors are active and functional and is making an impact to the people it intends to serve	Sector members to refer to this sites for regular publications	All sector-related publications				Sector IMOs
Email Blast (<i>Gmail</i>)	Provide digital platform for internal and external information exchange	Sector members	Sector members are well informed on the sector-related activities	Sector members to refer to this for all official communication from the sector	-Meeting announcements -Job postings -Publications	-Gmail			Sector IMOs
IM Manual	A document that includes all operating guidelines per IM system set in place for sector -related coordination.	UNHCR staff	The sector has proper documentation of guidelines, lessons learned and best	UNHCR staff to refer to this document to review operating guidelines of	-IM Staffing and Structure -IM Strategy Plan -IM Systems Overview	-Word format	Updated every now and then to reflect learnings and realizations		UNHCR IM Staff

Strategy D: Increase awareness of target humanitarian stakeholders on the sector's contribution and impact through timely circulation of discoverable sector-related products / data

IM System / Activity	Purpose	Target Audience	Key Message	Call to Action	Content	Specifications	Reporting Frequency	Output	Lead
			practices all IM systems.	established IM systems.	-IM Systems Guidelines -IM Admin Matters -Lessons Learned and Best Practices -Annex				
Style Guide	Provide guidelines to maintain the sector brand in all its communication products	Sector members and donors	Sectors are consistent on its communication styles.	Target audience to maintain good retention of sector's work and brand					Sector IMOs
D2. File Sharing									
Google Drive	Provides easy file sharing platform to all sector members	Sector members	Sector files are systematically organized and can be accessed anytime anywhere.	Sector members to use this platform and maximize its use.	All sector-related external files	-Google Drive			Sector IMOs with field associate
Photo Library	Update and maintain a photo library accessible to all partners on a cloud service	Sector members	Sectors have collected good photo documentation of its operations.	Sector members to maximize the use of these photos to further highlight its work and mobilize resources.	SNFI photos	Action photos with impact		Photo Stories	Sector IMOs

Strategy E: Sustain information management initiatives by building the capacity of sector partners

IM System / Activity	Purpose	Target Audience	Key Message	Call to Action	Content	Specifications	Reporting Frequency	Output	Lead
E1. Capacity Building Support									
IM Basic and Technical Training Module	Contains various session topics on information management to varying types of target audience	Sector members	Different target audience requires different training approaches	Sector to refer to the right type of module to target participants.	-Basics of IM -Data Collection -Data Processing -Data Analysis -Dissemination				Sector IMOs

VII. Annex

a) Document Version Tracking

(this section must be completed every time changes are made to this document)

Date	Version No.	Edited By	Edits / Changes
16 June 2016	01	lagamayo@unhcr.org	Original version
17 June 2016	02	lagamayo@unhcr.org	Edited context with reference to NFI and shelter needs; Added few more products (donor brief, partner profile, and sector PPT) Added shelter project implementation tracking tool
17 June 2016	02.1	anderssj@unhcr.org	Editorial fine tuning
23 June 2016	3	lagamayo@unhcr.org	Added Joint Inter-Agency Convoy Report
15 October 2016	4	lagamayo@unhcr.org	Integrated the approved and endorsed strategy of shelter sector and ensure that all stated IM objectives are aligned with it. Edited the organigramme also.

a) Shelter and NFI Sector Coordination Team Organigramme Damascus Hub (as of June 2016)

