| **CAR IMU WORK PLAN 2014-2015** |
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| **Activities** | **Success Criteria** | **Frequency** | **Comments** |
| Objective 1: Humanitarian action is led by empowered, competent and experienced professionals |
| Update briefing kit and hand out to every new OCHA staff member | Up-to-date briefing kit handed out to every new staff member | As required | Is the briefing kit actually still handed out? |
| Train OCHA staff and other humanitarian actors in information management tools and GIS | HAO in the field are capable of using relevant basic information management and visualization techniques, e.g. editing maps for presentations, maintaining meeting calendars and contact databases, taking GPS coordinates, using online-collaboration tools.Other humanitarian actors receive training according to their needs. | As required |  |
| Objective 2: Humanitarian decision-making is supported by a strengthened situational awareness |
| Update and distribute Humanitarian Dashboard | Standardized Humanitarian Dashboard produced based on agreed indicators from clusters and shared through mailchimp and uploaded on HR,info and unocha.org/car | 12 |  |
| Update and distribute Humanitarian Snapshot | Humanitarian updated monthly and shared with humanitarian partners | 12 |  |
| Create and share regional/thematic snapshots  | Relevant regional and thematic snapshots created and shared | As required |  |
| Create and share thematic maps on demand | 100% of requested maps delivered timely and according to OCHA quality standard | On demand |  |
| Create, update and share reference maps | Up-to-date reference maps of all administration levels available | As required |  |
| Collect and consolidate 3W data and share 3W operational presence | 3W operational presence produced and shared | 12 |  |
| Maintain and update car.humantiarianresponse.info | OCHA CAR products (documents and visualizations) uploaded promptly, online version of monthly meeting calendar and OCHA sub-office information updated regularly  | 52 |  |
| Update the CAR library, a collection of reports, assessments, data and other products used for secondary data review | Information products archived in the CAR library | 52 |  |
| Create and update Humanitarian prefectural profiles | Humanitarian profiles of all prefectures created and updated regularly | 4? | Update frequency quarterly? |
| Maintain physical product kiosk at OCHA office | Products available and demanded at the physical kiosk at the OCHA office | 52 |  |
| Maintain and update inventory of assessments (“survey of surveys”) | All available assessment documents uploaded to the online assessment registry | 52 |  |
| Collect data at field level | Monthly mission planning done and at least two missions per year conducted to all OCHA sub-offices.  | 12 |  |
| Collection and cleaning of CODs and FODs | Up-to-date CODs and FODs available on the website | As required |  |
| Objective 3: Humanitarian action is guided by joint strategic response planning based on prioritized needs |
| Develop and update a field response database | Up-to-date field response data available for the whole country. Products (e.g. response maps, gap analysis visualizations) created based on the data | 12 |  |
| Humanitarian Needs Overview? |  |  | Was that a one-time product or will it be repeated this year? |
| Develop vulnerability ranking map | Vulnerability ranking map on sub-prefecture level produced based on cluster vulnerability indicators. Map shared with humanitarian partners and updated regularly. | 4? | Update frequency? |
| Support to development of Strategic Response Plan |  |  | Will there be a new SRP or is this work finished? |
| Objective 4: Coordination mechanisms are adapted to the context and support the effective and coherent delivery of humanitarian assistance |
| Preparation, moderation and documentation of Information Management work group | Weekly Information work group meetings with attendance of IMOs from different clusters. Meeting minutes produced and shared. | 52 |  |
| Maintain, update and distribute meeting calendars and contact directory | Meeting calendar and contact directory compiled and shared with humanitarian community | 52 |  |
| Update and share “Who Is Who”, a description of core OCHA CAR functions | “Who is Who” updated with every personnel change on OCHA CAR core functions | As required |  |
| Administrate Egnyte file sharing platform | Egnyte file sharing platform up and running. Power user status made available for all OCHA staff. Support provided as required. | As required |  |
| Maintain Mailchimp account for the dissemination of information and products | Up-to-date mailing lists maintained on the Mailchimp account and ready for dissemination of information and products. | 52 |  |
| Objective 5: Humanitarian resourcing is predictable, timely and allocated based on priority needs |
| Produce and share CHF and CERF dashboard | CHF and CERF dashboards produced and shared. | ? | What is the current update frequency? |
| Produce and share CHF quarterly bulletin | CHF bulletin produced and shared on a quarterly basis. | 4 | Quarterly? |
| Produce and share daily Funding Update | Funding Update produced daily. | 300 |  |
| Objective 6: Advocacy, analysis and coordination help ensure that people in emergencies are protected from harm and have access to the assistance they require |
| Maintain and update incident database | Continued registration of security incidents and access constraints | 52 |  |
| Update and share visualization of humanitarian road access | Humanitarian road access visualization updated and shared on a quarterly basis. | 4 |  |
| Objective 7: Member States and their international partners are supported to respond to crises without delay and with the right assistance |
| Not pertinent. |  |  |  |
| Objective 8: Bilateral and multilateral humanitarian action and coordination among partners attracts more diverse political, technical and material support and involvement |
| Not pertinent. |  |  |  |
| Objective 9: International, regional and national actors are able to deploy effective, well-coordinated and interoperable humanitarian response capacity within agreed frameworks |
| Not pertinent. |  |  |  |
| Objective 10: Innovation to promote improvement is consistently fostered and brought to scale in the humanitarian sector |
| Not pertinent. |  |  |  |
| Objective 11: Team Management |
| Weekly team meetings and discussion of weekly team work plan | Weekly team meetings conducted and weekly work plans available | 52 |  |
| Information of team members on OCHA CAR management decisions | Team members informed about all relevant management decisions | As required |  |
| Develop unit work plan | Work plans developed on a half-yearly basis. | 2 |  |
| Perform staff evaluations | Staff evaluations performed | 2 |  |