Mali Information Management Unit

2013 Workplan

United Nations

Office for the Coordination of Humanitarian Affairs (OCHA)

Information Management Unit (IMU)

Bamako, Mali

June 2013

***Note:*** *The present workplan is valid for all the year of 2013*

**INTERNAL USE ONLY**

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| **Objective 1:** Regularly produce OCHA Humanitarian Information Management Products with accurate and timely up to date information | | | | |
| **Activity** | **Minimum Frequency** | **Ideal Frequency** | **Crisis Frequency** | **IMU Focal Point** |
|  | | | | |
| Produce a Humanitarian Snapshot | 1 Snapshot per month | 2 Snapshots every month | 1 - 3 Snapshots every week (depending on the crisis and the situation) | Guido Pizzini/IMO |
| Produce the Cluster Activities (3W) Map | 1 Map every 3 months | 1 Map every month | 2 Maps every month | Djiguiba Camara |
| Produce the CAP Funding Status Snapshot | 1 Snapshot every month | 2 Snapshots every month | 1 Snapshot every week | Djiguiba Camara/Guido Pizzini |
| Produce a Humanitarian Dashboard | 1 Dashoard every 3 months | 1 Dashoard every 2 months | 1 Dashoard every month | Guido Pizzini/IMO |
| Thematic Maps | Ad hoc | Ad hoc | Ad hoc | Sekou Traore/IMO/Guido Pizzini |
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| **Objective 2:**  Facilitate the Information sharing and dissemination process among Humanitarian Actors | | | | |
| **Activity** | **Minimum Frequency** | **Ideal Frequency** | **Crisis Frequency** | **IMU Focal Point** |
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| Produce Global Contact lists | 1 Contact List per month | 1 Contact List per month | 1 Contact List per Week | Djiguiba Camara |
| Provide mail distribution lists to OCHA Mali staff | 1 Distribution List per month | 1 Distribution List per month | 1 Distribution List per Week | Djiguiba Camara |
| Distribute products via Mail Chimp | Ad Hoc (Whenever a product is ready) | Ad Hoc (Whenever a product is ready) | Ad Hoc (Whenever a product is ready) | Guido Pizzini/Sekou Traore/IMO |
| Produce thematic Contact lists (Inter Cluster, OCHA Mali, IM Working Group) | Thematic contact lists to be updated whenever a change is required | Thematic contact lists to be updated whenever a change is required | Thematic contact lists to be updated whenever a change is required | Djiguiba Camara |
| Regularly update the Mali Humanitarian Response Site | Daily Basis | Daily Basis | Daily Basis | Sekou Traore |
| Ensure that the Calendar of Coordination meeting is regularly produced and updated | Every beginning of the Week | Every beginning of the Week | Every beginning of the Week | Sekou Traore/Djiguiba Camara (in collaboration with the Coordination Unit) |
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| **Objective 3:**  Provide to the rolled out clusters in Mali a Performance Indicators Monitoring Tool (PIMT) | | | | |
| **Activity** | **Minimum Frequency** | **Ideal Frequency** | **Crisis Frequency** | **IMU Focal Point** |
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| Implement within the Cluster system a PIMT |  |  |  | Guido Pizzini. The developer is based within the ROWCA IM Unit. |
| Training of the PIMT to end users | Ad Hoc (Whenever support is required) | Ad Hoc (Whenever support is required) | Ad Hoc (Whenever support is required) | Sekou Traore/Guido Pizzini |
| Provide templates for data collection related to the PIMT | Ad Hoc (Whenever support is required) | Ad Hoc (Whenever support is required) | Ad Hoc (Whenever support is required) | IMO/Djiguiba Camara |
| Support the Clusters in data collection and validation | Ad Hoc (Whenever support is required) | Ad Hoc (Whenever support is required) | Ad Hoc (Whenever support is required) | Sekou Traore/Djiguiba Camara/Guido Pizzini/IMO |
| Provide "Excel mapping tools" and “Excel Analysis tools” to end users and provide relative training support (in collaboration with ROWCA IM Unit) | Ad Hoc (Whenever support is required) | Ad Hoc (Whenever support is required) | Ad Hoc (Whenever support is required) | Djiguiba Camara/Guido Pizzini |
| Performance Indicators data analysis (data for Dashboard) | Data Analysis support to happen every 3 months (When the Dashboard is produced) | Data Analysis support to happen every 2 months (When the Dashboard is produced) | Data Analysis support to happen every month (When the Dashboard is produced) | Guido Pizzini/Sekou Traore/Djiguiba Camara/IMO |
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| **Objective 4:**  Improve Common Operational Datasets (COD/FODs) for Mali and coordinate Geographical Information Systems (GIS) activities | | | | |
| **Activity** | **Minimum Frequency** | **Ideal Frequency** | **Crisis Frequency** | **IMU Focal Point** |
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| Regularly update the COD/FODs registry | Ad Hoc (we need to make sure every month that the COD/FOD Registry is regularly updated with clean thematic data uploaded regularly, with relative sources) | Ad Hoc (we need to make sure every month that the COD/FOD Registry is regularly updated with clean thematic data uploaded regularly, with relative sources) | Ad Hoc (we need to make sure every month that the COD/FOD Registry is regularly updated with clean thematic data uploaded regularly, with relative sources) | Sekou Traore/IMO |
| Retrieve GIS thematic data from the Clusters (and other partners) | Ad Hoc | Ad Hoc | Ad Hoc | Sekou Traore/Guido Pizzini/Djiguiba Camara/IMO |
| Verify the PCODES of each dataset | Ad Hoc (we need to ensure that all the datasets uploaded have regular PCODES) | Ad Hoc (we need to ensure that all the datasets uploaded have regular PCODES) | Ad Hoc (we need to ensure that all the datasets uploaded have regular PCODES) | Sekou Traore/IMO |
| Collaboration with the Geographical Institute of Mali |  |  |  | Sekou Traore/IMO |
| Facilitate and coordinate a GIS Working Group | 1 Working Group per Month | 2 Working Groups per Month | 1 Working Group per Week | Sekou Traore/IMO/Guido Pizzini |
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| **Objective 5:**  Facilitate the definition of Coordinated Needs Assessments with related training and tools for improving the multi sectorial data collection process | | | | |
| **Activity** | **Minimum Frequency** | **Ideal Frequency** | **Crisis Frequency** | **IMU Focal Point** |
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| Updated regularly a matrix of “Survey of Surveys” | Whenever a new survey/evaluation is produced | Whenever a new survey/evaluation is produced | Whenever a new survey/evaluation is produced | Sekou Traore |
| Based on the “Survey of Surveys” produce regularly a Synthesis document of the existing Surveys | Whenever a new survey/evaluation is produced | Whenever a new survey/evaluation is produced | Whenever a new survey/evaluation is produced | Sekou Traore |
| Define a methodology for Coordinated Assessments in close collaboration with the Clusters | Ad Hoc | Ad Hoc | Ad Hoc | Guido Pizzini/IMO in collaboration with the Coordination Unit&Clusters |
| Put in place and define a questionnaire (data collection form) for Coordinated Assessments in close collaboration with the Clusters | Whenever the methodology is approved and finalized | Whenever the methodology is approved and finalized | Whenever the methodology is approved and finalized | Guido Pizzini/IMO in collaboration with the Coordination Unit&Clusters |
| Provide training support in the defined methodology and questionnaire to partners | Ad Hoc | Ad Hoc | Ad Hoc | Guido Pizzini/IMO in collaboration with the Coordination Unit&Clusters |
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| **Objective 6:**  Facilitate the Information Management coordination among humanitarian actors and Clusters and provide the needed and requested IM support | | | | |
| **Activity** | **Minimum Frequency** | **Ideal Frequency** | **Crisis Frequency** | **IMU Focal Point** |
|  | | | | |
| Regularly facilitate and organize an IM Working Group | 1 Working Group per Month | 2 Working Groups per Month | 1 Working Group per Week | Guido Pizzini |
| Provide regular technical and mapping support to the Clusters | Ad Hoc | Ad Hoc | Ad Hoc | Guido Pizzini/IMO/Sekou Traore/Djiguiba Camara |
| Provide standard templates and tools to facilitate the data collection and analysis process for the Clusters | Ad Hoc | Ad Hoc | Ad Hoc | Guido Pizzini/IMO/Sekou Traore/Djiguiba Camara |
| Support the Clusters by facilitating specific training sessions on IM Tools, Coordinated Assessments and GIS | Ad Hoc | Ad Hoc | Ad Hoc | Guido Pizzini/IMO/Sekou Traore/Djiguiba in collaboration with the Coordination Unit |
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| **Objective 7:**  Provide ad hoc support to OCHA Mali staff | | | | |
| **Activity** | **Minimum Frequency** | **Ideal Frequency** | **Crisis Frequency** | **IMU Focal Point** |
|  | | | | |
| Support the PI Team in producing graphics for the Sit Rep | Ad Hoc | Ad Hoc | Ad Hoc | Djiguiba Camara |
| Support the office requests for producing Prezi Presentations | Ad Hoc | Ad Hoc | Ad Hoc | Djiguiba Camara/IMO |
| Adapt and standardize with OCHA templates Power Point Presentations | Ad Hoc | Ad Hoc | Ad Hoc | Guido Pizzini/IMO |
| Support the PI Team in producing Location Maps for the Sit Rep | Ad Hoc | Ad Hoc | Ad Hoc | Sekou Traore/Djiguiba Camara |
| Provide training support and guidance to OCHA Mali staff on templates, standards and the corporate guidelines | Ad Hoc | Ad Hoc | Ad Hoc | Guido Pizzini/IMO |
| Create and adapt templates which respect OCHA Guidelines for OCHA Mali Staff | Ad Hoc | Ad Hoc | Ad Hoc | Guido Pizzini/IMO |
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| **IM Unit Workplan and Focal Points per Activity** | | | | |
| **Activity** | **Guido Pizzini** | **Sekou Traore** | **Djiguiba Camara** | **IMO** |
|  | | | | |
| Produce a Humanitarian Snapshot | ✓ |  |  | ✓ |
| Produce the Cluster Activities (3W) Map |  |  | ✓ |  |
| Produce the CAP Funding Status Snapshot | ✓ |  | ✓ |  |
| Produce a Humanitarian Dashboard | ✓ |  |  | ✓ |
| Thematic Maps | ✓ | ✓ |  | ✓ |
| Produce Global Contact lists |  |  | ✓ |  |
| Provide mail distribution lists to OCHA Mali staff |  |  | ✓ |  |
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| **IM Unit Workplan and Focal Points per Activity** | | | | |
| **Activity** | **Guido Pizzini** | **Sekou Traore** | **Djiguiba Camara** | **IMO** |
|  | | | | |
| Distribute products via Mail Chimp | ✓ | ✓ |  | ✓ |
| Produce thematic Contact lists (Inter Cluster, OCHA Mali, IM Working Group) |  |  | ✓ |  |
| Regularly update the Mali Humanitarian Response Site |  | ✓ |  |  |
| Ensure that the Calendar of Coordination meeting is regularly produced and updated |  | ✓ | ✓ |  |
| Implement within the Cluster system a PIMT | ✓ |  |  |  |
| Training of the PIMT to end users | ✓ | ✓ |  |  |
| Provide templates for data collection related to the PIMT |  |  | ✓ | ✓ |
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| **IM Unit Workplan and Focal Points per Activity** | | | | |
| **Activity** | **Guido Pizzini** | **Sekou Traore** | **Djiguiba Camara** | **IMO** |
|  | | | | |
| Support the Clusters in data collection and validation | ✓ | ✓ | ✓ | ✓ |
| Provide "Excel mapping tools" and “Excel Analysis tools” to end users and provide relative training support (in collaboration with ROWCA IM Unit) | ✓ |  | ✓ |  |
| Performance Indicators data analysis (data for Dashboard) | ✓ | ✓ | ✓ | ✓ |
| Regularly update the COD/FODs registry |  | ✓ |  | ✓ |
| Retrieve GIS thematic data from the Clusters (and other partners) | ✓ | ✓ | ✓ | ✓ |
| Verify the PCODES of each dataset |  | ✓ |  | ✓ |
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| **IM Unit Workplan and Focal Points per Activity** | | | | |
| **Activity** | **Guido Pizzini** | **Sekou Traore** | **Djiguiba Camara** | **IMO** |
|  | | | | |
| Collaboration with the Geographical Institute of Mali |  | ✓ |  | ✓ |
| Facilitate and coordinate a GIS Working Group | ✓ | ✓ |  | ✓ |
| Updated regularly a matrix of “Survey of Surveys” |  | ✓ |  |  |
| Based on the “Survey of Surveys” produce regularly a Synthesis document of the existing Surveys |  | ✓ |  |  |
| Define a methodology for Coordinated Assessments in close collaboration with the Clusters | ✓ |  |  | ✓ |
| Put in place and define a questionnaire (data collection form) for Coordinated Assessments in close collaboration with the Clusters | ✓ |  |  | ✓ |
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| **IM Unit Workplan and Focal Points per Activity** | | | | |
| **Activity** | **Guido Pizzini** | **Sekou Traore** | **Djiguiba Camara** | **IMO** |
|  | | | | |
| Provide training support in the definedmethodology and questionnaireto partners | ✓ |  |  | ✓ |
| Regularly facilitate and organize an IM Working Group | ✓ |  |  |  |
| Provide regular technical and mapping support to the Clusters | ✓ | ✓ | ✓ | ✓ |
| Provide standard templates and tools to facilitate the data collection and analysis process for the Clusters | ✓ | ✓ | ✓ | ✓ |
| Support the Clusters by facilitating specific training sessions on IM Tools, Coordinated Assessments and GIS | ✓ | ✓ | ✓ | ✓ |
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| **IM Unit Workplan and Focal Points per Activity** | | | | |
| **Activity** | **Guido Pizzini** | **Sekou Traore** | **Djiguiba Camara** | **IMO** |
|  | | | | |
| Support the PI Team in producing graphics for the Sit Rep |  |  | ✓ |  |
| Support the office requests for producing Prezi Presentations |  |  | ✓ | ✓ |
| Adapt and standardize with OCHA templates Power Point Presentations | ✓ |  |  | ✓ |
| Support the PI Team in producing Location Maps for the Sit Rep |  | ✓ | ✓ |  |
| Provide training support and guidance to OCHA Mali staff on templates, standards and the corporate guidelines | ✓ |  |  | ✓ |
| Create and adapt templates which respect OCHA Guidelines for OCHA Mali Staff | ✓ |  |  | ✓ |
|  | | | | |