
Post-Webinar Report

Food Security and Livelihoods Cluster

Information Management Toolkit

Needs assessment – identifying the training needs

The Food Security and Livelihoods Cluster (FSLC) organized a webinar on Information Management Toolkit. The webinar was aimed at familiarizing FSLC partners with the new tools introduced in 2021. The tools include information management products created from 5W reports and assessment results as well as the humanitarian tools and guidelines used in producing the products.

Target audience: Dedicated IM focal point among FSLC partners.

Objective of the webinar

To familiarize the IM focal point of the partners with FSLC Information Management (IM) tools, data management and products.

Time and venue

When: Wednesday, June 30, from 10:00 till 12:00 (Kyiv time).

Where: Microsoft Teams.

Facilitators: FSL Cluster Coordinator, Information Management Officer.

Languages of the training were Ukrainian and Russian.

Training Methods and Activities

Webinar opening. The webinar was opened by Olena Safarova, Mariupol Field Office Coordinator, FAO

Self-introduction. 20 people registered, overall, 28 people from 14 organizations attended.

Participants' expectations from the webinar (interactive exercise, using Jamboard). The exercise was anonymous. Participants expressed expectations that were related not only to the information and data management process but also related to coordination, that proves the necessity to conduct dedicated informational sessions. The key expectations were: to obtain knowledge on new FSLC informational tools and products, enhance understanding of coordination and cooperation, gain new practical knowledge, update knowledge on the current activities of the FSLC, gain an understanding of new projects, implementation methods, implementation difficulties, etc.), obtaining a broader vision of the reporting process and further use of information.

Refresher on 5 W process. An overview of the 2021 FSLC Activity matrix, 5W tool and 5W data collection and analysis process was provided. The attention was drawn related to how to fill in the form to keep the proper data quality.

Partners shared their experience in using the 5W-matrix, challenges encountered while filling the form. Among the challenges were noticed:

- New administrative data makes 5W process complicated. Solution: to define new administrative units, partners are encouraged to use the interactive map developed by the Ministry for Communities and Territories Development of Ukraine that is available at <https://atu.decentralization.gov.ua/>
- There is no possibility to change data retroactively in case there is a need to clarify data from the previous data collection round. Solution: partners can send the amended reports to the FSLC IMO, the consolidated 5W dataset and reporting would be amended accordingly.
- Multi-purpose cash activities should be reported to the Cash Working Group.

Overview of FSLC IM products that are based on 5W

An overview of how FSLC informational products are generated was provided. Reminder session on available products – operational presence map, dashboards (static and dynamic), partner planning documents.

Partners asked to write out what each abbreviation stands for.

2022 HNO / HRP process

The FSLC Cluster Coordinator provided an overview of the 2022 HNO/HRP process. For 2022 HRP, it is expected to shift from project-based costing to activity-based costing. In this regard, the FSLC would need support from partners in terms of defining the unit cost for livelihood activities (both agricultural and non-agricultural).

Closing the webinar and conducting a post-webinar evaluation survey (google form).

Supporting documents that were developed for the webinar:

- Registration form (google forms)
- Training materials, presentation
- Training notes
- Jam board for interactive exercises
- Post-webinar evaluation survey (google forms).

Key Findings and Recommendations

In the **pre-evaluation survey**, the participants were asked to express what inconveniences they had been facing while filling in the FSLC 5W template. Among the inconveniences, partners mentioned: detailed gender with age disaggregation, the template contains too many columns, it takes a lot of time to fill it in. Notwithstanding, some partners also acknowledged that the current 5W template is a user-friendly and convenient reporting tool. Two individuals were newly recruited and had no experience in filling in the 5W yet.

During the webinar, the needs in further informational sessions were revealed: FSL coordination issues, FSL available guidelines, humanitarian principles.

Post-webinar evaluation survey was conducted. The aim of the survey was to seek feedback on the webinar and reveal further training needs, to identify additional needs of partners in terms of working with the FSL Cluster informational products and data. 8 attendees out of 28 filled in the questionnaire. The survey was anonymous.

Results of the post-webinar evaluation survey revealed that overall satisfaction from the webinar was high – 9.5 average points out from 10. More detailed results and scores are reflected at the figure below.

Average score (out of 10, where 10 - totally agree, 0 - not at all)



The partners were also asked about additional informational products that would be useful for their work. They mentioned more needs analysis, planning documents, reports on beneficiaries' satisfaction with received assistance, and an additional information session on overview of guidelines which FSLC would be helpful.

The quality of the 5W reports that were submitted after the webinar is higher compared to the previous data collection rounds.

Participants

No	Names of attendees	Institution	Position	Contact
1	Svitlana Vershynina	ACTED	Project Manager - Humanitarian Cash Assistance	svitlana.vershynina@acted.org
2	Kateryna Budz	Arbeiter-Samariter-Bund Deutschland e.V. (ASB)	Project Manager	projects@asb.org.ua
3	Tetiana Prit	Arbeiter-Samariter-Bund Deutschland e.V. (ASB)	MEAL Officer	mealofficer@asb.org.ua
4	Vadym Khomenko	Caritas Ukraine	Manager	Vkhomenko@caritas.ua
5	Gennadiy Yakubov	Caritas Ukraine	Project Manager	gyakubov@caritas.ua
6	Nadiia Yudaieva	Danish Refugee Council (DRC)	Livelihoods Officer	nadiia.yudaieva@drc.ngo
7	Anastasiia Sysoyeva	Donbas Development Center (DDC)	PM	prj@ddc.world
8	Anna Siromakha	Emmanuel Charity Association	Project Manager	anna.siromakha@cbn-cis.org
9	Anna Burka	Food and Agriculture Organization (FAO)	National Programme Support	Anna.Burka@Fao.org
10	Mana Nagashima	Food and Agriculture Organization (FAO)	Programme Specialist	mana.nagashima@fao.org
11	Olena Safarova	Food and Agriculture Organization (FAO)	Mariupol Field Office Coordinator	olena.safarova@fao.org
12	Ihor Moroz	International Organization for Migration (IOM)	Project Assistant	imoroz@iom.int
13	Veronika Klymova	International Organization for Migration (IOM)	Project Assistant	VKLYMOVA@IOM.INT
14	Ivan KUCHERIAVENKO	International Organization for Migration (IOM)	Emergency and Stabilization Project Assistant	kucheriavenko@iom.int
15	Maryna Kozlovska	LNGO AirLight	Project coordinator	ecoresearch8@gmail.com
16	Anna Ostapenko	LNGO AirLight	Humanitarian coordinator	airlight.ao@gmail.com
17	Mariia Kanievska	NGO Proliska	senior data manager	mariikanievska@gmail.com
18	Yuriy Matsehora	Norwegian Refugee Council (NRC)	Livelihood and Food Security Project Officer (Database)	yurii.matsehora@nrc.no
19	Oleksandr Hrabar	Norwegian Refugee Council (NRC)	M&E Officer (Database)	oleksandr.hrabar@nrc.no
20	Olha Panasiuk	Norwegian Refugee Council (NRC)	M&E Technical Officer	olha.panasiuk@nrc.no
21	Inna Yerofieieva	People in Need (PiN)	Project Coordinator	inna.erofeeva@peopleinneed.cz

No	Names of attendees	Institution	Position	Contact
22	Ilona Shpirka	People in Need (PiN)	Database Officer	ilona.shpirka@peopleinneed.cz
23	Philip Kuzmych	Triangle génération humanitaire (TGH)	Project Coordinator	assist.pm.ukraine2@trianglegh.org
24	Serhii Kolomiiets	Triangle génération humanitaire (TGH)	Project Assistant	
25	Aliona Savchenko	CF HADC	Programme Manager	a.savchenko2008@gmail.com
26	Tetyana Yakymenko	Donetsk regional Organization of Ukrainian Red Cross Society	Deputy Head	do@redcross.org.ua
27	Charles Hopkins	FSL Cluster (FSLC)	Cluster Coordinator	charles.hopkins@fao.org
28	Angelina Virchenko	FSL Cluster (FSLC)	Cluster IMO	angelina.virchenko@fao.org