

OCHA PAKISTAN – INFORMATION MANAGEMENT

HUMANITARIAN EMERGENCY OPERATIONAL INFORMATION TOOLS FOR COORDINATION

	Tool Description	Internal IM input	External Contribution/Support	Process
1	Standard 4W matrix	Standard template prepared, discussed and agreed by stakeholders.	Share with relevant district officers at affected geographic locations and also to the actors at districts.	•Template shared with relevant stakeholders for compilation of response information within the clusters. Reports generated from analysed information are used for coordination of response and geographical gap analysis.
2	Meetings attendance sheet	Standard templates prepared. i. Gathers initial info on 3W ii. Gathers info on meetings attendance/participation.	Provide information related to different meetings at district levels among government and humanitarian community	Collection and compilation of meeting info and share with relevant stakeholders .
3	Contacts' lists	IM prepares key contacts lists based on existing information	Update of key contacts of district authorities, and other actors in districts and provide to the stakeholders while needed	Collection, compilation of key contacts and dissemination to key actors to facilitate coordination.

	Tool Description	Internal IM input	External Contribution/Support	PROCESS
4	District profiles	Standard template prepared. IM populates respective district forms with	Collection basic facts and figures related to needs, coverage and gap from relevant actors in districts	Collect, collate and share the info the with district authorities and clusters for further review and decision making. The information provides a snap –shot of the district information and response.
5	Maps	Prepare and print at appropriate scale. Soft format for situation report(s)	Request of map collected, processed to service providing actors like OCHA and disseminate maps	OCHA supports/facilitates the production of soft and hard copy maps for use as planning tool by actors at all levels. Focal person at district levels distribute as necessary.