GIMAC Protocols

Purpose: To provide detailed information of the set of rules governing GIMAC: principles, global coordination relationship, leadership; GIMAC support scope and what is out of scope; the structure of GIMAC, membership, sharing and availability of data for members, data responsibility, data sharing and availability, obligations of requesting country operations, GIMAC and field request process.

Principles

This section describes the key principles in which GIMAC is based:

1. **The Grand Bargain principles for coordinated needs assessment ETHOS:** These principles outline the values and ethical behaviour within the work of coordinated needs assessment and analysis for humanitarian situations and represent core values that have been agreed to by organizations at the global level, in particular, the Code of Conduct and the Humanitarian Charter, and are implemented at global, regional and operational levels. (ETHOS)

2. **The IASC Operational Guidance for Coordinated Assessments:** This guideline defines coordinated assessments and describes key actions to be taken, roles and responsibilities, and common principles to be considered when undertaking coordinated assessments. (IASC)

3. **Perspectives of affected populations:** The importance to include the voice and perspectives of affected populations is recognised and consider the secondary data review when available.

4. **The importance of the use of secondary data and joint inter-sectoral analysis:** Every analysis exercise should begin with a secondary data review which could be defined as a desk review of available information, based on the analysis plan and in support of the analytical framework. This secondary data review (SDR) should be undertaken to understand the situation through consolidation of data that has been already collected. The SDR is a key element in the development of any analysis exercises because it allows to structure and understand the data and information already available, identify the gaps and evaluate if there is the need to develop a project to collect primary data in order to complete our analysis.

5. **Operationalization of coordinated analysis:** Evidence has shown that coordinating secondary data review and analysis improves our ability to effectively and efficiently respond to crises and enhances trust in the overall humanitarian response. Conduct this analysis in collaboration with the field operations; using a joint, multi-sectoral/inter-sectoral approach allowing for a more holistic understanding of the inter-relationships between needs, risk, their root causes and effects and underlying vulnerabilities and allows for a more targeted response.

6. **Relevant and timely joint analysis:** The COVID-19 pandemic is dynamic and evolving, creating new and changing information needs in long-running protracted crises. Depending

on available resources, GIMAC analysis processes will aim to be timely, and effective to inform humanitarian response planning and decision-making. Relatedly, this analysis will be cognizant of the stated research objectives from field operations on-the-ground, thereby ensuring that joint analysis is also relevant and impactful within the context in question.

7. **A commitment to iterative learning:** As GIMAC workstreams is launched and new projects implemented, systems, processes, and frameworks will be continually reviewed and evaluated to determine their effectiveness. This commitment to learning is integrated into activities through, for example, conducting lessons learned debriefs after field request/projects are concluded, and periodic reviews of analytical frameworks and project management processes. This learning will be shared with other relevant processes and workstreams outside GIMAC.

i.   Global Coordination Relationships

This section describes the Global Coordination relationships in which GIMAC is based.

1. **Reporting:** GIMAC reports to the IASC Operational Policy and Advocacy Group (OPAG) as part of the system-wide COVID-19 response.
2. **Liaison:** When applicable, GIMAC liaises with the Global Cluster Coordination Group or the Global Refugee COVID-19 Operational Cell as needed.
3. **Coordination:** GIMAC ensures coordination with the Global Information Management Working Group (G-IMWG).
4. **Referral and Coordination:** GIMAC coordinates, collaborates and refers field requests which are out of the scope of GIMAC to the Joint Intersectoral Analysis Group.

ii.   Leadership

This section describes the leadership role of the GIMAC Co-leads on the Cell.

GIMAC is made up of humanitarian lead coordinating agencies and can reconfigure the leadership on particular support requests based on individual country requests from countries responding to the pandemic. Countries covered in the COVID-19 Global Humanitarian Response Plan are prioritized in GIMAC's 2020 activities.

- **OCHA** leads support requests for HRP country requests and requests initiated by HC/RCs or the country-level ICCGs. The Global Health Cluster/World Health Organization (GHC/WHO) has a strong influence on the sourcing and interpretation of health data for these requests.
- **UNHCR** leads support requests for RRP, 3RP, JRP countries and requests initiated by the UNHCR Representative or the country-level Refugee Intersectoral Working Group or UNHCR Regional Office. UNHCR coordinates with **GHC/WHO** on the interpretation of health data concerning refugees.
- **UNHCR and IOM** lead the support requests for RMRP countries or migrant / mixed flow populations. UNHCR/IOM coordinates with **GHC/WHO** on the interpretation of health data concerning refugees and migrants

Co-Leads have also agreed that:

- Where field support requests span multiple populations and appeals, the relevant GIMAC Leads co-lead the support request.
- GIMAC field support requests need to be balanced and formally prioritized by the Leads, as the same GIMAC technical support staff likely work on all the projects. GIMAC resources need to be shared among all supported projects (e.g. IDPs, refugees and migrants).
- The co-leads manage and document resource mobilization, reflecting the contributions and needs of its members to keep it operational. The co-leads engage with donors on behalf of GIMAC and report periodically on progress to donors and members.
- Although each of the field requests has one or several agencies leading the project, the other co-lead agencies have the responsibility to contribute actively to the process and its validation is needed to accept the field request and to deliver the project outputs.

iii.   In-Scope

- The emphasis of GIMAC is on mapping and analysing existing secondary data relevant to COVID-19 humanitarian response and promoting the use of secondary data in order to develop different types of report and analysis.
- GIMAC is focused on secondary data as an entry point for GIMAC support, and only once this support has been completed, and clear information gaps are identified; then GIMAC will be able to provide primary data collection advise, limited to:
  - Reviewing, proposing or advising on intersectoral analytical frameworks for multi-sectoral primary data collection exercises.
  - Reviewing, proposing or advising on multisectoral primary data collection forms including the adaptation of methods to remote data collection in the context of COVID-19.
  - Providing training on multi sector-primary data collection, including training for data collection in the context of physical distancing.
  - Referrals to specialist organizations with expertise areas of primary data collection.

iv.   Out of scope

The points below are out of GIMAC scope:

- The development of the Global Humanitarian Response Plan (GHRP) and related monitoring activities. GIMAC does not produce GHRP documents but some types of analysis that it produces could be useful for the development of GHRP documents.
- The development of country Humanitarian Need Overviews (HNOs).
- GIMAC does not produce HNO documents but the analysis that it produces can be useful for the development of HNO documents.
- The calculation of Persons in Need (PIN) for a specific country or geographical area. GIMAC may be able to provide figures that will influence PIN calculation, but the calculation of the PIN is a country responsibility.

- The analysis produced by GIMAC can be used for the Severity of needs analysis by the country operation; however, GIMAC does not work on severity analysis directly and will refer to all such requests to JIAG.
- The direct and remote implementation of primary data collection exercise. GIMAC can advise on best practices, research design, methodologies and techniques but not data standards. Also (see specifications on the in-scope section) GIMAC can provide support, but not implement primary data collection.
- Mediating country-level interagency problems. GIMAC is a technical service and its role is to support the country operations on issues of technical nature only.
- Country sector/cluster-specific requests. GIMAC addresses multi-sectoral/multi-cluster field requests only, while specific sector or cluster technical support should be escalated to the specific sectors or global clusters.
- GIMAC does not provide sudden onset or natural disaster field support, other mechanisms are in available such as the A&A Cell and UNDAC deployments which are better aligned for this support.

v.   Internal structure of GIMAC; roles and responsibilities

The GIMAC interim structure is formed by the GIMAC Co-leads (OCHA, UNHCR, IOM, WHO and the GHC), four technical groups and specific technical working groups. Each team will work on their respective areas of responsibility. All Teams are part of joint analysis tasks and support development of analysis products/outputs.
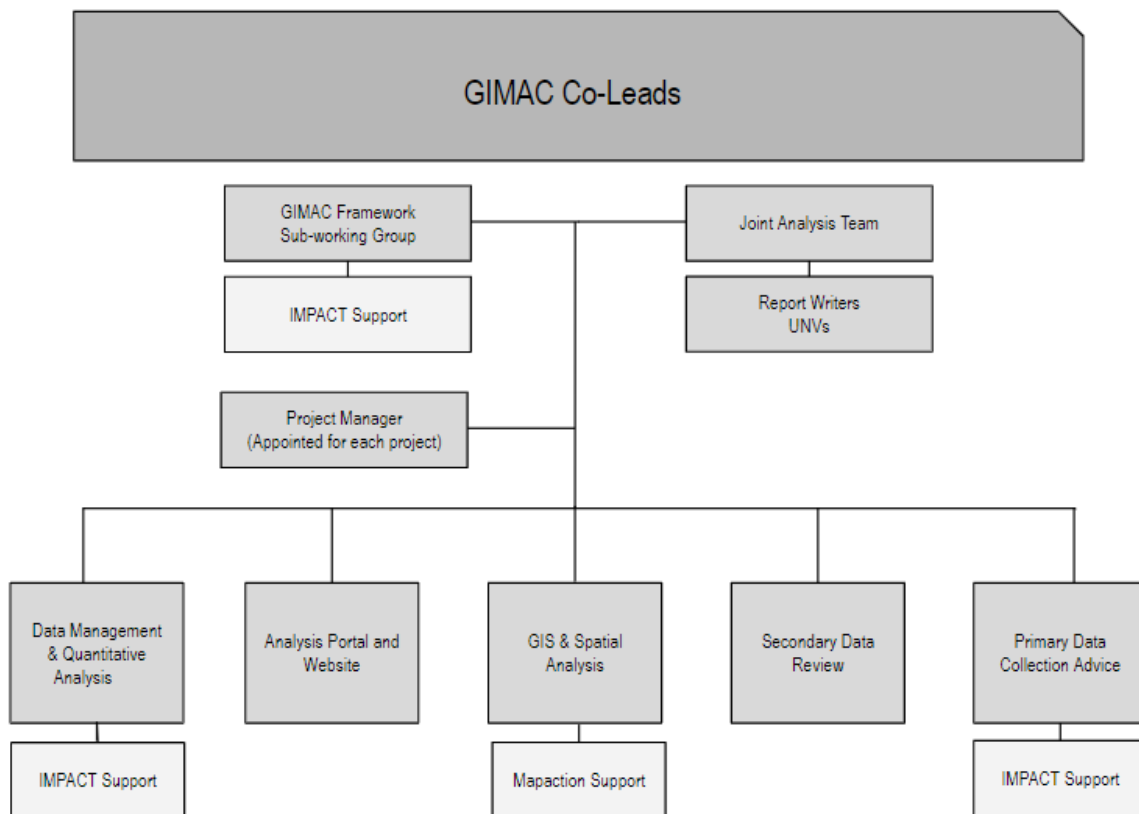
a. Co-Leads. The main responsibilities of the co-leads are:

1. Project coordination role. Based on the leadership section of the Protocol, the lead or lead agencies of each project has the responsibility to coordinate the whole project process. They directly coordinate with the Project Manager and the Co-lead (depending on the type of project) to ensure:
    a. Global level coordination amongst the Co-leads on a specific request
    b. Global level engagement with appropriate global bodies and mechanisms (e.g. JIAG, GCCG etc.).
    c. Country-level engagement with the field requesting entity: to agree on the scope and modality of the field request.
2. Decision-making on which field requests are accepted or rejected, and how they are prioritised.
3. Development of the needed documentation, tools and communication channels for running GIMAC
4. Cell coordination (including the process to manage field requests), external relations and partnerships.
5. Manage the GIMAC website content.

b. Project Manager

1. Manage field requests which include:
    a. Developing the technical documentation of the project
    b. Leading the implementation of the project and engage with requesting entity
    c. Leading the joint analysis and produce the final report.
    d. In collaboration and agreement with the field, lead the process of the final project outputs diffusion.
2. A specific Project Manager is appointed for each field request based on the best fit for skillset and availability among GIMAC staff. The project manager may be from a different organisation than the GIMAC co-lead.

c. Secondary data processing team

The team is composed of a team leader, technical volunteers and staff members. This team is responsible for:

1. Developing the project description section related to the secondary data processing phase for each project.
2. Collecting and processing the secondary data using the DEEP software and the GIMAC analytical framework.
3. Supporting the joint analysis and final report (team leader).

d. Database and data management team

The team is composed of a team leader, technical volunteers and staff members. This team is responsible for:

1. Developing the project description section related to the database and data management work team.
2. Developing and maintaining the GIMAC cloud database.
3. Developing quantitative analysis and visualization.
4. Support the joint analysis and the final report (team leader).

e. Website team

The team is composed of a team leader and technical volunteers. This team is responsible for:

1. Conceptualizing, developing and maintaining the GIMAC website.
2. Visualizing data on the GIMAC website, if required.
3. Develop and maintain the GIMAC website.

f. GIS mapping and spatial analysis team

The team is composed of a team leader, technical volunteers and staff members. This team is responsible for:

1. Develop spatial analysis to support the analysis phase of the project
2. Develop GIS mapping for data to support the analysis phase of the project

g. Specific technical working groups

The specific technical teams are a group of people with some determined skills that work on a specific thematic or to develop a specific activity, for example, a training, or the analytical framework. Each of the groups has a SOPs that describes the purpose of the group, the specific objectives and outputs and the members.

Note: GIMAC can receive specific technical support from partners to contribute to any of the phases of a field request/project, for example, the Secondary Data Review phase. This support provided should be based on the GIMAC analytical framework and standards.

vi.   GIMAC Membership and identity

In addition to the GIMAC interim structure, the Cell is composed of other members which include UN agencies, NGOs, private sector partners and academic research institutions and volunteers. The members are categorised as follows:

a. Participating Partners: partners that take part in GIMAC meetings, provide general inputs on the cell, share information about their activities and receive GIMAC updates.
b. Active Partners: partners that have a specific technical or coordination role on the cell or a specific project. For each of these partners, an SOP will be required which describes the

objective and roles and responsibilities of the partner on the whole Cell or a specific project should be defined and validated by the Co-leads and the active partners.

c. Active Partners can participate in different roles, such as:
- Capacity and Resource Contributors: Second staff to the Cell to directly contribute to GIMAC activities.
- Technology Contributors: Provide technology and/or technical expertise to the Cell concerning technology. This may include software, platform access or specific component development.
- Technical support contributors: Based on geographical/thematic interest and expertise, provide support to the field requests on a case by case basis.
- Data and Analysis Contributors: Share data and existing analysis that GIMAC can use it in its outputs.

On the GIMAC identify (GIMAC Identity and branding), the following points need to be taken into consideration for GIMAC outputs of each project:

- Partners logos will be published on the GIMAC partner page.
- All GIMAC field support products are branded as country products with GIMAC generic logo and logo of active partners who contributed to the field request/project.
- GIMAC products independent of field requests are branded with the GIMAC logo and logos of active partners who contributed to the products.

vii.   Sharing & availability of data for members

GIMAC promotes data sharing however there might be limitations based on specificities of the country requesting the support. The availability of the data for the members depends on the agreement with the entity requesting the field support and it should be reflected in the project description document. If the entity agrees to share the data, data is shared with all the GIMAC members. If for some specific reason the entity disagrees with sharing the data, data is shared only with the relevant/necessary GIMAC members according to their responsibility in the project.

The GIMAC members receiving the data commit to the principle of "do no harm" for the use of the data.

Data is shared using the GIMAC Analysis Portal based on credentials and rights for different partners, where applicable. In addition, GIMAC hosts a cloud database using open source technologies that is accessible to its members.

- GIMAC co-leads, partners and associated projects will share data in form of API's, live CSV links, CKAN instances etc.
- GIMAC data is available to members to conduct their own sectoral or inter-sectoral analysis outside the scope of GIMAC.

viii. Data Responsibility

GIMAC data responsibility is guided by:

- The Joint System-Wide Operational Guidance on Data Responsibility and Challenges during the Covid-19 Response ([here](#))
- The Data Responsibility in the Covid-19 Response HDX website ([here](#))

ix. External sharing of project outputs

As it has been mentioned in section viii about the data sharing; GIMAC also promotes project outputs, however, there might be limitations based on the specificity of the country requesting the support. The sharing with external members of GIMAC of the outputs of each project depends on the agreement with the entity requesting the field support and it should be reflected in the project description document. If the entity agrees to share some or the entire project outputs with external audiences, those are posted on the GIMAC website.

x. Obligations of Requesting Country Operations

This section describes the commitments that entities requesting GIMAC field support should make with the Cell to ensure the success of the project:

a. Before submitting a field request, the operation has the responsibility to:

- Ensure that the support request is generated in close collaboration with the United Nations Country Team/Humanitarian Country Team or Inter-Cluster Coordination Group. However, the request can be initiated from various coordination forums which are inter-cluster/agency in nature. This may include Information Management Working Group (IMWG), Assessment Working Group (or equivalent), Inter-Cluster Coordination Groups, Humanitarian Country Team and or by multiple stakeholders.
- Ensure that the operation field request is inter-sectoral or multi-sectoral. No specific sector or cluster request will be accepted by GIMAC.
- Define the scope and objectives of the request with a clear beginning and end.
- Map existing data systems and already available relevant information.
- Identify the inner and outer circle focal points/stakeholders.
- Identify in-country clearance mechanisms.
- Appoint sectoral technical staff to work with GIMAC on validation, contextualisation of joint analysis and to ensure there is sufficient ownership and engagement.
- Identify an "in-country" group of experts (this could be an existing country-level group such as Assessment Working Group; in this document, it will be called country experts group) that will collaborate with the project manager on the development of the project including the joint analysis and final report. During GIMAC Support Process, the country expert group, in collaboration with GIMAC project manager, has the responsibility to:
- Provide GIMAC with available datasets and validated sources by clusters or respective agencies or organisations.

- Contribute to the development of the project documentation, before the project implementation. If needed, contribute to the organisation of the joint analysis workshop.
- Contribute to the joint analysis report and project outputs.
- Where possible, engage with local populations on interpretations and identification of key findings. For this, it could be considered to include key local stakeholders in the joint analysis workshop.
- Advice on avoiding harm and sensitivity and use of data.

b. At the end of the project, the project manager has the responsibility to:

Contribute to a lesson learned process to document shortcoming and best practices identified during the process.

Other points to take into account for the operation on the field request are:

- Countries can submit only one request at a time. Once the request is completed, another request can be submitted. The second request is considered based on the capacity of the Cell and workload of other pending requests
- Since GIMAC is not able to respond to all the requests simultaneously, each support request is evaluated based on the combination of the following criteria. Priority will be given to support requests that are:
  - Time-critical in nature and linked to well-defined decision-making process such as revision of response plan etc.;
  - From countries where the humanitarian situation has deteriorated significantly due to COVID-19 direct and indirect consequences;
  - From countries where there is a high likelihood of specific risks that may result in life-threatening consequences for a significant portion of the population; and
  - From countries where there are technical, resource and information gaps with low capacity to undertake requested support
- The support request mechanism may be closed for some time if the number of requests exceeds the capacity of the Cell until the pending requests are completed.
- The status of the request is available on the GIMAC.info and products or summary of the products is shared on the website after consultation with the requesting country.
- GIMAC shares all field requests with GCCG and works closely with Global Clusters, in addition to agencies and participating organisations.

xi.   Obligations of GIMAC to Requesting Country Operations

Once the country operation has sent its field request to GIMAC using the field request form; GIMAC has the obligation to:

- Provide feedback to the country operation in maximum 48 hours to confirm the reception of the field request and to agree on a date for the first meeting between GIMAC Co-leads, the Country Operation and if, needed GIMAC active partners.

- To communicate to the Country Operation if GIMAC accepts or rejects the request and the reasons.
- If the request is accepted GIMAC must:
  - Work with the Country Operation on the request project description.
  - Agree on the project outputs, time framework and collaboration process.
  - Deliver the output of the project according to agreed timelines.

xii.   Field Request Process

This section describes the process followed when the field request is received through the GIMAC website.

1. Country request received and triaged by Co-leads GIMAC.
2. Timeframe: Requesting country will hear back from GIMAC within 48 hours.
3. In collaboration with the requesting entity and considering the type of request, priorities and GIMAC capacity, the request is accepted or not by GIMAC Co-leads, in discussion with the Active Partners. If it is accepted, project documentation, including project description will be developed. Timelines should be agreed with the country requesting the support.
4. Country request and documentation shared with GIMAC membership by the GIMAC Co-lead leading the request (based on chapter leadership):
   - For operations Clusters activated, share with GCCG and the applicable OCHA Country or Regional Office.
   - For refugee operations, share with COVID-19 Global Refugee Operations Cell and the applicable UNHCR Regional Office.
5. Implementation of the project. In collaboration with GIMAC Co-Lead, the Project Manager implements the project.
6. Validation of the project outputs. Field Expert Group validate the project outputs
7. Sharing the project outputs. Led by the Project Manager, in collaboration with the Co-Leads and with the agreement of the Field Expert Group, project outputs are shared.
8. Establish the lesson learn process and capture feedback in collaboration with the Field Expert Team and document is produced.

xiii.   Obligations of GIMAC projects

Any project funded to support GIMAC activities or that uses the Cell to call for funding the project has the obligation to respect the GIMAC principles and to implement the project using the GIMAC technical standards. These standards include the use of the GIMAC analytical framework and the development of the technical project documentation (project description including work plan) before the implementation of the project. Together with the GIMAC project implementing partners,

agree upon standard operating procedures, monitoring and evaluation indicators and reporting requirements.

xiv. Communications

Official external communications with partners will be done through email. Informal discussion and communications will take place using the GIMAC: Global IM, Assessment and Analysis Cell COVID-19 skype group.

Resources	Audience	Permissions
Skype group: GIMAC: Global IM, Assessment & Analysis Cell COVID-19	GIMAC co-leads GIMAC partners Humanitarian community interested in GIMAC work	Group link Anyone in the humanitarian community can join.
GIMAC email subscription	GIMAC co-leads GIMAC partners The humanitarian community are interested in GIMAC work	Subscribe or unsubscribe from GIMAC email list Anyone in the humanitarian community can join.
GIMAC Dropbox with publicly available resources	GIMAC co-leads GIMAC partners Humanitarian community interested in GIMAC work	Access Dropbox Anyone in the humanitarian community can access the Dropbox.
GIMAC website	GIMAC co-leads GIMAC partners Humanitarian community interested in GIMAC work	www.gimac.info Website is accessible to everyone. Data downloads will be available on request and via secured pages.

This document is finalised after extensive consultation process between the GIMAC co-leads, various GIMAC teams and partners.