**MEL Automation – ISRL & Trade4Peace program**

**Meetings’ Summary & Action Plan**

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| **Meeting attended by:** | Thanker Top – MEL Specialist - Gambella  Habtamu Woldeamanuel – Data Analytics Manager – Addis Ababa | |
| **Date:** | Nov 27 & 30, 2023 | |
| **Time:** | 04:00 - 05:00PM | |
| **Facilitator:** |  | |
| **Topic** | 1. **MEL Tech Automation Overview** | |
| **Discussion:** | Mercy Corps PaQ unit has been working with program team to automate MEL activities with MEL Technologies recommended by Global MEL Tech team.   * MEL techs:   + Commcare for Data Collection     - Case based - IPTS – Institution Performance Tracking S     - One time Event based - Survey – PDM, Baseline & Endline surveys, assessment,   + MS Power BI – Data Visualization & Dashboard   + MS Azure – Data Integration & Quality Management * Mercy Corps program   + RiPA program is pioneer to use MEL Technologies and 3 programs (Li-WAY, DREAMS, Enter Energy) have recently joined MEL Automation * Positive Feedback & great Improvement MEL activities (Data Quality, Time. Reporting & Data Use practices) | |
| **Topic** | 1. **ISRL & Trade4Peace – Indicators & Current MEL practice** | |
| **Discussion:** | Program Indicators (ISRL)   * Indicators – total 26 * Source Routine Monitoring - 21 * Source Periodic Survey - 5 | Program Indicators (Trade4Peace)   * Indicators total - 18 * Source Routine Monitoring - 16 * Source Periodic Survey - 2 |
| Current MEL Practice: (Thanker ..)   * Data Collection: * Reporting, Data Visualization & Dashboard: | |
| **Topic** | 1. **ISRL & Trade4Peace - MEL Automation Plan** | |
| **Discussion:** | * Data Collection   + Routine Monitoring - 3 Case based tracking tool.     - Institution (existing IPTS with program specific customization)     - Household/Individuals (New tracking app)     - Activities (e.g., Training) – (New tracking app)   + Periodic Survey - one time data collection     - All future (surveys, assessment) to use Commcare app. * Visualization & Dashboard (+Reporting)   + Power BI Template available * Data Integration & Quality Management   + MS-Azure | |

MEL Tech automation action plan

ISRL & Trade4Peace programs

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| N° | *Key Activities* | Weeks | | | | | | | | | | | | | |
| **November 2023** | | | | | **December 2023** | | | | **January 2024** | | | | |
| **1** | **2** | **3** | **4** | **5** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **5** |
|  | Requirements analysis and Specification (Habtamu, Thanker): | | | | | | | | | | | | | | |
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|  | CommCare Form Customization – IPTS + Household + Activity Tracking Tool - (Habtamu, Thanker): | | | | | | | | | | | | | | |
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|  | Testing, Implementation & Training (Habtamu, Thanker, Program Team - On-Site): | | | | | | | | | | | | | | |
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|  | Actual Data Collection (Thanker, Program Team): | | | | | | | | | | | | | | |
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|  | Microsoft Power BI Dashboard design (Habtamu, Thanker): | | | | | | | | | | | | | | |
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|  | MS-Azure - Data Integration & Quality Management Implementation (Habtamu, Thanker): | | | | | | | | | | | | | | |
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|  | Maintenance & Update (Remote - continuous) - (Habtamu, Thanker): | | | | | | | | | | | | | | |
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