

The present Handover report gives an account of the tasks performed between May 15, 2023, and August 31, 2023 for the cluster CCCM, Port-au-Prince, Haiti as Information Management Officer.

These notes are intended to serve as an introduction and orientation document for the incoming new IM Officer and are based on the tasks/responsibilities I handled while supporting CCCM and can be used to establish a solid foundation to support the operation in continuing to support the sector in meeting the needs of displaced people in Haiti. In most cases, all the final products referenced here were created with ArcGIS, PowerBI, Microsoft Word, Excel, and PowerPoint, Kobo Collect and Python. The raw files of the end products are also linked to facilitate modifications and continuity if deemed worthwhile.

All relevant datasets and documents have been uploaded to the CCCM sector SharePoint folders for easy access and continuity. The CCCM folder can be accessed [here](#).

It should be noted that a handover meeting was organized with the following participants:

- a. Yakin Mwanza, DTM Officer
- b. Safari Voyant, Database Officer
- c. Sani Mahamane, IM Officer (New)
- d. Felicien Mibulo, Programme Officer CCCM
- e. Michel Isamuna, IM Officer (leaving)

At the end of the meeting, all Handover points were explained, shared, then presented. This report summarizes these actions.

1. CCCM Sector SharePoint

There is a SharePoint folder created specifically for all materials and resources related to the sector inside the IOM CCCM unit 'CCCM 2021' folder [here](#). This folder has all the data, information, and products that have been used and produced. All files are grouped under folder categories related to specific subjects (IM, CCCM Strategies, OCHA documents, Datasets, etc...)

2. Sector Partner Reporting and 5W

To gather partners' activities in the IDP sites, we developed and created the 5W forms. The file can be found [HERE](#). An interactive online form has been created to speed up the data collection process and can be accessed through this link: https://u3l.co/5W_cccmhti

The 5W tool that could be used by sector partners to report their CCCM activities carried out each month is currently in an excel format. The current template can be accessed [here](#). A request for data is sent every end of the month to the partner's 5W reporting focal points do updates on the activities carried out during the month.

The IM then cleans and consolidates partner submissions for the following reporting:

- Reporting to OCHA
- Sector products:
 - o CCCM 5W Dashboard

- Monthly CCCM factsheet

Using Kobo Collect, we created two online tools for reporting:

- **Fiche reporting reunion:** this form aims to collect all details related to any meeting where CCCM were involve.
- **Fiche reporting Terrain:** this form will be used by all CCCM staff to report any activity done in the idp site; any feedbacks, needs, comments or all observations made or collected during field visits to displaced persons' sites.

3. Mailing List / Sector Contact List

As the CCCM cluster needs to share information with its partners and members on a regular basis, it was important to have an up-to-date Mailing List with details of all partners.

We have set up an Excel Mailing List file, which should be updated regularly.

To avoid using a "gmail.com" e-mail under a paid Mail Chimp account, we thought of creating a CCCM-Haiti mailing list under the IM Officer's Microsoft Outlook.

4. Site profiles, assessments, and tracker

A Site profile dashboard was created to visualize the conditions and the needs in sites based on the baseline assessment rounds of DTM. The dashboard uses a traffic light system. All files related to this product can be found [here](#). The dashboard pulls data from [here](#). All cleaning is done directly in the PowerBI file here so applied steps can be modified and replicated for future baseline rounds if needed. Coordinate with DTM when new site information should be fed into or whether additions should be made in [this site tracker](#).

The new version of the tracker in PowerBI will be found in GitHub through this link:

https://bit.ly/git_hti_cccmprofile

Next steps:

- CCCM to provide monthly or when needed the list of sites with the name of the site management organization (GOV and/or NGO).
- Sector leads and co-leads to select/ propose indicators for the site profiles.
- IMO to update the site profile on a regular basis.

5. CCCM page on RW Response

1. Need to follow up with Regine Joseph (IM OCHA) joseph99@un.org on request to separate CCCM from Shelter/ NFI
2. Publish:
 - Site profile dashboard (once validated with DTM HQ)
 - Other products as needed (5W template etc)

Michel Isamuna

IM Officer

