



## PROGRESS REPORT: FOURTH QUARTER 2011

<b>Reporting Period:</b>	Jul. 1, 2011 to Sep. 30, 2011
<b>Organization:</b>	iMMAP
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<b>Program Title:</b>	Common Operating Picture to Strengthen the Disaster Management System in Pakistan
<b>Country/Region:</b>	Pakistan
<b>Grant USD Total:</b>	\$2,592,749.00
<b>Grant Completion:</b>	15 January 2012

### GOAL

The primary objective of this project is to strengthen the Information Management [IM] capacity of Pakistan's Disaster Management Authorities [DMAs] and to provide all related humanitarian responders with effective methods for reliably capturing, reporting, sharing, and analysing information concerning the humanitarian situation according to baseline indicators and population needs. This crucial Humanitarian Information Management [HIM] support will be provided via an integrated approach through the Pakistan National Disaster Management Authorities framework including the National Disaster Management Authority [NDMA], Provincial DMAs [PDMA], SDMA, GBDMA, and FATA DMA [FDMA].

This document provides progress targeted, achieved and updates against project components and indicators established through the Project Monitoring and Evaluation Plan [PMEP] after the transition of the project from USAID's Office of U.S. Foreign Disaster Assistance [USAID/OFDA] to USAID Mission Pakistan on 15 April 2011.

This report [APPENDIX A] covers the period from Jul. 1, 2011 to Sep. 30, 2011. A separate progress summary is also included for all active field offices/PDMA information management [IM] Units as APPENDIX B of this report.

**Report Content:**

1. Cover Letter
2. APPENDIX A: Q4 Progress Against Indicators/ Targets set & approved as part of PMEPP
3. APPENDIX B: Field Offices – IM Units Q4 Progress Report [Balochistan, Sind, Punjab, Khyber Pakhtunkhwa, and FATA DMAs]

**Major developments that occurred during this reporting period were:**

- Government of Pakistan procedure change for issuing expatriate staff work visas;
- NDMA refusal to support visa applications for iMMAP expatriate staff;
- Two weeks closure of IM Unit at NDMA due to delays in clearance for iMMAP staff, both local and expatriate;
- Loss of two expatriate employees due to visa delays. This includes IMO-PM Punjab and Operations Manager;
- iMMAP is now a registered not-for-profit entity in Pakistan - Registration # R/JSC-GB-28/2011 - XLVII/1984;
- IM Unit is now established at Balochistan PDMA;
- IM Unit is established at FATA Disaster Management Authority;
- Flood 2011 in Sindh and Balochistan and United Nations Office for the Coordination of Humanitarian Affairs [OCHA] re-establishment of Clusters;
- Single Reporting Format [SRF] v2 is now ready to deploy.

## APPENDIX A: Quarterly Progress Report - Common Operating Picture

### Quarter 4

The table below highlights the original project objectives with corresponding PMEP Components.

Project Objectives	Respective PMEP Components
1. Establish and augment the Pakistan Disaster Management Authorities' information management capacity on a sustainable basis.	PMEP Component 1 and Partial Component 4
2. Increased information management capacity of the Disaster Response and Early Recovery communities.	PMEP Component 2 and Partial Component 4
3. Implement information management structures and systems in the Disaster Management Authorities at national, provincial and identified district levels.	PMEP Component 3 and Partial Component 2
4. Standardized information management tools and decision support systems.	PMEP - Component 3
5. Identification of baseline datasets, information sources and protocols for sharing and maintaining such information sources.	PMEP - Component 4 & Partial Component-2
6. Integration of complementary information management tool and databases.	PMEP - Component 5, 6, & Partial Component-2

The below narrative illustrates the PMEP indicators and lists progress against the approved established targets and baseline. The baseline figure illustrates the status of progress against indicators since the transition of the project to USAID Mission Pakistan on 15 April 2011.

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
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Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
<b>Project Component 1: IM Units Establishment at NDMA, 4 PDMA, and FDMA</b>					
Number of IM Staff Recruited and Deployed	Recruitment of staff for NDMA, PDMA [Sind, Punjab, Khyber Pakhtunkhwa, Balochistan], and FDMA.	23+8	2	6	Human Resources [HR], Country Representative [CR] Senior Information Management Officer [SIMO], Information Management Officers [IMO], Interviews, Assessment Sheets, Contracts signed
<b>Q3 Progress:</b>					
<ul style="list-style-type: none"> <li>• FDMA IM Unit established with three key resources [IMO-PM, IMO-GIS, and IMA];</li> <li>• Balochistan IM Unit established with three key resources [IMO-PM, IMO-GIS, and IMA];</li> <li>• Recruitment was initiated and concluded for AJK SDMA IM Unit IMO and IMA;</li> <li>• Advertisement for IMO-GIS is made in a AJK local newspaper;</li> <li>• Recruitment was initiated and concluded for GB-DMA IM Unit.</li> </ul>					
Numbers of Infrastructure/ equipment deployed – Units Established	Hardware, software, furniture, and additional communication, transportation requirements for staff for NDMA [Prime Minister's [PM] Secretariat office and Serena], PDMA [Sindh, Punjab, Khyber Pakhtunkhwa, Balochistan], and FDMA.	4+1	1	2	Operations Manager [OM], SIMO Purchase Requests, Quotations Received, Equipment Purchased Receipts, Equipment Deployment Confirmations
<b>Q3 Progress:</b>					
<ul style="list-style-type: none"> <li>• Balochistan PDMA IM Unit is now fully equipped and is functioning at its full capacity;</li> <li>• FATA DMA [FDMA] IM Unit is now fully equipped and is functioning at its full capacity.</li> </ul>					
<b>Project Component 2: National IM Strategy &amp; PDMA/ FDMA IM Needs Study</b>					

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
Number of IM Needs Assessments Conducted – Reports Produced	IM Needs Assessment at PDMAs/FDMA	0+2	3	3 Draft Reports	SIMO, PDMA IMOs Questionnaires, Interviews, Draft Reports
<p><b>Q3 Progress:</b></p> <ul style="list-style-type: none"> <li>IM Needs Assessment Draft 2 has been developed for <u>Sindh</u> and <u>Khyber Pakhtunkhwa Provinces</u>;</li> <li>IM Needs Assessment DRAFT 1 has been developed for FDMA;</li> <li>IM Needs Assessment DRAFT 2 is pending for Punjab due to Visa situation with the IMO-PM;</li> <li>Questionnaire has been circulated at Khyber Pakhtunkhwa, Sindh, Punjab, FATA, and Islamabad Level. Final reminder was sent to conclude IM Needs Assessment.</li> </ul>					
% of NDMA IM Strategy Document Completed – Reports Generated	NDMA IM Strategy Report	0+0	1	0	CR, SIMO, PDMA IMOs PDMAs/FDMA Needs Assessment Drafts NDMA Needs Assessment Draft IM Strategy DRAFT 1 feedback Presentation Minutes of Meetings Final Draft Submission
<p><b>Q3 Progress:</b></p> <p>Waiting for IM Needs Assessment Questionnaire Response, interviews with Key Stakeholders, second Draft of Provincial Needs Assessments, and Findings from Balochistan PDMA, and FDMA before finalizing the IM Strategy Draft Report. Also, now watching for the events to unfold in relation to IM transition to NDMA and PDMAs.</p>					
<p><b>Project Component 3: Standard Information Management Tools Deployment</b></p>					

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
Number of Personnel Orientations	Resources Orientated Before Deployment of SRF and OASIS	5+10	5	6	CR, SIMO, IMOs Presentation Frequently Asked Questions [FAQs] Live Demos
<b>Q3 Progress:</b>					
<ul style="list-style-type: none"> <li>Key master trainers are training in newly established IM Units of Balochistan [Zeeshan Baksh, Zahid Khan] and FATA [Ms. Sumbal Kazmi and Qassim Jan];</li> <li>Newly recruited M&amp;E Specialist have been oriented to SRF [Naeem Ahmad];</li> <li>One additional OASIS trainer have been introduced from the existing staff with a slight role change [Ms. Hadya Ali];</li> <li>Continuous learning is in the process.</li> </ul>					
Number of Service Desk Personnel Deployed	Help Desk setup to provide level 1 and level 2 support while rolling out SRF/ OASIS to target community in PDMAAs.	1+3	0	0	SIMO, IMOs Standard Operating Procedure Personnel TORs
<b>Q3 Progress:</b>					
<ul style="list-style-type: none"> <li>No additional resources planned or deployed.</li> </ul>					
Number of Master Trainers Trained	Personnel trained to support smooth SRF/ OASIS rollout at national and provincial levels.	1+4	1	4	SIMO, Technical Trainer [TT], PDMA IMOs SRF/OASIS Training Manuals, SRF/ OASIS Presentation, FAQs, Live Demo
<b>Q3 Progress:</b>					
<ul style="list-style-type: none"> <li>Continuous SRF and OASIS documentation updates are ongoing;</li> <li>One additional SRF and OASIS Master Trainers trained [Mr. Raheeb Muzafar and Ms. Hadya Ali] and two additional Master Trainer trained at Balochistan and FATA Disaster Management Authorities.</li> </ul>					

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
Number of SRF users created	SRF is a Web Application and requires individual user account creation to gain access to system.	150+200	200	200+	SRF Services Desk, IMOs Create Users Requests
<b>Q3 Progress:</b>					
<ul style="list-style-type: none"> <li>New users' creation requests are consistent and usually are initiated after SRF Orientations and Training Sessions.</li> </ul>					
Number of OASIS Clients Deployed	OASIS Client Installation and local data configuration – NDMA, PDMAs, FDMA, Sector Working Groups [SWG], International Non-Governmental Organizations [INGOs].	0+50	150	150+	CR, SIMO, IMOs, SRF/OASIS Working Group Minutes of Meetings Email Requests Support Desk Records
<b>Q3 Progress:</b>					
<ul style="list-style-type: none"> <li>OASIS Client Deployment is active throughout Pakistan at NDMA, PDMAs, and ERWG members, and for all SRF users' community.</li> </ul>					
Number of users log-in/data entry	To determine how many users are actually using SRF.	50+134	200	Project Owners [PO] = 120+ Partners [IP] =80+ Total Active Users: <u>200+</u>	SRF Services Desk IMOs, System Admin Records Emails/Official Letters/ Reminders
<b>Q3 Progress:</b>					
For up-to-date statistics regarding SRF – please visit <a href="http://www.srfpakistan.pk">http://www.srfpakistan.pk</a>					
Number of support calls – issues closed	Number of queries on SRF/OASIS Service Desk.	50+200	400	Calls 200+ Emails 100+ Total: <u>300+</u>	IMOs SRF/ OASIS Service Desk Records [Calls/ Emails]
<b>Q3 Progress:</b>					
Please click on the following link to get an up-to-date list of support calls/emails: <a href="http://www.srfpakistan.pk">http://www.srfpakistan.pk</a>					

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
Number of enhancement requests received	Number of requests for enhancing interface and reporting modules.	0+25	50	70+	CR, SIMO, IMOs SRF/ OASIS Service Desk Records [Calls/ emails] Minutes of SRF/ OASIS Working Group Meetings
<b>Q3 Progress:</b> More requests for enhancements than originally anticipated have been made during this reporting period via the live SRF system. These enhancements have been made while SRF Version 2 developments have been conducted in parallel. These enhancements were requested via telephone calls, emails, training sessions, SRF working group meetings, and other individual communications. Please click on the following link to get an up-to-date enhancement status: <a href="http://www.srfpakistan.pk">http://www.srfpakistan.pk</a>					
Number of Projects Reported through SRF	Number of projects reported through SRF will determine the use and success of SRF.	50+100	200	200+	IMOs, SRF Admin Records
<b>Q3 Progress:</b> More than 400 projects have been reported through SRF for this reporting period; however, due to present system limitation, multi-sectoral projects are reported more than once to cater for reporting individual sector activities. This issue is addressed in SRF Version 2 and one multi-sectoral project will be counted only once. For an up-to-date statistics of SRF – please visit <a href="http://www.srfpakistan.pk">http://www.srfpakistan.pk</a> SRF 2 will be deployed and available starting Oct. 2011.					
Number of Users using OASIS for Queries/ Reports	Number of users using OASIS to generate management reports and queries on different projects and IP status.	0+50	50	50+	CR, SIMO, IMO OASIS, IMOs SRF/ OASIS Service Desk Records [Calls/ emails] Minutes of SRF/ OASIS Working Group Meetings Survey/ Questionnaire
<b>Q3 Progress:</b> OASIS rollout is active with hundreds of installations. However, OASIS reports are at present going through a number of revisions. <a href="#">Up-to-date Status of OASIS Users</a>					

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
<b>Project Component # 4: DMAs Required Data Identification, Acquisition, and Availability</b>					
% of locally available and acquired data is integrated in OASIS for PDMAs and NDMA	Acquire DMAs required provincial and national datasets and make them available through OASIS. This activity might not conclude during project timeline. It will continue as a proposed continuation/transition to DMAs.	10%+40%	20%	20%	CR, SIMO, IMO Data, IMO OASIS, IM Data Needs Assessment Table Minimum Required Data Identification Identified data availability through OASIS
<b>Q3 Progress:</b>					
<ul style="list-style-type: none"> <li>Settlements Data - Source Geographic Information Support Team [GIST];</li> <li>Shelters Built Source – International Organization for Migration [IOM];</li> <li>Health Facilities – Source World Health Organization [WHO];</li> <li>Points of Interest – Source Open Street Maps [OSM];</li> <li>Street data – Source OSM;</li> <li>Rivers – Source United Nations Office for the Coordination of Humanitarian Affairs [UNOCHA];</li> <li>Maximum Flood Extent – Source United Nations Operational Satellite Application Programme [UNOSAT];</li> <li>Roads – Source UNOCHA;</li> </ul>			<ul style="list-style-type: none"> <li>Elevation Contours – Source UNOCHA;</li> <li>Province boundaries - Source Population Census Office [PCO];</li> <li>District boundaries – Source PCO;</li> <li>Union Council boundaries – Source PCO;</li> <li>Mouza boundaries – Source PCO;</li> <li>POs and IPs Data – Source SRF</li> </ul>		

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
Number of procedures/ MoUs in place to share data	Number of Inter-agency procedures and MoUs to share information and knowledge-base.	0+1	1	0	CR, SIMO, IMOs IM Data Needs Assessment Table Minimum Required Data Identification Minutes of Meetings IM Strategy MoUs – Facilitate NDMA & UN-HABITAT/PCO, PDMA's and UNOCHA or UNHABITAT, FDMA-UNOCHA or UN-HABITAT
<p><b>Q3 Progress:</b></p> <p>UNHABIT refused to share Mouza level boundaries with NDMA. NDMA IM Unit is now in the process to ask PCO directly for Mouza level boundaries.</p> <p>OASIS is planned to be rolled out to more than 50 key government organizations and universities to encourage data sharing and to help improve the quality of spatial data.</p>					
% of IM and GIS coordination meetings chaired/ attended	A higher percentage will mark close coordination between humanitarian partners and its government counterparts where iMMAP is providing an IM Coordination role.	75%	75%	90%	CR, SIMO, IMOs Participants Lists Minutes of Meetings
<p><b>Q3 Progress:</b></p> <ul style="list-style-type: none"> <li>80% of the ERWG Meetings have been attended by iMMAP representatives;</li> <li>100% of IM/ GIS meetings hosted by UN-OCHA Islamabad and Khyber Pakhtunkhwa are attended by iMMAP staff.</li> </ul>					

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
% of SRF & OASIS Working Group Meetings conducted/facilitated	Percent of SRF and OASIS Working Group Meetings conducted/facilitated.	75%	75%	100%	CR, SIMO, TT, IMOs Participants Lists Minutes of Meetings Action Items
<b>Q3 Progress:</b>					
<ul style="list-style-type: none"> <li>100% SRF Working Group Bi-Weekly Meetings have been hosted by iMMAP along with NDMA representative at National Institute of Disaster Management [NIDM]. These meetings will continue in the next reporting period. 1 bi-weekly meeting was delayed during the month of September to launch SRF v2 before the next meeting.</li> </ul>					
% Information Explorer/ Portal is Functional	Percentage of Information Explorer/Portal is functional.	0%+20%	40%	20%	CR, SIMO, IMO GIS, IMA-GIS, Functional Specification Minutes of Meetings
<b>Q3 Progress:</b>					
<ul style="list-style-type: none"> <li>In the weeks to come GeoNetwork Open source [<a href="http://geonetwork-opensource.org/">http://geonetwork-opensource.org/</a>] will be used for deploying a Metadata search and discovery portal;</li> <li>Progress did not match the set targets due to Floods 2011 related mapping activities at NDMA and Sind and Balochistan PDMA's. Also due to Visa issues with Expatriate staff at Sindh and Punjab.</li> </ul>					
% of metadata cataloging is completed for both spatial and non-spatial data	Percentage of metadata/data cataloging is completed for the DMAs identified spatial and non-spatial information to facilitate in prompt disaster management/containment scenarios.	0%+20%	30%	10%	CR, SIMO, IMO GIS, Email Communications Telephone Calls Record Minutes of Meetings Metadata hardcopy Metadata sheets

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
<b>Q3 Progress:</b>					
<ul style="list-style-type: none"> <li>80 % of metadata/data cataloging is completed for NDMA's IM Unit;</li> <li>30% of metadata/data cataloging is completed for PDMA's IM Unit;</li> <li>Delays and reduced progress due to visa issues, NOC application development for FATA, and staffing issues at KPK, Sindh, and Punjab PDMA's.</li> </ul>					
# Identified DMAs and Humanitarian Partners are trained and oriented	Percentage of identified DMAs and Humanitarian Partners are trained and oriented in using Information Explorer and metadata use.	0+0	0	0	CR, SIMO, IMOs, TT User Manual Online Help Information Explorer Orientation Orientation/ Training Participants List
<b>Q3 Progress:</b>					
Not applicable until the the Metadata Explorer is launched.					
<b>Project Component # 5: Hazard Identification and Settlements/Populations-at-Risk Analysis</b>					
% of hazards identified	Percentage of study/analysis related hazards identified.	0%+0%	50%	0%	CR, SIMO, IMO GIS, IMO along with Community Based Disaster Risk Management [CBDRM] Team Minutes of Meeting including NDMA, PDMA, and CBDRM team. Project Report
<b>Q3 Progress:</b>					
This activity will begin in the next reporting period as datasets are documented and acquired. Visa issues and Flood 2011 related issues continuously create delays in activating this activity.					

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
% of related data acquired	Percentage of settlements and population related data acquired.	0%+10%	60%	30%	CR, SIMO, IMO GIS, along with CBDRM Team Minutes of Meeting NDMA, PDMAs, FDMA, and CBDRM eMails Data Catalog Metadata
<b>Q3 Progress:</b>					
<ul style="list-style-type: none"> <li>Settlements Data from GIST has been integrated in OASIS;</li> <li>Settlements Data from University of Georgia and locally available resources have been acquired to support QA/ QC processes.</li> </ul>					
Number of DMAs and Donor Organizations oriented to conducted risk analysis	Number of DMAs and Donor Organizations oriented to conduct risk analysis.	0+0	25%	0	CR, SIMO, TT, IMO OASIS, along with CBDRM Team, Minutes of Meetings NDMA, PDMAs, FDMA, and CBDRM Technical Sessions Conducted
<b>Q3 Progress:</b>					
Not applicable at this time.					
% of success in conducting Risk Analysis	Percentage of success in conducting Risk Analysis.	0%+0%	0%	0%	CR, SIMO, IMO, along with CBDRM Team Minutes of Meetings Stakeholders including NDMA, PDMAs, FDMA, and CBDRM Feedback on Draft Report Technical Sessions Outcome

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
<b>Q3 Progress:</b> Not applicable at this time.					
<b>Project Component # 6: IM Capacity Building</b>					
Number of identified NDMA, PDMA and Humanitarian Partners personnel are trained in SRF & OASIS	To quantify the total number of personnel identified at DMAs trained in the use of standard data acquisition and reporting tools. NDMA=10+10 = 20 PDMA= [5+5]x4=40 FDMA=5+5 = 10 Humanitarian Partners = 600	120+250	200	450+	SIMO, TT, IMO OASIS, Master List of Trainees Trainings Delivered Training Assessment Sheets
<b>Q3 Progress:</b> Following link provides information on all SRF/ OASIS planned events throughout Pakistan: <a href="#">SRF/ OASIS Training Sessions</a>  Please click on the following link to get an up-to-date status of trained personnel throughout Pakistan: <a href="#">Master list of trained personal for an up-to-date status</a>					
Number of Lessons Learned documented	Number of Lessons Learned documented	10%+5%	25%	30%+	SIMO, TT, IMOs IM Needs Assessment SRF/ OASIS Rollout Feedback SRF/ OASIS Services Desk Training Assessment Sheets Lessons Learned Report
<b>Q3 Progress:</b> <ul style="list-style-type: none"> <li><a href="http://www.srfpakistan.pk">www.srfpakistan.pk</a></li> </ul> All Projects Lessons Learned are posted to an internal collaborative information sharing Google Group - <a href="#">cop-lessons</a>					

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
Number of SRF and OASIS related documents provided to support smooth transition	SRF and OASIS Installation, Administration Users Manuals	3+2	3	5	SIMO, TT, IMO OASIS, Installation/ Configuration Manuals, System Administration Manual, Users Manuals, FAQs
<p><b>Q3 Progress:</b></p> <p>Continuous Updates are made to the following SRF/ OASIS documentation:</p> <ul style="list-style-type: none"> <li>• SRF Frequently Asked Questions;</li> <li>• OASIS Setup/Installation Guide;</li> <li>• OASIS User's Manual;</li> <li>• SRF Project Manager/PO Manual;</li> <li>• SRF Service Provider/IP Manual</li> </ul>					
Number of agreements/ understandings between iMMAP/ NDMA & SWG and other NGO partners and PDMA/FDMA for SRF and OASIS related deployment and data sharing	Number of MOU, LOA required, agreed and approved between iMMAP/NDMA and SWG and other NGO partners and PDMA/FDMA for SRF and OASIS related deployment and data sharing.	2+2	4	4	CR, SIMO, PDMA/ FDMA IMOs, MOU, LOA Minutes of Meeting Email Communications/ Confirmations
<p><b>Q3 Progress:</b></p> <ul style="list-style-type: none"> <li>• 100+ OASIS End Users License Agreements are signed;</li> <li>• MOU is signed between iMMAP &amp; FDMA, Balochistan PDMA, Sindh PDMA, Punjab PDMA;</li> </ul>					

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
# of barriers and constraints are identified	Number of barriers and constraints are identified	2+4	10	10	CR, SIMO, IMOs IM Needs Assessment, IM Strategy Minutes of Meetings Quarterly Reports
<p><b>Q3 Progress:</b></p> <ul style="list-style-type: none"> <li>• Multi-sectoral Projects cannot be reported through SRF as one project;</li> <li>• Multi-phase Projects cannot be reported as one project through SRF;</li> <li>• Multiple Emergencies reporting cannot be made available through SRF;</li> <li>• Multiple Appeals cannot be incorporated against a single emergency in SRF;</li> <li>• Multiple roles cannot be assigned to a single user;</li> <li>• Multiple Sectors cannot be assigned to a single user;</li> <li>• Agency lead role is not available in SRF;</li> <li>• Donor role is not available in SRF;</li> <li>• Data migration from SRF v1 to SRF v2;</li> <li>• SRF v1 Dashboard migration.</li> </ul>					
Number of alternatives are identified per identified barrier	Number of alternatives are identified per identified barrier.	2+4	8	10	CR, SIMO, IMOs IM Needs Assessment, IM Strategy Minutes of Meetings Final Project Report

Indicator	Definition	Baseline + Q3	Q4 Targets	Q4 Achieved	Data Sources
<p><b>Q3 Progress:</b></p> <ul style="list-style-type: none"> <li>• Data migration from SRF v1 to SRF v2 for PO is completed. IP level data migration and QA/ QC will be addressed during the month of October 2011;</li> <li>• All below remaining nine constraints have been addressed in SRF v2 which will be launched in first week of October 2011: <ul style="list-style-type: none"> <li>○ Multi-sectoral Projects cannot be reported through SRF as one project;</li> <li>○ Multi-phase Projects cannot be reported as one project through SRF;</li> <li>○ Multiple Emergencies reporting cannot be made available through SRF;</li> <li>○ Multiple Appeals cannot be incorporated against a single emergency in SRF;</li> <li>○ Multiple roles cannot be assigned to a single user;</li> <li>○ Multiple Sectors cannot be assigned to a single user;</li> <li>○ Agency lead role is not available in SRF;</li> <li>○ Donor role is not available in SRF;</li> <li>○ Data migration from SRF v1 to SRF v2.</li> </ul> </li> </ul> <p><b>STATUS: Complete &amp; Ready to Deploy</b></p>					

APPENDIX B  
Q4-FIELD OFFICES PROGRESS REPORTS

The logo for iMMAP (International Mine Action Centre) features the word "iMMAP" in a bold, grey, sans-serif font. The letter "i" is lowercase, while "MMAP" is uppercase. The logo is surrounded by a stylized red circular graphic consisting of two thick red arcs, one above and one below the text, with a grey arrowhead pointing upwards at the top and downwards at the bottom. A small grey arrowhead also points to the right of the "P".

**iMMAP**

**PAKISTAN**

**PROGRESS REPORT – Q4**

July, August and September 2011

**FATA DISASTER MANAGEMENT AUTHORITY**

November 1<sup>st</sup>, 2011

IMO-PM: Sumbal Kazmi

## HIGHLIGHTS:

- Establishment of IM Unit within FDMA
- Signing of MoU
- SRF initiative in FATA
- Online NOC tracking System
- Trainings on SRF and OASIS
- IM Needs Assessment
- 26 maps are produced

## PROGRESS DURING THREE MONTHS

SR #	Progress Description	Status
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1	Soon after establishment of IM unit in FDMA, contact information of all stakeholders (internal and external) was collected at first step.	COMPLETED
2	Organizational structures were developed for FDMA ,that clearly explaining the relation of each department inside and outside of organization	COMPLETED
3	All the projects implemented in FATA are now reported on NSRF	IN PROGRESS
4	26 Maps have been produced that depict the locations of affected areas during the operations along with IDPs data, Population data and FATA Settlements.	COMPLETED
5	The Information Management Unit (iMMAP) created an online Tracking System for the management of No-Objection Certificates for organizations working in the development sector of FATA. This will eliminate the hassle of time consuming communications amongst authorities; instead will facilitate the new applicants for applying for the NOC and the existing organizations to update their status. This online system is linked with SRF, which also enables all coordinating agencies to monitor the status of all stakeholders involved in the development sector.	COMPLETED
6	IM Needs Assessment has been done and the draft has been shared with FDMA, NDMA-IM Unit. Additionally IM questionnaires were also be distributed in FDMA core staff, UN Agencies, INGO's and NGO's i.e. working in FATA	COMPLETED
7	Participation in cluster meetings and IM working Group meetings are on going	CONTINUOUS
8	Trainings on SRF and OASIS are conducted with Humanitarian Partners of FATA. Approximately 42 people have been trained.	CONTINUOUS

## OTHER ACTIVITIES

### Events/ Meetings

Events/Meetings	Dates	Location	Purpose
IM working Group Meeting	21/7/2011	OCHA-Peshawar	To Introduce the IM Focal point in FDMA with all IMO's in Peshawar and discuss

			about the SRF Indicators for FATA
CCCM Cluster Meeting	29/7/2011	UNHCR-sub office Peshawar	Introduction as IMO-PM in FDMA and to ask for the CCCM Indicators for incorporation in SRF
NFL Working Group Meeting	23/8/2011	CERD office	To Introduce the iMMAP and its IM Unit established in FDMA and to share the SRF and OASIS training programs with FATA humanitarian Organization
IM Working Group Meeting	21/9/2011	OCHA-Peshawar	Sharing on SRF- V2 launching with Humanitarian and UN Agencies and NOC_ tracking system of FDMA

### Trainings (Provided/ Received)

Training	Dates	Location	Purpose
SRF/OASIS Training	22/7/2011	FDMA-Office Peshawar	Training received on SRFv.1 and OASIS along with FDMA staff and PO's and IPs which was conducted by Mr. Zahid Wasif (IMO-Trainer NDMA/IMMAP).
SRF Training	9/8/2011	OCHA-Peshawar	2 hrs sessions was conducted with with organizations working in FATA and with ER partners of OCHA to build their capacity for use of SRF
OASIS Training	24/8/2011	OCHA-Peshawar	To Introduce the OASIS tool and importance of SRF that is closely linked to OASIS.

### Documents/ Reports Created

Document/ Report Title	Dates	Status	Purpose
Organization Structure Draft report	6/7/2011	Completed & Shared	To understand the work flow of FDMA and developed an organogram
FDM-General information	17/8/2011	Completed & Shared	To share the background and the existing work situation of FDMA, General Information Report was drafted and shared with FDMA and IMMAP.

IM Needs Assessment Report	29/9/2011	Completed & Shared	IM Needs Assessment was conducted in FDMA to analyze the work flow and to understand the IM needs of the user.
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## **ISSUES RELATING TO OFFICE MANAGEMENT**

- NO ISSUES

## **KEY CHALLENGES AND PROPOSED ACTION/SOLUTIONS**

- To get data timely from FDMA and other Humanitarian Agencies and to provide them Mapping facilities on time.

## **PLANNED ACTIVITIES**

- Mapping for FDMA, UNDP, and FATA Secretariat.
- To compile Data related to FATA
- Trainings on NSRF and OASIS
- Deployment of Online NOC tracking system in FDMA



# PROGRESS REPORT (PUNJAB)

**Period: July – September 2011**

PROVINCIAL DISASTER MANAGEMENT AUTHORITY

**November 1<sup>st</sup>, 2011**

**Aamir Iqbal (Project Manager – IMO)**

## HIGHLIGHTS

- SRF v2 and OASIS Trainings have been started , 1 training conducted, 150 participants registered for upcoming trainings
- IM Unit PDMA Punjab supported Health Department & CM's Dengue Task Force in terms of Mapping & Data Analysis
- IM Unit has successfully completed the Analysis on Watan Cards Project- Phase I for the PDMA and now IM unit is working for the phase-II
- MoU Signed between PDMA Punjab and iMMAP for Strengthening the Cooperation. (9 Aug 11)
- IM Unit PDMA Punjab has designed three projects for PDMA and all of them were approved for funding i.e.
  1. Land Record Scanning for 11 Flood Affected Districts (UNDP, 1million US Dollars)
  2. Construction of Govt. Buildings in Flood Affected Districts (UNDP)
  3. Disaster Management Information System (EAGLE), PC-I approved from IT Division P&D, Govt. of Punjab, 50 Million Pak Rupees

## PROGRESS

SRF TRAININGS		
1	SRF Training Session 05 August 2011 was conducted for the UNICEF Education IPs in Multan	Done
2	SRF/OASIS Training Session 11 August 2011 was conducted in FAO Office Multan.	Done
3	Planning and Management of upcoming SRFv2/OASIS trainings throughout Punjab province	Ongoing
MAPPING		
1	Dengue Mapping: <ol style="list-style-type: none"> <li>1. 15 Daily Situation Maps based upon Health Department data, Govt. of Punjab</li> <li>2. 10 Union Council level maps with spatial analysis of dengue virus spread for Lahore district</li> <li>3. 2 Union Council level maps for the dengue mosquitoes and larvae prevalence are produced on Agriculture department data (Dengue Entomology Task Force)</li> <li>4.</li> </ol>	Done
2	Health department is sharing their tabular data on daily basis for the mapping of Dengue patients	Ongoing
3	Punjab provincial map is produced with all rivers, water channels, canals, ponds, bunds & barrages along with LandScan2010 population data	Done



4	<p>Flood Contingency:</p> <p>A. Developed 11 Tehsil wise Maps of A0 size for the flood Contingency Planning 2011 and given to DG-PDMA in both Soft and Hard Copy</p> <p>Layers Used: Health Facilities (Urban Unit) Police Stations (Urban Unit) Model Villages (PDMA) AsiaSAT 150 m Satellite Imagery (ESRI) Settlements (Urban Unit) Irrigation Channels (Irrigation Department Punjab) OSM Roads</p>	Done
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#### PDMA WEB PORTAL

1	<p>IM Unit PDMA has deployed the web portal for PDMA. Besides static information the following pages/links has been added:</p> <ol style="list-style-type: none"> <li>1. Added Watan Card Section to PDMA Website</li> <li>2. Added Model Village Section to PDMA Website</li> <li>3. Added 'Epidemic Prevention Program' Section to PDMA Website</li> <li>4. Added 'Food Support Program' Section to PDMA Website</li> <li>5. Added 'Flood contingency Planning' Section to PDMA Website</li> <li>6. Added an online form and Database for logistic support</li> </ol>	Done
2	<p><b>Preparation of Technical Evaluation Document for the procurement of IT equipment for PDMA 'Data Center'</b></p> <p>The tendering document prepared by IM unit in the month of July was used as a main document to call technical &amp; financial bids for the procurement of multi-million I.T. Equipment for the PDMA data Center. 24 Companies applied in 18 Lots. IM unit evaluated all the documents and prepared 'Technical Evaluation Document' on the bases of T.E.D, financial bids were opened.</p>	Done
3	<ul style="list-style-type: none"> <li>• Update of PDMA Website on daily bases</li> <li>• Development and enhancement of Model Village web page</li> <li>• Data Analysis and preparation of Dengue Fever statistics</li> <li>• Data analysis of "Land Record Department" (LRD) and 'Local Government' (LG)</li> <li>• Data Mapping between LRD and LG (UC to Qanoongi Mapping)</li> <li>• Development of User Interface for LRD/LG Mapping</li> <li>•</li> </ul>	Ongoing

#### WATAN CARD PROJECT

1	<p>QA, monitoring and evaluation of Watan Card Tokens of 11 flood affected districts, to be issued to each beneficiary as a part of Phase-II.</p>	Ongoing – up till project completion
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2	SQL Server Database Handling Phase-II Data Set being managed is: <ul style="list-style-type: none"> <li>Household Data (<b>Watan Cards Project-Phase-II</b>)</li> <li>Grievance Redressals Phase-II</li> </ul>	Ongoing
3	Coordination and liaison with 11 flood affected DCO's (District Coordination Officer's), NADRA and Partner Banks (UBL & Alfalah) regarding Watan Cards Project.	Ongoing – up till project completion
<b>OTHER ACTIVITIES</b>		
1	PDMA Research Based Analysis at Mauza Level A Master List of 11 Flood Affected Districts has been prepared in SQL Server containing: <ul style="list-style-type: none"> <li>Tehsil to Mauza Mapping</li> <li>Union council to Mauza Mapping</li> </ul>	Ongoing
2	Coordination and liaison as a focal person on behalf of PDMA with <b>The Express Tribune, Express Media Group</b> on their study of Floods 2010, summary of damages and overall progress made so far. Information shared is: <ul style="list-style-type: none"> <li>Facts Sheet (Floods 2010).</li> <li>Summary of Damages.</li> <li>PDMA Efforts in Relief, Recovery and Rehabilitation.</li> </ul>	Done
3	Coordination and liaison on behalf of PDMA with <b>NMC Lahore, (National Management College Lahore)</b> on <b>IRP: Managing Natural Disasters-State of Readiness in Pakistan</b> . Information shared is: <ul style="list-style-type: none"> <li>Analyze the legal and institutional arrangements in Pakistan to manage and mitigate natural disasters, particularly water related.</li> <li>Local government system, in mitigating the natural disasters and improved our state of readiness in Pakistan.</li> <li>Best international practices of managing natural disasters (China, Japan &amp; Africa) and explore possibilities of adoption in Pakistan.</li> <li>How to minimize devastating effects of various kinds of natural disasters in Pakistan.</li> </ul>	Done
4	Coordination and liaison on behalf of PDMA with <b>Mott MacDonald (MM's International)</b> on their <b>Pakistan Flood Resilience Project</b> . Information shared is: <ul style="list-style-type: none"> <li>Model Village Locations at Punjab (<i>Point Format Shape file</i>).</li> <li>Punjab Rivers (<i>Polygon Shape file</i>).</li> <li>Model Village Selection Criteria.</li> <li>Literature available for 7 affected districts in Punjab</li> <li>Affected population in each tehsil of 7 districts.</li> <li>Reports, literature for 22 model villages in which PDMA is directly overseeing.</li> </ul>	Ongoing – up till project completion

	<ul style="list-style-type: none"> <li>Architectural plans of 22 model villages.</li> <li>Model Villages: Location, population, living standards, rainfall, depth of water in 2010 flooding, flood damage data and poverty of each model village.</li> </ul>	
5	<p>Data Cleaning of iMMAP data</p> <p>Working on ArcGIS Server to upload iMMAP provided data in Standard ArcGIS Server Application.</p> <p>This task is dependent upon the delivery of servers from PITB premises</p>	Pending
6	<p>Eagle PDMA Disaster Management Solution:</p> <ol style="list-style-type: none"> <li>Coordination for Eagle Software with Microsoft, ESRI, PITB &amp; Urban Unit.</li> <li>Reporting Progress of Eagle to DG-PDMA</li> <li>Arranged Conference call with Microsoft Middle East</li> </ol>	Ongoing
7	SRF Orientations to NGOs applied for NOC in PDMA	Ongoing

## OTHER ACTIVITIES

### Trainings (Provided/ Received)

Training	Dates	Location	Purpose
1- SRF	05 Aug 11	Multan	SRF Training request from humanitarian partners
2- SRF/OASIS	11 Aug 11	Multan	

## RELATING TO OFFICE MANAGEMENT

## KEY CHALLENGES AND PROPOSED ACTION/SOLUTIONS

## PLANNED ACTIVITIES

- 7-8 upcoming trainings for 150 registered humanitarian actors across Punjab planned in coming months.



**iMMAP**

**PAKISTAN**

# **PROGRESS REPORT (Q4)**

Jul. 2011 – Sep. 2011

**PROVINCIAL DISASTER MANAGEMENT AUTHORITY  
BALOCHISTAN**

November 3, 2011

IMO: Zeeshan Nabi Bakhsh

Report No.: Q 01-02

## **ACHIEVEMENTS/HIGHLIGHTS (JUNE 01, 2011 – OCTOBER 30, 2011)**

### **Capacity Building of Partners in Information Management:**

Information Management Unit, Provincial Disaster Management Authority ( PDMA ) Balochistan has conducted almost 8 Single Reporting Format Training Sessions and have trained a sufficient numerical strength of 75 raw handed persons of UN agencies and other humanitarian community members working in the relief and early recovery of flood affected communities, as Implementing Partners. As a result, 37+ Project Owners and 38+ Implementing Partners have been registered on SRF Version 1.0 and a numerical strength of 5 Project Owners and 28 Implementing Partners on SRF Version 2.0 in 03 trainings conducted on 26<sup>th</sup> October, 28<sup>th</sup> October, 1<sup>st</sup> November of 2011. Flow of Flood 2010 related information has been commenced and currently 997 records have been entered into SRF system in almost 5 sectors. In the sector of Shelter of UNHCR, a huge bulk of data is due for reporting on SRF Version 2.0 owing to construction activities in recent past. And we are expecting that almost 48, 000 (Forty Eight Thousand) record are going to be entered into the SRF Version 2.0.

### **iMMAP participation in Monsoon Contingency Planning Workshop at Quetta Serena Hotel:**

Information Management Unit PDMA Balochistan with the technical support of iMMAP Team participated in the 01 day “Monsoon Contingency Planning 2011”. This workshop was organized by UNOCHA with the collaboration of NDMA, elucidating the concept of “Monsoon Contingency” at provincial level in propositions to Global Warming and its worse affect upon Pakistan. This was chaired by “ Chief Secretary” of Balochistan and Commissioners from all divisions of the province had presented their presentations on Disaster Preparedness and Management for Summer Monsoon 2011. Deputy Commissioners from all the districts were also attended this event and their inputs were incorporated in their respective Commissioners presentation. iMMAP drove the wheel of this event with supreme determination by providing alpha and omega IT Services. An exclusive task of developing Presentation for DG was assigned to the iMMAP Team, which was very elegantly executed and the presentation was presented to the full house at the same evening. Director General Mr. Tahir Munir appreciated our services with Mr. Craig Von Hagin by mail. This event also provide a chance to iMMAP, IM Unit of the PDMA Balochistan to gain name and fame either at National or Provincial or both levels by displaying various informative maps, information sheets along with visuals of SRF and OASIS. iMMAP Pakistan introduced both tools in the different occasions and highlighted its importance and use as humanitarian information management tools to be used as planning and decision support system in disaster management paradigm. Almost 23 A3 size maps related to flood 2010 information have been distributed and more than 187 individuals from different walks of life requested for maps and other information.

### **Information Management Strategy Document:**

Working on IM User requirement Study related to PDMA Balochistan. In the process of distributing the questionnaire among UN and other humanitarian partners to assess their IM capacity, needs and requirements in relation to PDMA. The objective is to contribute towards the formulation of a national IM strategy for effective Disaster Management.

### **Draft; Monsoon Contingency Planning 2011**

On the special request of DG PDMA a very impressive Monsoon Contingency Plan 2011 was drafted for the PDMA Balochistan comprising of 48 pages covering all aspects of the contingency planning. The document was



very elegantly drafted and all possible corners were fully fixed accordingly for robust out put. This document was highly admired from all corners which added an other feather in the Immap cap.

#### **“Development of Documentary for PDMA”**

On the request of DG PDMA Balochistan, a documentary was developed by IMMAP Team. This was really a great job carried out by the team, because there was not even a single picture or visuals available for this task. Research and Development was carried out by IMMAP Team and data was gathered from web and local TV Channels by physical visiting there. From the background sound to different visuals were perfectly planned and compiled by dint of hard work and sheer dedication. This documentary was very appreciated by all Humanitarian Organizations, Government Line Departments, and International Organizations, which was even shared with them on their profound request. Officials of the PDMA Balochistan displayed this documentary in a workshop at Bangkok. In this documentary initially some natural disasters were visually described and then the concept was driven to the scope of Balochistan province in terms of recent past disasters affected drastically different districts. In the climax a projection was given to the role and responsibilities of PDMA Balochistan during the emergency and relief phases.

#### **GIS Mapping/Data development for PDMA and other Partner organization:**

IM Unit tries to extend full mapping and data/information support to PDMA Balochistan and other organizations. In this respect, 23 maps of different types-based on the PDMA and partner requirements have been produced for PDMA including other partner organizations as well. On-going mapping support is continued and ever ending. Almost 05 data layers either produced or acquired from different sources.

#### **Coordination and Linkage Development:**

IM Unit Balochistan has always ensured to show its presence in all usual and important meetings likewise IM Working Groups, GIS Working Group and ERSWG meeting happening in Balochistan especially in Quetta region. During period June 01, - October 31, 2011, IM team attended almost 20 ERSWG group meetings, 10 OCHA led IM meetings, and have scheduled 90 formal meetings with PDMA staff on different issues. The main objective of these meetings is to spread the circle of information acquisition and sharing for the benefit of the poor communities suffering from various disasters in Balochistan.

#### **On-going Support to Partners:**

IM Unit continuously has tried its best to develop a strong lesion with PDMA staff, other partners and provided support in various activities requested by them. SRF data reporting, information sharing and Mapping are the main domains where IM unit regularly provided its utmost help and support to satisfy their desirable needs. Specifically, IM Unit is in close contact with the PDMA relevant staff in the development of contingency planning for the Monsoon 2011 and has developed flood risk maps. Work is continued on the flood modeling to serve as early warning system for the surrounding communities along the main threatened water courses. NGOs database has been cleaned and plotted on the map in order to identify that who works where and serve as planning and decision tool for analyzing gaps in the distribution of aid deliveries.

#### **Formation of Provincial Spatial Information Management Working Group (PSIMWG):**

Managing Information (both spatial & non-spatial) becomes critical in a crisis management/disaster response situation. IMMAP Team with due courage of conviction has assured every stake holder at Provincial level the need of this group. In propositions to IMMAP Team efforts, PDMA Balochistan has showed very clear intention for the establishment of PSIM Working Group in the sector of Information Management (IM). The Group will cater for the aforesaid objective effectively and will serve the peak working group setup under the strategic guidance of PDMA and other Humanitarian Partners. The broader objectives of the PSIM working group will be:

- Play a vital role for Information Management in Disaster Management, Safety & Security Management and Critical Infrastructure Protection.
- It will support the Data and Information needs for Government Counter parts and Humanitarian Partners in Disaster Management.
- It will serve as a platform of collecting and disseminating the Information related to Disaster Management among the Humanitarian Partners and Government Departments.
- It will serve as platform for Reflection, Discussion and Action on the Use and Management of Development Information across the province.
- The Group will enhance the human resource in terms of IM through different training and seminar programs i.e. SRF, OASIS, GIS etc.
- The Group will help in conducting and developing IM related strategies in the province.
- The Group will help in the development and review of policies and strategies related to IM.

Structure and Scope of PSIM Working Group; The Provincial Spatial & Information Management (PSIM) Working Group will be constituted by PDMA, Government line departments, Lead UN Agencies, Donors, International NGOs, National NGOs and philanthropists etc. The Group will meet once in a month and it can be modified as per the requirement.

#### **Reporting of Loss and Damages at Districts Level:**

IMMAP Team convicted a very comprehensive one pager report on Loss and Damages with key indicators describing everything in a nut shell. This one pager report was much appreciated and eventually became the standard of media bulletin released officially by PDMA Balochistan. Even today this pager is in its full sprit.

#### **Compilation of Relief Activities:**

IMMAP Team has engaged itself to keep the record of all relief activities incorporated very after the occurrence of natural disasters. The record was compiled in report format w.r.t. relief activities done on the basis of districts and dates. Another accumulated report is also being compiled for better understanding and decision making besides other aforesaid reports. This activity is a continues job, binding the IMMAP Team with the PDMA Balochistan.

#### **Formation of Presentation for DG PDMA:**

IMMAP Team has developed a number of presentations for DG PDMA enumerating:

1. PDMA BALOCHISTN, and its role and responsibilities, presented to NDMA Chairman.

2. Monsoon Contingency Planning 2011, presented at Monsoon Contingency Workshop 2011 held at Quetta Serena Hotel.
3. Loss and Damages, Relief Activities, presented to Chief Minister Balochistan.



# **PROGRESS REPORT – Q4**

JULY 2011-SEPTEMBER 2011

**NATIONAL DISASTER MANAGEMENT AUTHORITY**

October 30, 2011

Alex Lugadiru

Project Manager (IMO):

Report No.: 05/11

**HIGHLIGHTS OF THE MONTH**

**PROGRESS DURING THE MONTH**

<b>SR #</b>	<b>PROGRESS DESCRIPTION</b>	<b>STATUS</b>
1.	Data acquisition and processing of elevation data for Pakistan	Done
2.	Acquisition of MODIS satellite imagery	Continous
3.	Generation of DEM of Sindh	Done
4.	Mosaicing of ASTER tiles (139 tiles)	Ongoing
5.	3D Analysis of various flood scenarios	Done
6.	Feature class Classification, coding & naming (Roads & Rivers) for entire Pakistan(Topology)	Done
7.	Facility Mapping (Schools, Hospitals...)	Verification
8.	Integration of various thematic data/information from various sources, mostly raw data, i.e. Extraction of key data and information from Pak Response link and converting some into GIS layers while the rest being structured for SQL database	Ongoing
9.	Map design, Analysis and development of 2010 and 2011 floods affected areas by Tehsils/ UC's	Continuous
10.	Standardization and cleaning of administrative boundaries (District, Tehsil and UCs in flood affected areas.	Done
11.	Clean and enter updated and new data into SQL databases, including addressing problems with data provided.	Ongoing
12.	Assisting PDMA in the modification of database structures, entry forms and reports as required as well as maintaining their existing databases	Done
13.	IM Needs assessment interviews	Continuous
14.	Make database structure of WATAN CARD and Link the database to front end and making forms by search functionality.	Done
15.	Collecting Flood 2011 data from 21 affected districts of province Sindh	Done
16.	Structure foods supplies database through PDMA (Badin, Thatta, dadu) by reports, charts & sql queries and views.	Done.
17.	Filtering the relief goods data and designed the relief goods database will be accessible through PDMA Sindh Website	Continuous
18.	Producing the reports with charts/ Graph from assessment of damages and Relief Works , and comparative analysis of Damage Assessments and relief work	Continuous
19.	Gathering Live Stock Data , Animals treatment activities, progress in affected districts of Sindh ,Sort , Filter Live Stock Data for Database, 2010 & 2011	Continuous
20.	Planning and preparations of SRF/NSRF v2 and upcoming trainings, responding to post training inquiries and offering technical backstopping	Continuous
21.	Image interpretation and classification	Continuous
22.	Designing various Vulnerability maps	Done

	<ul style="list-style-type: none"> <li>• Designed various 2011 pre-floods maps, during and post floods maps for PDMA using Modis image(Raster maps and vector based maps of the same)</li> <li>• Designed various comparative analytical/assessment maps for 2010 &amp; 2011 (Both Raster and Vector) -Analysis maps showing 2010 and 2011 flood extents.</li> <li>• Analysis maps depicting flood response of 2010 to that of 2011, Clusters, affected districts, Government response versus NGO's response etc.</li> <li>• Developed population vulnerable maps using 2010 Landscan data.</li> </ul>	
23.	Import point-based and linear-based information/data of selected themes into the GIS framework from various sources	Continuous
24.	Assemble historical environmental data from existing databases into suitable GIS format	Continuous
25.	Select and extract suitable scenes and acquire high-resolution satellite images for various assessments from UNOSAT, GDACS, NASA, USGS Global viewer etc and running Image classification and interpretation and Produce land use/cover maps	Done/ Continuous
26.	Develop an interpretation key for land use/cover mapping	Done
27.	Guiding on the development of methods and tools for organizing and managing spatial data in a GIS framework	Continuous
28.	<p>Developed customized maps for the specific needs of PDMA and humanitarian organizations on thematic areas like</p> <ul style="list-style-type: none"> <li>• Topographic reference maps</li> <li>• Land cover data</li> <li>• Water features</li> <li>• Roads and bridges</li> <li>• Administrative boundaries</li> </ul> <p>Population concentrations</p>	Done on some, some are Continuous
29.	Buffer analysis (2, 3 km) of major Canal and River Tributaries in Umerkot and Badin	Done
30.	Analyzes GIS data to determine spatial relationships and selects cartographic elements necessary in project activities.	Continuous
31.	Cataloging of produced maps on monthly basis	Continuous
32.	Coordination and allocation of roles/duties/assignments to staff	Continuous
	<b>Single Reporting Format (SRF)</b>	
1.	Guiding on the designing SRF training registration forms,	Done

	Materials, coordination and technical support	
2.	Contacting various Organizations in Sindh for SRF & OASIS Training	Continuous
3.	Planning and Coordination of SRF Training	Continuous
4.	Conducted SRF & OASIS Training in Sukkur, Dadu, Thatta, Hyderabad, and Karachi, where a total of over 200 Participants were trained	Done
5.	Post-SRF training technical backstopping	Continuous
<b>Other Duties</b>		
1	Supporting PDMA Punjab in designing SRF registration form	Done
2	Designed a GIS Plan of work for Punjab and Sindh	Done
3	Selected and extracted suitable scenes of Modis image from August to Mid October for Lahore office for various flood assessments and analysis from UNOSAT	Done
4	Recruitment of GIS staff for PDMA Sindh	Done
5	Guiding iMMAP Lahore on GIS requirements, strategy and outputs	Continuous
<b>General Duties</b>		
1	Plan, direct, co-ordinate, implement and manage project activities	Continuous
2	Prepare project implementation roadmap, map conversions, data capturing, extraction and data processes and designs that	Continuous
3	Implement GIS solutions in PDMA, oversees the work of technical staff & monitoring of progress status.	Continuous
4	Advise the PDMA on the design, acquisition, technical support on GIS and data, identifies opportunities and priorities, and develops solutions.	Continuous
5	Day to day managerial responsibility for the project	Continuous

## OTHER ACTIVITIES

### Events/ Meetings

Event	Dates	Location	Purpose
IM working group meeting	Various dates from August-October 2011	Sindh	Data & Information management and iMMAP support on Early Recovery

Event	Dates	Location	Purpose
Monsoon 2011 Flood Preparedness Workshop (PDMA).	7th-July-2011	Karachi	Monsoon Preparedness
Data Sharing	23 <sup>rd</sup> -July-2011	Karachi	Data Sharing
Emergency General Coordination Meeting, Sindh -	9 <sup>th</sup> Sep 2011 @ 16:00 Hours	Darbar Hall (DCO Office) Hyderabad Sindh	Coordinate with OCHA , update the participants for SRF version 2
Inter Cluster Coordination Meeting	14 <sup>th</sup> Sep. 2011	PDMA-Sindh (Karachi)	Clusters status and their tentative projects
Logistics Cluster Meeting	16 <sup>th</sup> Sep 2011 11:00 AM	PDMA-Office Sindh (Karachi)	Updates on resources that Logistics resources, hubs for storage of relief goods, transport resources, Roads status.
Inter Cluster Coordination	19th Sep 2011 1:00 to 4:30 pm	Carlton Hotel, Karachi	Flash Appeal and Projects status by Clusters
Information Management Meeting	23 <sup>rd</sup> Sep 2011 11:00 to 1:00 pm	PDMA-Sindh (Karachi)	Work plan and coordination among INGO based in PDMA Sindh , Reduce data inconsistency
Information Management Meeting	30 <sup>th</sup> Sep 2011 12:00 to 1:40 pm	PDMA-Sindh (Karachi)	Coordination of IM representative from active Clusters

#### Trainings (Provided/ Received)

Training	Dates	Location	Purpose
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Conducted SRF & OASIS Training in various parts of Sindh, i.e. Sukkur, Dadu, Thatta, Hyderabad, and Karachi, where a total of over 200 Participants were trained

#### Documents/ Reports Created

Document/ Report Title	Dates	Status	Purpose

## **ISSUES RELATING TO OFFICE MANAGEMENT**

- Nothing major

## **KEY CHALLENGES AND PROPOSED ACTION/SOLUTIONS**

- None

## **PLANNED ACTIVITIES**