

A Guide to the 5W Matrix

[5W web-based platform](#)

How It Works

The 5W data collection tool is designed to provide essential information regarding **which organizations (Who) are carrying out which activities (What) in which locations (Where) in Which period (When) for which beneficiaries (Whom)**. This information is essential to cluster coordinators and organizations to coordinate their activities effectively, reach their targets on time and ensure that humanitarian needs met without gaps or duplication.

The [5W matrix](#) designed with the cluster coordinators will support cluster coordinators and the HCT to report progress against priority needs stipulated in the [COVID-19 Response Plan](#). All clusters should use the standard template developed by OCHA; however, each Cluster is free to add more fields to adhere to their reporting needs.

Information Flow

1. Cluster coordinators send an email to the cluster members to reflect their activities into the [5W database](#).
2. Cluster members/organizations [register](#), add [new activities](#) and share with their respective cluster coordinators every week.
 - For the first time, organizations should fill all activities implemented since the beginning of the COVID-19 crisis.
 - The following weeks, organizations should reflect activities implemented in one week only.
 - Cluster members can reflect their ongoing, planned and completed activities.
 - Cluster Coordinators can view planned activities, **but they should not approve/submit to OCHA.**
 - Once the planned activities are executed, **Cluster Coordinators can submit the activity to OCHA.**
 - For ongoing projects/activities, **report delivered or implemented activities in a specific week only.** You can report the same activity the following week with new deliverables/beneficiaries by adding new activity.
4. Cluster process and analyze the data and approve cluster members activities on Sunday night as part of the COVID-19 weekly sitrep input.
5. OCHA compiles the cluster inputs in a unified matrix and attaches it as an annex in the weekly sitreps.

How the Data Will Be Used?

1. The activities will be reflected in the weekly sitrep in an annexe listing all the activities conducted during the week.
2. The full data will be used to develop a monthly 4W dashboard summarizing the role of organizations in responding to COVID-19 needs. The monthly report will cover all activities implemented since the beginning of the crisis and during the month of reporting.

What Data is Captured?


4W	Field Name	Description	Mandatory fields
	Date	The date of reporting	1
	Cluster	Select one Cluster only (Health, Food Security, Protection, Education, Shelter,	2




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WHO		WASH)	
	Sub-Cluster	Indicate sub cluster name. Only indorsed sub-clusters by CC.	
	Organisation	This is the agency that has taken responsibility for the work.	3
	Implementing partners	You can have more than one implementing partner separated with comma	
Where	Territory	Select the appropriate territory in the dropdown list (WB, GZ or oPt if it is nationwide activity)	4
	Governorate	Select the appropriate Governorate or Governorates separated by comma. You can have more than one governorate in the same cell.	
	Other	Other description (Western Ramallah villages, quarantine centre(s), Jordan Valley, Area C, Area A&B, H2, ARA in Gaza...etc)	
What	Response Priority	Response Priority/objective: pull the priority response from the list of priorities stipulated in the COVID-19 Response Plan (see sheet two in the excel sheet, use the Response Priority codes).	5
	Activity	Give full description of the activity implemented	6
	HRP/COVID_19 Inter-agency RP	State if your activity is covered by HRP or/and COVID_19. Or outside inter-agency appeals. (Yes/NO).	
When	Status	Select the appropriate status (ongoing, completed, planned). The activity should be executed during the reporting week.	7
	(DD-MM-YY)	Activity Start Date	
	(DD-MM-YY)	Activity End Date	
Whom	Demographic group	Type of beneficiaries (Elderly, Disabled, Refugees, IDPs, Female headed households, doctors, school staff, teachers, caregivers and students.... etc)	8
	# of beneficiaries	State the total number of people benefited from the activity	9
	# of beneficiaries	# of children benefited from the activity	
	# of beneficiaries	# of adults benefited from the activity	
	# of beneficiaries	# of elderly benefited from the activity	
	# of beneficiaries	# of females benefited from the activity	
	# of beneficiaries	# of males benefited from the activity	

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The 5W matrix designed with the cluster coordinators will support cluster coordinators and the HCT to report progress against priority needs stipulated in the COVID-19 Response Plan.

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Submit new activities  Register here	Manage activities  By: cluster coordinators	Administer Activities  By: OCHA-oPt
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Cluster members: **How to Register?**

Cluster members should register to reflect their activities to COVID-19 responses. One or more members from the same organization can register at <http://data.ochaopt.org/dbs/5ws/register.aspx>. Cluster members/organizations can submit activities to more than one cluster using the web-based 5W.

Registered focal points will receive an email from OCHA informing them that their accounts are valid to submit their activities. Registered members under one organization will be able to see all activities submitted by their organization and be able to download their activities.

To register hit the link and fill all the fields: <http://data.ochaopt.org/dbs/5ws/register.aspx>

Registration from

Full name

Mobile

Organization

Not listed, please specify...

Email

User Name

Password

Confirm

HomeRegister

Cluster Members: **How to add new activity?**

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- 1- [Press on add new activity](#) (top right side of the page)
- 2- Fill all fields. Fields with an asterisk are required.
- 3- Save to submit
- 4- You will receive a message notifying you that you successfully submitted your activity to the Cluster Coordinator.

1. WHO

All fields marked as asterisk(*) are required

Cluster *	Select
Sub-Cluster	please specify..
Organization *	Office for the Coordination of Humanitarian Affairs
Implementing partners	Implementing partner1, Implementing partner2, Implementing partner3 ...
Full name *	Majed Abu Qubu
Email *	abukubi@un.org
Mobile *	0547178950

2. WHERE

Territory *	<input type="radio"/> oPt <input type="radio"/> West Bank <input type="radio"/> Gaza
Governorates	Select Governorate
Other locations	Other description (Western Ramallah villages, quarantine center(s), Jordan Valley, Area C, Area A&B...etc)

3. WHAT

Response Priority *	
Description of Activity *	Response Priority/objective
	<input type="checkbox"/> Part of Inter-agency response plan (HRP/COVID_19)?

4. WHEN

Date *	From <u>13 April 2020</u> To <u>19 April 2020</u>
Status *	Ongoing

5. WHOM

Demographic group *	Type of beneficiaries (Elderly, Disabled, Refugees, IDPs, Female headed households, doctors, school staff, teachers, caregivers .etc)					
Total *	0	<input type="checkbox"/> NA	Male	0	Female	0
Children	0		Adults	0	Elderly	0

Clear

Save

Cluster Members: [How to manage my activities?](#)

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1. [Press on manage my activities](#) (top right side of the page)
2. Cluster members can filter previous activities by Cluster, Priority Response, Territory, Status of the Activity, Date and Governorate.
3. Cluster members can export the filtered data into excel file.
4. Cluster members can edit and delete submitted activities.
5. Cluster members won't be able to edit or delete a submitted activity once the cluster coordinator approves an activity.
6. Cluster members can monitor the status of their activities using the actions key (submitted, approved and rejected).
7. If an activity rejected, cluster members will receive a short note on why their activity rejected. Cluster members can edit the same activity and resubmit.

Cluster

Response Priority

Territory

Status

From/To 1 April 2020 22 April 2020

Governorate

Actions

Export
Filter

16 Activities found

■ Submitted
 ■ Approved
 ■ Rejected

Cluster	Organization	Territory	Governorates	From	To	Status	Beneficiaries	Activity Desc.	Actions
Health	Office for the Coordination of Humanitarian Affairs	oPt	Ramallah	1 April 2020	12 April 2020	Completed	10	The description of the activity will go here._	<div style="display: flex; gap: 5px;"> ■ ✎ ✔ ✖ </div>
Health	Office for the Coordination of Humanitarian	oPt	Tubas	03 April 2020	05 April 2020	Completed	700	Here	<div style="display: flex; gap: 5px;"> ■ ✎ ✔ ✖ </div>

Cluster Coordinators: How to Manage Cluster Members Activities

- 1- [Press on manage activities](#) box (red box in the landing page).
- 2- OCHA will provide Cluster Coordinators and IMOs with manager accounts.
- 3- CC/IMOs can filter activities by Cluster, Priority Response, Territory, Status of the Activity, Date and Governorate.
- 4- CC/IMOs can export the filtered data into excel file.
- 5- CC/IMOs can approve or reject submitted activities.
- 6- CC/IMOs can't edit cluster members activities
- 7- Cluster members won't be able to edit or delete a submitted activity once the CC/IMOs approve an activity.
- 8- CC/IMOs can monitor the status of submitted activities using the actions key (submitted, approved and rejected).
- 9- To reject an activity, CC/IMOs must provide the reason for rejection. If needed, cluster members, can edit the same activity and resubmit.

Cluster: Health | From/To: 1 April 2020 - 22 April 2020

Response: All

Organization: All









Territory: All | Governorate: All

Status: All | Actions: All

Export | Filter

8 Activities found

Submitted Approved Rejected

Cluster	Organization	Territory	Governorates	From	To	Status	Beneficiaries	Activity Desc.	Actions
Health	Office for the Coordination of Humanitarian Affairs	oPt	Ramallah	1 April 2020	12 April 2020	Completed	10	The description of the activity will go here_	   
Health	Office for the Coordination of Humanitarian Affairs	oPt	Tubas	03 April 2020	05 April 2020	Completed	700	Here	   

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- 1- [Press on administering activities](#) box (orange box in the landing page).
- 2- OCHA will import all activities by all clusters for the last week and reflect the data into the weekly sitrep.
- 3- OCHA will use the data on activities by organization and cluster to develop monthly static dashboards on who does what where when and for whom.
- 4- OCHA will develop an interactive dashboard that summarizes the activities to respond to COVID-19 needs every week.

Cluster	All	From/To	1 April 2020	22 April 2020
Response	All			
Organization	All			
Territory	All	Governorate	All	
Status	All	Actions	All	
4 Activities found		Export		Filter

Cluster	Organization	Territory	Governorates	From	To	Status	Beneficiaries	Activity Desc.
Food Security	Office for the Coordination of Humanitarian Affairs	oPt	Gaza; Deir Al-Balah; Khan Yunis	09 April 2020	16 April 2020	Completed	300	Hello from food cluster_
Health	Office for the Coordination of Humanitarian Affairs	oPt	Jenin; Tubas; Tulkarm; Nablus; Qalqiliya; Salfit; Ramallah;	13 April 2020	15 April 2020	Ongoing	20	ABCD

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