

This guideline is intended for agencies participating in the 3W data collection exercise. It explains the data collection process and how the data collection sheet should be completed.

▪ **Process:**

- OCHA field offices will circulate the standard data collection sheet to all participating agencies.
- The sheet should be completed and sent back to the relevant OCHA field office.
- This information will be checked by the field offices and sent to Colombo.
- If there is no OCHA presence in the relevant district, the completed form should be sent to Dulani Sirisena (dulani@un.org) in the OCHA Sri Lanka Information Management Unit.
- Data will be transferred to the central 3W database, which when completed, will be accessible at: <http://3w.unocha.org/WhoWhatWhere/>

▪ **Timeline:**

- Results of the 2007 data collection round have been posted on the website. Data collection is a continuous process and information can be updated at any time by providing updated/ new data.

▪ **The Data collection sheet:**

General guidelines:

- Required fields are marked in red. These must be completed.
- Pre-defined options are given as drop-down lists
- When entering multiple values, please use the comma separated format as mentioned in the column header.
- Columns with date format have been pre-formatted (e.g. 8/28/2007 for 28 August 2007)
- Columns where numbers are entered have been pre-formatted (e.g. one million in funding = 1,000,000.00, twenty thousand beneficiaries = 20,000)

Fields in the form:

The fields in the data collection form and how they need to be filled are explained below:

Column Name	Explanation
▪ Sector/ Cluster:	- Required field. Please do not leave blank. - Please select from list of pre-defined standard sectors.
▪ Sub Sector:	- Required field. Please do not leave blank. - Please select from list of pre-defined standard sub sectors - If an appropriate sub sector is not available in the list select 'other' and specify in the 'comments' column.
▪ District:	- Required field. Please do not leave blank - Please select from list of pre-defined districts
▪ DS Division:	- Please select from list of pre-defined DS Divisions
▪ GN Division:	- This is an open text field and GN divisions have not been pre-defined. - Please enter the relevant GN name.
▪ Place Name (e.g. village):	- This is an open text field. Please enter village name if appropriate.
▪ Project Title:	- Required field. Please do not leave blank - Enter title of project
▪ Project Type:	- Required field. Please do not leave blank - Please select from pre-defined list.
▪ Project Status:	- Required field. Please do not leave blank - Please select from pre-defined list.
▪ Project Objective:	- This is an open text field. - Please enter summary of main project objective
▪ Project Description:	- This is an open text field. Please enter project description.



Who, What, Where (3W) Data Collection
How it works
Version 1.0

▪ Project Start Date:	- Required field. Please do not leave blank - Please enter project start date in standard format (e.g. 30 January 2007 = 1/30/2007)
▪ Project End Date:	- Required field. Please do not leave blank - Please enter project start date in standard format (e.g. 30 January 2007 = 1/30/2007)
▪ Primary Beneficiary Type:	- Please select from list of pre-defined beneficiary types
▪ Number of Beneficiaries:	- Please enter number of beneficiaries in standard format. (e.g. two thousand = 2,000)
▪ Secondary Beneficiary Types:	- This is a text field. - Please use the pre-defined list of beneficiary types in sheet 2 - Please enter in comma separated format (e.g. returnees, IDPs, children)
▪ Number of Secondary Beneficiaries:	- Please enter number of secondary beneficiaries in standard format (e.g. two thousand = 2,000)
▪ Implementing Partners:	- This is an open text field. - Please enter in comma separated format (e.g. partner1, partner2, partner3)
▪ Included in CHAP?:	- Required field. Please do not leave blank - Please enter if included in the Common Humanitarian Action Plan (CHAP) - Please select 'Yes' or 'No' from the pre-defined list.
▪ CHAP Number (if in CHAP):	- This is a text field. - Please enter CHAP number if the project is included in the CHAP. (e.g. SRL-07/WS05)
▪ Funds Reported to FTS?:	- This is an optional field. - Please enter if funds received for this project are reported to the Financial Tracking Service (FTS) - Please select 'Yes' or 'No' from the pre-defined list.
▪ Funding Source/Donor:	- This is an open text field. - Please enter funding source(s). If there is more than one funding source please enter in comma separated format (e.g. source1, source2) - Please mention if this project is funded by the Central Emergency Response Fund (CERF)
▪ Funding Type:	- Please select from pre-defined list.
▪ Funding Status:	- Please select from pre-defined list.
▪ Funding Amount:	- Please enter funding amount in standard format (e.g. one million = 1,000,000.00)
▪ Currency:	- This is a text field. - Please enter currency (e.g. Sri Lankan Rupees, US Dollars)
▪ Date Created:	- Required field. Please do not leave blank - Please enter the date each record is entered. - Please use the standard format (e.g. 30 January 2007 = 1/30/2007)
▪ Date Modified:	- Required field. Please do not leave blank - Please enter the date each record is modified (if modified) - Please use the standard format (e.g. 30 January 2007 = 1/30/2007)
▪ Comments:	- This is an open text field. - Please use this column to provide any clarifications that may help interpret data entered. (e.g. there are no standard sub sectors for NFRI. If standard types are used in the district for example hygiene kits, they can be added to comments.)