

IPC POST-ANALYSIS WORKFLOW STANDARD OPERATING PROCEDURES

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The IPC Post-Analysis Workflow is a sequence of tasks that lead up to the publication of every IPC analysis. The workflow will kick in whenever an IPC analysis process is completed. It consists of an orchestrated and repeatable pattern of activity enabled by the systematic organisation of the IPC into processes that transform final key messages, maps and population data into an IPC Country Brief that is able to inform decisions.

After the IPC Lead Analysis Facilitator has sent the first draft of the brief to the Regional Coordinator, the Regional Coordinator should initiate the post-analysis workflow process for the particular analysis in SharePoint: <https://unfao.sharepoint.com/sites/ipc/Lists/PostAnalysis/AllItems.aspx>.

You can find a detailed step-by-step document explaining how to use the tool here: <http://www.ipcinfo.org/ipcinfo-website/communication-tools>

A new brief can be added by clicking “+New” and completing the following mandatory elements: Analysis Title, Type of Analysis, Country, Validity Periods (current, first projection and second projection), and planned publishing date. The reviewed brief should be named following the naming convention below and attached.

After saving, the Regional Coordinator should click on the analysis again, and click on “Next Step”. This will send out the first email to QA and the process will begin.

At each step, the relevant person should download the attachment, edit, re-upload using the naming convention below (replacing the number at the beginning of the document’s title) and click on “Next step”. Notes for the next step can also be added.

At each step, the relevant person can choose to send back to the previous step/team for further clarifications/modifications, or can choose to go forward with the next step if everything is fine.

Note: the IPC Lead Analysis Facilitator should be kept informed at every step.

STEP 0: TWG & IPC LEAD FACILITATOR - FINALISE ANALYSIS PROCESS

- Facilitate reaching consensus on key messages/figures at end of analysis
- Agree on publication date
- Check tables and maps in ISS match with key messages/figures
- Develop maps for brief with help of GIS person
- Prepare first draft of brief and send to Regional Coordinator by email

**Guidance Resource: IPC Technical Writing Guidelines*

**Guidance Resource: IPC Communication Template Guidelines*

**Guidance Resource: IPC Mapping Guidelines*

NAMING CONVENTION FOR BRIEFS

The briefs and snapshots, word or pdf, should be named following the convention:

XX-Country-Type-Period

For example: **1-Angola_AFI_Sept-July20, 1-DRC_AMN_Oct20-Jul21**

The tool can only display attachments in alphabetical order. By adding a number at the beginning, each team can easily see which one is the latest version of the brief (for example, RCs upload #1, QA changes it to #2, etc.).

STEP 1: REGIONAL COORDINATOR - CHECK CONTENT

The Workflow process on SharePoint starts here.

- Check and improve content of brief
- Check ISS maps and population tables match with those in brief, and add total country population number in overview
- Enter population tables into ISS if analysis was not done in ISS
- Upload brief to PAW and push forward to Quality Assurance

STEP 2: QUALITY ASSURANCE - CHECK QUALITY

- Check numbers in both brief (tables and text) and ISS
- Check maps in both brief and ISS
- Review and comment on brief
- Check compliance with mandatory minimum information list
- Upload reviewed brief to PAW and push forward to Regional Coordinator

STEP 3: REGIONAL COORDINATOR / TWG - FINALISE CONTENT

- Incorporate Quality Assurance inputs
- Share brief with TWG / government for final comments
- Ask the TWG to share ISS with GSU
- Upload revised brief to PAW and push forward to Quality Assurance

STEP 4: QUALITY ASSURANCE - DO FINAL CHECK

- Do final review and accept all changes and delete all addressed comments
- Upload final brief to PAW and push forward to Comms Team
- Ask Regional Coordinator to share ISS with GSU if not yet done and check there are no discrepancies. Tick "ISS shared" check box

STEP 5: COMMUNICATIONS - REVIEW AND DESIGN

- Check content of brief (correct use of IPC terminology, grammar and key message effectiveness)
- Check numbers and maps in both brief and ISS
- Design brief and snapshot/summary, if applicable
- Upload designed documents to PAW and push forward to Approvers

STEP 6: APPROVERS - REVIEW AND APPROVE

- Review content and push back to Comms Team if changes need to be made
- Upload final version(s) to PAW and push forward to the Regional Coordinator
- *If ISS cannot be published, make decision to publish with images (exceptional circumstance)*

STEP 7: REGIONAL COORDINATOR - ENDORSE

- Share designed documents with TWG for final comments
- Upload reviewed documents to PAW and push forward to Comms Team
- Once Comms Team pushes back final versions, share with TWG for endorsement
- Tick "Brief Endorsed, Ok for Publication" check box when endorsement is given
- Push PAW forward to Comms Team and send Comms Team endorsement email
- Connect Comms Team with country Comms focal point and TWG for dissemination, if needed/requested

STEP 8: COMMUNICATIONS - PUBLISH AND DISSEMINATE

Push to next step in PAW as soon as analysis is published.

- Add preliminary results disclaimer to all documents, if applicable
- Make final check of ISS, including country population number
- Publicise analysis in ISS, and add link and title to analysis page in pop-up
- Publish alert, snapshot, analysis, slider and small pop-up in website, if applicable
- Disseminate analysis according to level of dissemination of analysis
- Share analysis results on social media, with links to website
- Upon final endorsement, remove preliminary results disclaimer from all documents, if applicable

***Guidance Resource: IPC Scale Communication Guidelines**

***Guidance Resource: IPC Design, Publishing and Dissemination SOPs**

STEP 9: INFORMATION MANAGEMENT - DO FINAL REVIEW AND ARCHIVE

- Check all tools and documents are aligned
- Back up all related files in SharePoint: shape files, population tables and maps, brief, snapshot, summary, etc.
- Push analysis forward to the final step "Archived"

STEP 10: INFORMATION MANAGEMENT - ARCHIVED

- All past analyses in PAW can be found under the menu "All items" > "Archived".