

What is the 5W?

The 5W (**Who** is doing **What**, **Where**, **When**, and For **Whom**), compiled by the MIMU, is used by agencies and donors in Myanmar for planning and coordination of humanitarian and development activities. It is updated with agency information every 6 months.

Completing your organisation's contribution to the 5W

Please complete the 5W data entry spreadsheet (which can be downloaded from the MIMU website, <http://themimu.info/5w-maps-and-reports>), according to following guidelines and Frequently Asked Questions.



1. Use the drop-downs for all columns, except project title, project start year, project end year, the last data updated date, and the organisation's remark columns

Organization	Implementing Partners (comma separated)	Sector/Cluster	Sub Sector	State/Region	Township	Village_Tract/ Town	Village/Ward
Action Based Community Development		Education	Non-Formal Education	Kayin	Hpa-An	Bar Kat	Taw Gyi Kone
Action Based Community Development		Education	Non-Formal Education	Kayin	apun	Kawt Lu Doe	Kyar Le Doe
				<ul style="list-style-type: none"> Kayin Magway Mandalay Mon Nay Pyi Taw Rakhine Sagaing Shan (East) 			

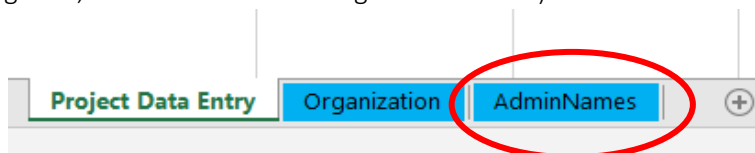


2. Each row marks the implementation of a project/activities/subsector in a geographic area, so
 - If a project covers more than one geographic area, **use one row for each area**, duplicating other information
 - If there is more than one project/sector/subsector in an area, use a new row for each project, duplicating other information

Organization	Implementing Partners (comma separated)	Sector/Cluster	Sub Sector	State/Region	Township	Village_Tract/ Town	Village/Ward	IDP Camp/Site Name (Select State/Region)	Project Title	Type of Technical Support to/through Government	Project Focus (Choose State/Region first)	Project Start Month	Project Start Year	Estimated Project End	Estimated Project End	Project Status	Open/Restricted	Last Data Updated date (dd/mm/yy)
ACTED		Education	Non-Formal Education		Dawei				Developing Sustainable Partnerships for		Development Focus	Jul	2018	Jun	2020	Under Implementation	Open	8/27/2018
ACTED		Education	Non-Formal Education	Tanintharyi	Myeik				Developing Sustainable Partnerships for		Development Focus	Jul	2018	Jun	2020	Under Implementation	Open	8/27/2018
ACTED		Coordination	General Coordination	Yangon					Set up and running of 3Zero		Development Focus	Oct	2017	Oct	2018	Under Implementation	Open	8/27/2018
Action Aid Myanmar	Action for Social Aid	Agriculture	Capacity Building (Agric)	Ayeyarwady	Pyapon	Auk Ka Bar	Hti Tan (Yin)		Community Led Development			Feb	2012	Feb	2022	Under Implementation	Open	3/10/2014
Action Aid Myanmar	Action for Social Aid	Agriculture	Capacity Building (Agric)	Ayeyarwady	Pyapon	Auk Ka Bar	Ka Mar Po		Community Led Development			Feb	2012	Feb	2022	Under Implementation	Open	3/10/2014
Action Aid Myanmar	Action for Social Aid	Agriculture	Capacity Building (Agric)	Ayeyarwady	Pyapon	Daw Nyein	Aye Kone		Community Led Development			Feb	2012	Feb	2022	Under Implementation	Open	3/10/2014



3. Delete sheet named "AdminNames" just before sending data to MIMU. (Delete it after filling up and checking data, if the file size is too large to send back)



4. All of your organisation's current and **on-going** projects for the last 6 months are included. All **planned** projects for the next 6 months are included, and marked as "planned" under "project status". All **suspended** projects within 6 months until now are included, and marked as "suspended due to (specific reasons)" under "project status".

DO 5. If you wish to report activity that will appear anonymously in MIMU’s 5W reports (i.e., not showing your agency name), those activities have been marked as “restricted” in the open/restricted column.

DON'T 6. Do not rearrange the columns and do not format the data entry sheet.

7. Avoid empty rows

	A	B	C	D	E	F	G	H	I	
1	Name of Organization	Project Year Start	Project Year End	State/Region	Township	TS_Pcode	Village Tract	VT_Pcode	Village	V_Pcode
2	Plan International		2018		Toungup	MMR012016	Nga Lone Maw	MMR012016010	Nga Lone Maw	199622
3	Plan International	2014	2018	Rakhine	Toungup	MMR012016	Let Pan Kyun	MMR012016014	Let Pan Kyun	199635
4	Plan International		2018		Toungup	MMR012016	Pauk Pyin	MMR012016001	Thin Chi Kone	199593
5	Plan International		2018		Toungup	MMR012016	Let Pan Kyun	MMR012016014	Kan Pyin	199636
6	Care International		2018		Toungup	MMR012016	Kyauk Seik Taung	MMR012016016	Kyauk Seik Taung	199639
7	Care International	2014	2018		Toungup	MMR012016	Myo Taung Gyi	MMR012016017	Myo Taung Gyi	199644
8	Care International	2014	2018	Rakhine		MMR012016	Tha Lein Pyin	MMR012016033	Tha Lein Pyin	199661
9	Care International	2014	2018	Rakhine		MMR012016	Thin Chi Kaing	MMR012016024	Thin Chi Kaing	199661
10	Care International	2014	2018	Rakhine		MMR012016	Thin Chi Kaing	MMR012016024	Tar Ye	199662
11	Care International	2014	2018	Rakhine	Toungup	MMR012016	Maung	MMR012016019	Maung	199655
12	Plan International	2014	2018	Rakhine	Toungup	MMR012016	Moe	MMR012016018	Moe Kyauk Gyi Kwin	199651

DON'T 8. Do not merge cells

	A	B	C	D	E	F	G	
1	Name of Organization	Project Year Start	Project Year End	State/Region	Township	Village Tract	Village	
2	Plan International	2014	2018	Rakhine	Taungup	Nga Lone Maw	Nga Lone Maw	
3	Plan International		2018		Taungup	Let Pan Kyun	Let Pan Kyun	
4			2018				Let Pan Kyun	
5	Plan International		2018		Taungup	Let Pan Kyun	Kan Pyin	
6	Care International		2018		Taungup	Kyauk Seik Taung	Kyauk Seik Taung	
7	Care International		2014		2018	Taungup	Myo Taung Gyi	Myo Taung Gyi

DON'T 9. Do not use mixed fonts. Please fill up the data only in English language. If you do not have place name in English, you can provide them separately.

	A	B	C	D	E	F	G	H	I	J
1	Name of Organization	Project Year Start	Project Year End	State/Region	Township	TS_Pcode	Village Tract	VT_Pcode	Village	V_Pcode
14	Plan International	2014	2018	Shan State	Kentong		၀၇၀၀		၀၇၀၀ (၀)	
15	Care International	2014	2018	Rakhine State	Toungup	MMR012016	Gyi Wa	MMR012016033	Gyi Wa	199694
16	Care International	2015	2018	Rakhine	Toungup	MMR012016	Nyaung Pin Seik	MMR012016031	Pyin Gyi	199699
17	Care International	2015	2018	Rakhine	Toungup Tow	MMR012016	Sar Pyin	MMR012016049	Taung Pauk	199780
18	Care International	2015	2018	Rakhine	Toungup	MMR012016	Kyauk Kyar Kwin	MMR012016025	Nyaung Lan Htoe	220854
19	Plan International	2015	2018	Rakhine	Toungup	MMR012016	Hpaung Khar	MMR012016037		
20	Care International	2015	2018	Rakhine State	Toungup	MMR012016	Pa Dar	MMR012016048	Pa Dar	199768
21	Care International	2015	2018	Rakhine	Toungup	MMR012016	Nat Maw	MMR012016042	Nat Maw	199734

DON'T 10. Do not type multiple values in one cell. Every cell contains only one value, with the exception of the implementing partners column. Multiple values can be entered here (provided you have enabled macros)

State/Region	Township	Village
Kachin, Kayah, Kayin, Chin	Bhamo, Loikaw, Hpa-An, Hakha	

Frequently asked questions and further guidance

I want to update information from the last 5W period, rather than entering it again

You should fill up the **new project information** for the on-going/current projects, completed projects in last six months and planned projects in next six months if available.

If you have provided 5W information to the MIMU before, you will receive the old data from the MIMU. Check every single line of the existing project data (by Project or by Area or by Sector) especially project status (Column Q) with “Under Implementation” or “Planned”.

My organisation or implementing partner’s name isn’t in the drop-down list, or it’s incorrect

If you find that your organisation's or your implementation partner’s name or acronym is not correct or not visible in the drop-down list, add/edit the name, acronym and type of the organisation in the organisation sheet and inform the MIMU. In this case you should send us your revised Organisation Sheet.

Please DO NOT choose two organisations’ names in the Organisation column.

You can list more than one implementing partner in the Implementation Partner Column however to do this you must be sure that you have enabled Macros (you may notice it at Security Warning once you open the file.) If you make any mistake, clear the contents of the column and select implementing partner(s) again.

My form is too large to send back and is rejected by my email system! How can I return it to MIMU?

Once the form has been completed, you can remove other tabs (also known as worksheets) from the Excel file, and send in a compressed ‘zipped’ folder.

If you changed your organisation’s details, send the revised Organisation Sheet as well as the "Project data entry sheet" which should be in the same zipped folder.

If I copy and paste data, it changes or comes up with an error, such as “#N/A”

In this case, the spreadsheet is copying a formula, which are the instructions to calculate the text you see, rather than the text itself. Instead of copying and pasting using the paste button or Control + V, paste with ‘Paste Values’ under the paste dropdown in Excel.

You can also use the “Paste Special” keyboard shortcut and choose “values and number formatting” and “ok” in the box that appears.

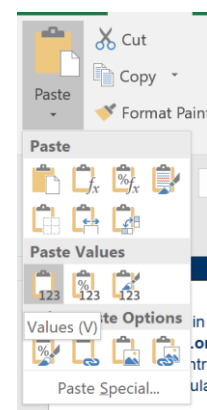


Figure 1 - Paste values

My project’s activities don’t match the sub-sectors in the drop- down list

You can provide your project activities in the **Organisation's Remark** Column. Make sure you have checked the description of subsectors.

I’m looking for a State, Region, Township, Village Tract or Village that does not appear in the drop-down list

5W reports and maps will only show data for admin names that have Pcodes. If you do not find the admin names in the drop-down list, contact the MIMU (info.mimu@undp.org) so we can create new Pcodes for the admin names and add them to the drop-down list in the next round.

I’m looking for a IDP Camp/Site Name that does not appear in the drop-down list

If the drop-down list does not contain the camp or site name, please type it in directly.

Type of Technical Support to/ through Government

You must choose one type of technical support if your project support to government at National/State level.

Type of Project Focus

For all activities in Myanmar, you have to choose one from the following.

- Development Focus (Normal Program)
- IDP Focus
- IDP and Host Community Focus and
- Other vulnerable groups (not IDP related).

My Project Status is not one of those listed

You must choose the most relevant option:

- **Under Implementation** – what organisation is doing (Ongoing projects **as of August 2023**)
- **Completed/ Ended** – what organisation did (projects finished or permanently suspended/ended)
- **Planned** – not yet started but expected to begin on the Project Start Date
- **Suspended due to access/security constraints.**
- **Suspended due to funding constraints.**
- **Suspended for other reasons.**

If you don't choose any of the above statuses, **we will assume that the status is "Under Implementation"**.

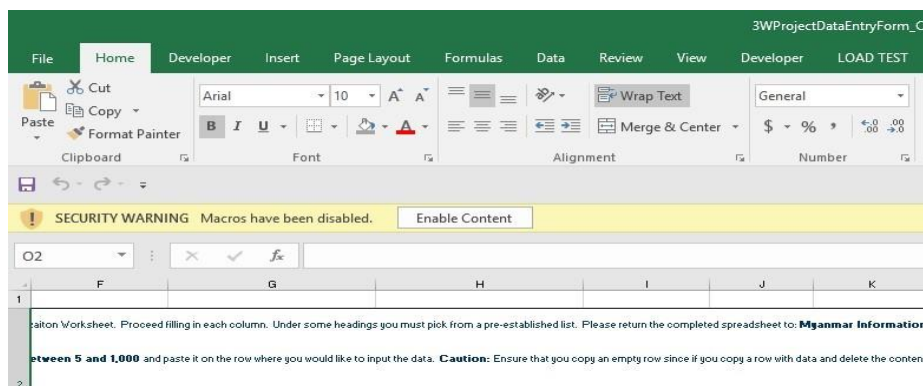
My organisation is undertaking activities that we don't wish to report in full detail or share to public

Please report them to MIMU in the usual way but mark them as 'restricted'. These will then be added into maps and reports for their sector, but Organisation and Implementing Partner details will be kept confidential in the MIMU internal databases and will not be shared in the usual products or with anyone asking information about that sector or location. In the event of emergencies, if we receive any specific request about your work in affected areas, we will ask you whether you agree to be in contact with the requestor or not.

If you don't choose the restricted option, **we will assume that the data is "Open"**.

Why do I get security warnings, macro warnings, or pop-ups asking me to enable content?

The 5W form uses a macro to allow multiple implementing partner organisations to be selected. This means you may see a warning such as this appear when you open the file:



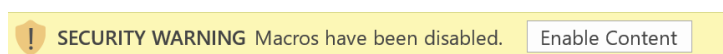
It is safe to click "Enable Content" or "Enable Macros" when you see this warning in the MIMU 5W spreadsheet. If you do not click "Enable Content" or "Enable Macros" in these alerts, you will not be able to enter more than one implementing partner organisation per row.

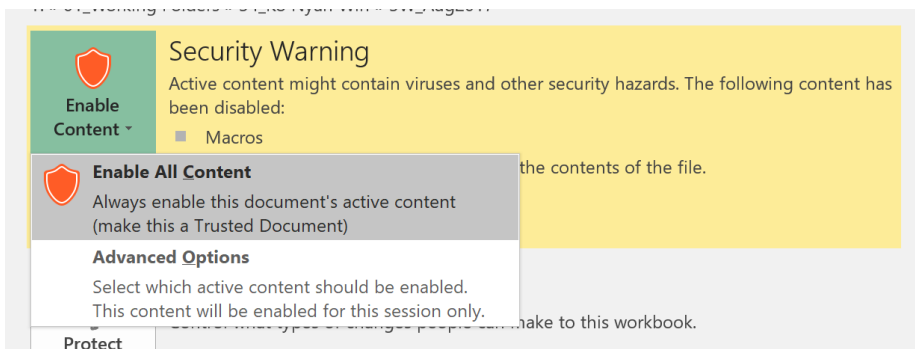
Macros are small programs that are contained in an Excel spreadsheet.

These allow functionality that is not possible with a plain spreadsheet.


I can't put more than one name in the implementing partner column

You may have macros disabled. You need to have macros enabled for this functionality to work. **It is safe to enable macros and trust this MIMU 5W entry form**, so be sure to click "Enable Content", "Enable Macros", or "Enable all content" when prompted.





If you do not see these pop-ups, you may have a higher level of security enabled. To fix this:

1. In Excel 2016 and 2010, press “File” , then “Options”. In Excel 2007 press the round office logo button  , then “Excel Options.”
2. Click “Trust Center” in the left hand side-bar
3. Click “Trust Center Settings...”
4. Click “Macro Settings” in the left hand bar
5. Choose “Disable all macros with notification”
6. Click OK
7. When a Security Warning pops up when first opening the form, choose “Enable Content” or “Enable Macros”

I do not have access to Excel

If you do not have Excel, or use another software package such as LibreOffice, please contact the MIMU (info.mimu@undp.org) for assistance.

*Please populate the 5W data in the data entry form according to the guideline above and return it to us by **12th March 2024**.*

For more support, you can contact us directly zin.min.tun@undp.org; 09 7740 777 61 or join one of the short 5W support sessions arranged by the MIMU to assist agencies to complete the format (please see details on our website at www.themimu.info)