



Meeting

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| Name | Information Management Working Group | Meeting Date | 28/05/2014 |
| Meeting Location | UNHCR | Meeting Time | 10:00 A.M |
| Chair person | Malcolm Johnstone, Information Management Officer | Meeting Duration | 1.5 hours |
| Minutes Prepared by | James Léon-Dufour | | |
| Purpose of Meeting | <ol style="list-style-type: none"> 1. Terms of Reference of the group 2. Assessment working group 3. 3W products and data sharing 4. VASyR 5. RAIS Presentation 6. AOB | | |

Summary of discussions and action points

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| 1. | Terms of Reference of the group |
| | <p>Open discussion with the IMWG on the feedback received on the draft TORs. (registry of assessment, inventory of data, how subgroup would work with the IMWG)</p> <p>Action Points: Final draft will be shared.</p> |
| 2. | Assessment working group |
| | <ul style="list-style-type: none"> - Recommendation from the MSNA to have this group. - The assessment working group needs TOR and guidance from the IMWG. - Main topics will be: Online registry of assessment, approval procedures, technical guidance, technological guidance, question inventory etc... - OCHA wants to deploy a dedicated staff to help coordinate this group. - Co-chairing with a NGO is suggested. <p>Action points:</p> <ul style="list-style-type: none"> - First meeting will be held this week with UNHCR, UNICEF, OCHA, DRC, REACH, CARE, STC. - Date to be confirmed. |
| 4. | 3W products and data sharing |
| | <p>Presentation on the <i>Activity Info Pivot tool</i> by Aung Thu, IM UNHCR It is meant to be a USER FRIENDLY tool for the use of all activity Info data</p> <p>Action Points:</p> <ul style="list-style-type: none"> - Add the funding agency slicer button. - Add a disclaimer on the use of it. - To be shared first with IMWG members and sector coordinator for their feedback. |

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| 4. | Vasyr |
| | <p>Susana Moreno Romero, food security expert (WFP) presented the Vasyr (Vulnerability Assessment among Syrian Refugees) 2014.</p> <p>It is the second Multi-sectorial nationwide assessment on the living condition of the Syrian refugees ongoing.</p> <p>Highlights</p> <ul style="list-style-type: none"> - Preliminary result will be available end of June, Final report end of July. - Analysis plan to be shared, discussed and agreed next week. <p><i>Presentation attached</i></p> |
| 5. | Refugee Assistance Information System |
| | <p>Diego Batista, Regional Operations Data Management Officer UNHCR, presented the RAIS.</p> <p>Highlights</p> <ul style="list-style-type: none"> - Planning to have the pilot project tested by end of June, and have it finalized by end of July. <p>UNHCR will have a dedicated staff and focal point. Christian Habib, habibc@unhcr.org</p> <p><i>Presentation attached.</i></p> |
| 6. | AOB |
| | <p>Action points</p> <ul style="list-style-type: none"> - Activity Info. Lock the data entry on previous months (jan-march) asap. - Roll out the use of PCODE of the informal settlements. (eg: Training materials, integration in Activity Info training). - Data Task Force will meet next week – Please contact James Cranwell-Ward (UNICEF) on jcranwellward@unicef.org for information on this group. |

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