



IM Working Group

28 May 2014 - Beirut

Meeting			
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

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.

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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