



## Minutes of IM Working Group Meeting - Beirut, 4 April 2019

<b>Meeting Location</b>	UNHCR, SnK building, 9 <sup>th</sup> Floor	<b>Meeting Time</b>	10:00am
<b>Chair persons</b>	Jad Ghosn (UNHCR)	<b>Meeting Duration</b>	2 Hrs.
<b>Minutes by</b>	Jad Ghosn, Bernadette Dabbak		
<b>Represented Agencies</b>	CAS, ABAAD, B.O.T, CAMEALEON, Care International Lebanon, CARITAS Lebanon, Dorcas, DRC, Habitat for Humanity HFH, HI, ICMP, IFRC, LPC, MEDAIR, NRC, OCHA, PU-AMI, Relief International, Solidarites International, TDH-L, UNDP, UNHabitat, UNHCR, UNICEF, WAR Child, WFP		
<b>Agenda</b>	<ul style="list-style-type: none"> <li>• Follow-up on the progress of the groups working on the PIM (protection information management) tasks: <ul style="list-style-type: none"> <li>○ Group 1: working on a guidance note for Data Security and Data Sharing.</li> <li>○ Group 2: working on a guidance note on the proper Use of Consent when collecting data.</li> <li>○ Group 3: working on a process to improve Knowledge Management within the response.</li> </ul> </li> <li>• Presentation of B.O.T bridge, outsource, transform (Mr. Charbel Trad)</li> <li>• Presentation of SOLIS system by Solidarites</li> <li>• AOB</li> </ul>		
<b>Attachments</b>	Presentations and other documents used at the IMWG can be downloaded from the IMWG page on the portal: <a href="https://data2.unhcr.org/en/working-group/20?sv=4&amp;geo=71">https://data2.unhcr.org/en/working-group/20?sv=4&amp;geo=71</a>		

## Follow-up on the progress of the groups working on the PIM (protection information management) tasks:

### GROUP 1: DATA SHARING AND DATA SECURITY (PRESENTED BY FREDERIC GIBAUDAN CAMEALEON)

Group worked on a leaflet targeting humanitarian staff that deal with sensitive data – mainly Information Managers, Coordinators, Data and system administrators etc...

The leaflet is a first draft distributed for feedback and comments from the IMWG. **Use this link to comment on the draft (click and add comment):**

<https://drive.google.com/file/d/1vdvVwTFTDvQIX1KAoIjGRiUu6VwJf-EX/view?usp=sharing>

The leaflet is a one pager A3 that could be printed and kept in offices to raise awareness on data security.

Key takeaways:



- We are accountable, towards affected people
- We should strive to enforce the “do no harm” principle.
- Our data is utterly sensitive.
- Our data is utterly vulnerable.
- What to protect: Any piece of data can be deemed sensitive depending on the context and the possibility to match it with other data.
- Check the [leaflet](#) for simple measures to share securely data.

**Action points:**

- IMWG to comment on [leaflet](#)
- Group 1 will review comments and finalize leaflet before next IMWG (date to be communicated soon)
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**GROUP 2: CONSENT (PRESENTED BY TAMARA STUPALOVA FROM UNHCR/IA COORDINATION UNIT)**

Group worked on a leaflet to raise awareness on the importance of “Consent” when collecting data. The leaflet also aims to guide organizations in drafting the consent.

IMWG consent presentation: <https://data2.unhcr.org/en/documents/details/68811>

**Action points:**

- IMWG to provide feedback by commenting on draft leaflet:  
<https://drive.google.com/file/d/1MSrKmnHPYsrO7LxWJ8uKBxhrg6g8aRPG/view?usp=sharing>
- IMWG requested from the group to provide a page with good examples on the use of consent.
- Group 2 will review comments and finalize leaflet before next IMWG.

**GROUP 3: KNOWLEDGE HUB (PRESENTED BY JAD GHOSN FROM UNHCR/IA COORDINATION UNIT)**

Group 3 worked on a draft concept note based on a request from the inter-sector team to improve knowledge in the response and to trigger sectors to have more inter-sector discussions similar to the VASyR 2018 field discussions that resulted in [this analysis](#).

The group decided to put together a concept note to define the problem before developing processes and tools.

The problem statement as defined by the group:

*Sectors are sometimes unable to explain certain trends or different observation resulting from surveys and assessments and the answer often lies with actors (local and international) who have a local knowledge of the context or with other sectors.*

Goal:

*Improve overall understanding of the situation in Lebanon through the collective knowledge of humanitarian actors in the field and attempt to provide answers to sector and inter-sector research questions.*

Objectives

*Develop tools and processes to improve overall understanding of the situation in Lebanon.*



*Promote a more inclusive knowledge sharing environment in the humanitarian community.*

*Capture information to provide answers to the sector and inter-sector research questions.*

**Next steps:**

**April:** Inter-sector team to approve problem statement, goals and objectives.

**April – May:** IMWG group to develop concept note

**June – Aug:** IMWG to develop process and build a pilot tool to be tested during the 2019 VASYR discussions.

## Presentation of B.O.T Bridge, outsource, transform (Mr. Charbel Trad & Mr. Charbel Saliba)

B.O.T Presentation: <https://data2.unhcr.org/en/documents/details/68810>

Key take away:

- B.O.T is an impact sourcing platform. B.O.T website: <http://letsbot.io/>
- B.O.T have access to 100's of skilled freelance youth in Lebanon from marginalized communities.
- B.O.T services cover a wide range of services that cover all Lebanon. Services include:
  - o Trained enumerators for data collection
  - o Adapting and digitizing surveys
  - o Call surveys
  - o Data Analysis and visualization
  - o Data Enter, validation and cleansing
  - o Archiving and more ...
- B.O.T have a database of trained youth that includes their skills and past experience.
- B.O.T prices are very competitive compared to the market in Lebanon. Check prices on presentation.

For more information, contact Mr. Charbel Trad ([ctrad@dotrust.org](mailto:ctrad@dotrust.org))

## SOLIS presentation:

SOLIS: [www.imsit.fr](http://www.imsit.fr)

SOLIS is an information system developed by Solidarites Team in Lebanon. SOLIS allows management of activities at a geographical level. This includes referrals, beneficiary lists and more. SOLIS intuitively utilizes available geographical datasets access, organize and manage NGO's interventions.



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SOLIS is currently in the testing and debugging phase. SOLIS is fully open source and will be made available for all humanitarian actors.

Presentation will be uploaded to the IMWG page on the portal soon.

For more information, please contact Fix: [im.coo@solidarites-liban.org](mailto:im.coo@solidarites-liban.org)