DATA MANAGEMENT WORKING GROUP MEETING

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| Minutes | March 29, 2019 | 10:00-12:00 | UNHCR BOARDROOM |

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| Meeting called by | BO HURKMANS – IM TEAM LEADER |
| Type of meeting |  DATA MANAGEMENT - CORDINATION |
| Facilitator | BO HURKMANS |
| Note taker | HILLARY MUMBERE |
| Attendees | BO HURKMANS (UNHCR), HILLARY MUMBERE (UNHCR), MWESIGWA TUMWESIGYE (DRC), OLOYA ABDU (AAH-I), GERRIANNE PENNINGS (ZOA), AGATHA ELIA (REACH), ROSE NSUBUGA (ADRA), OJOM BERNARD (ARC), IGGA CHARLES (WVI), TAMAMI YOSHIMOTO (UNDP), XABIER GOIRIA (FAO), JESS BEUTLER (HOT), MOHAMED ALY (UNHCR), SARA AMADI (HOT), RUBEN FERNANDEZ (HOT), MARCEL REINMUTH (HOT), ANDERS PETERSSON (WFP), JOSEPH KYANJO (WFP), DENNIS TUMUMSIIME (WFP), DINAH NAKASUJJA (AVSI), FAITH KIRUNGI (LWF), MUGUME JOSHUA (CRRF-SEC), MEYER SONJA (CRRF-SEC), NABISERE IRENE AIDAH (UNICEF) |

## Agenda topics, Review of WG ToR and agreement on frequency/location/duration of meetings, Briefing from the RRP performance tracking task force (roll-out of ActivityInfo), Briefing from the GIS Sub-WG, Briefing from the work stream on needs analysis (Vulnerability/Essential Needs Assessment), Main theme: refugee statistics for the 2018 UBOS Statistical Abstract, AOB

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| discussion |  |
| 1. **Review of WG ToR and agreement on frequency/location/duration of meetings**
	1. The name of the WG will be changed to Data Management Working Group as advised by OPM.
	2. The objective about supporting coordinated and harmonised assessment activities will be shifted to the ToR of the Assessment Working Group.
	3. The objectives about GIS will be shifted to the ToR of the GIS Sub-Working Group.
	4. The frequency of the meeting was agreed to be monthly.
2. **Briefing from the RRP performance tracking task force (roll-out of ActivityInfo)**
	1. ActivityInfo was established to track the performance of the RRP against indicators and to ensure progress against targets set by sectors.
	2. So far, almost 80 partners have been trained on the use of the ActivityInfo platform.
	3. Partners will have to indicate implementation type (direct, indirect or independent implementation) and funding source (UN agency or funds directly from donors).
	4. Implementing partners will have to lodge separate records for reporting on their activities.
	5. The IM team will share the final versions of all relevant documents as a package on 1 April to fully prepare partners for the first online reporting for Q1.
	6. A webinar session has been recorded for those that could not be trained.
3. **Briefing from the GIS Sub-WG (including on the use of drones)**
	1. The intention of the GIS Sub-Working Group is to provide a platform for geospatial data sharing, quality assurance of the data and discussing common GIS issues and emerging technological advances.
	2. The achievement so far is setting up the Spatial Data Inventories found at [this link](https://docs.google.com/spreadsheets/d/1vZHqrjKIgj6EAlY7nsQLNCl8sxUVB7_9iHHlqxogbJo/edit?ts=5b97c059). This inventory includes shapefiles, satellite imagery and maps. Anyone can submit to this inventory using the following Google Forms: [map](https://docs.google.com/forms/d/18Y6dA-wQDlug5Dv0IygNu13Sl8s_WoG-JUGrEEbZXdY/edit)s and [satellite imagery](https://docs.google.com/forms/d/e/1FAIpQLSfwEWRJoDtQ9jgzY8niBaH4jthRDSeQ-UqtC3dFqe5bPf54vw/viewform).
	3. It was suggested that a mechanism should be introduced to track the files downloaded so as to measure usage of the inventory.
	4. HOT in Uganda has been involved so far in two drone projects: a current project facilitating OPM Drone training in partnership with UNDP and the Uganda Flying Labs, and drone mapping for the Open Mapping Uganda project carried out in Ggaba last year.
	5. For the UNDP project, HOT have facilitated an introductory training to 20 OPM/UNDP officials on how to fly a drone, capture videos and imagery data. This data is to be used to monitor, asses and manage risk and disasters in their area of operations. The participants were also trained in how to process the images captured in an orthorectified image and carry out various detection raster analyses using opensource software (Picterra, OpenDroneMap and QGIS). The participants were trained on multi-rotor drones (DJI Phantom 4s) in Arua.
	6. Through these experiences, HOT has explored the legal requirements and permissions necessary for procurement and flying of drones in Uganda. These processes include receiving permissions from a relevant Ministry partner, Chief Defence Forces (CDF), Uganda Revenue Authority (URA), and the Civil Aviation Authority (CAA). HOT is available to any wishing to receive further guidance on these processes and our experiences with drone use in Uganda.
4. **Briefing from the work stream on needs analysis (Vulnerability/Essential Needs Assessment)**
	1. The vulnerability assessment to be carried out by WFP is intended to establish how the refugees are meeting their essential needs, what the gaps are and how these can be best addressed.
	2. It was questioned whether or not a separate steering group is needed, this will be confirmed with the foreseen participants. There were also questions around how lessons learned around moving from sampling and extrapolation to targeting will be incorporated, how the assessment links to the 2018 MSNA and whether host communities will be included or not.
	3. Everyone is invited to attend the work stream. The contact persons are: Anders Petersson (anders.petersson@wfp.org, 0782635265) and Sarah Collman (sarah.collman@reach-initiative.org, 0787334054). The ToR of the assessment will be circulated with the minutes, for feedback please get in touch with Sarah and Takahiro Utsumi (takahiro.utsumi@wfp.org).
5. **Main theme: Refugee statistics for the 2018 UBOS Statistical Abstract**
	1. UBOS has expressed interest in including refugee statistics in the upcoming Statistical Abstract.
	2. Partners are encouraged to submit data if it meets the following criteria: representative of the whole refugee population, collected in 2018 and endorsed by the government.
	3. Currently, the following data sources are being considered:
		1. World Bank/OPM/UBOS household survey
		2. REACH MSNA
		3. OPM registration data
6. **AOB**
	1. Next meeting will be on 26th April (10 – 12pm)
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| Action items | Person responsible | Deadline |
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