

# Information Management Working Group (IMWG)

## Meeting Minutes

**Meeting Start Time: 07-Apr-2022, 10:00 AM**  
**Location: Microsoft Teams (online).**  
**Chaired by REACH & UNHCR**

### List of Participants:

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### Agenda:

1. **5W**
2. **Interagency contact list**
3. **Meeting schedule**
4. **Population figures**
5. **Assessments**

### 5W (Who, What, Where, When, and for Whom database)

- **UNHCR** reminded colleagues of the process for collecting basic information on who is active in this emergency, what are they doing and where are they doing it. This is an important coordination tool as well as a useful way for showing the world what the international community is doing in Moldova.
- Colleagues should enter their information in the [5W table](#) in the interagency sharepoint folder. If you have trouble accessing this table please let us know at [mdachim@unhcr.org](mailto:mdachim@unhcr.org)
- Please be careful when entering data, as all the information (good or bad) will be included in [the dashboard](#). The dashboard is refreshed once a day, so your new data will be reflected the next day.
- **FOLLOW-UP ACTION:** UNHCR agreed to remove assessments from the 5W and place them in the assessment registry. **DONE**
- We collectively agreed that we would enter into the Organization field (Column B) of the 5W the name of the organization receiving the funding. Implementing partners would be entered into column O.
- **FOLLOW-UP ACTION:** UNHCR agreed to find a way to ensure visibility for implementing partners on the dashboard.
- **UNHCR** announced that we are looking to use ActivityInfo for response monitoring for those activities included as part of the Refugee Response Plan (RRP). More information to follow.

### Inter-agency Contact list

- **UNHCR** quickly briefed on [the interagency contact list](#). This is our tool for find who is who in this response.
- **FOLLOW-UP ACTION:** All colleagues are kindly requested to have a quick look on the contact list. Are you there? Are the colleagues in your organization who should be contact-able on the list? Do you see colleagues on the list who left? If so, delete them!

### Meeting Schedule

- **UNHCR** quickly briefed on the [inter-agency meeting schedule](#).
- If your organization hosts a meeting that is open to interested participants (i.e. Sector meetings, coordination meetings, etc. ) Please make sure it is reflected in this calendar. When new NGOs and colleagues show up asking how best to coordinate, this is one of the places we encourage them to reference.

### Population Figures

- **UNHCR** like many others are getting twice-daily population figures from the border police. A dashboard will be created by the time you read these minutes which will have the latest data – sliced and diced in various ways. It will be on the home page of the [Moldova ODP page](#).
- These figures should be our **'single source of truth'** when talking about refugees moving into, out of, and staying in Moldova.

### Assessments

- **UNHCR and REACH** gave a quick read out from the Tuesday Assessment and Analysis meeting. [The minutes from that meeting is available on the ODP](#).

**Next IMWG meeting scheduled for Thursday, 14 April 2022**