

Information Management Working Group

Poland

Terms of Reference

Background

As of mid-April, over 2.8 million refugees have arrived to Poland from Ukraine. To support the humanitarian response, UNHCR together with partners launched the Regional Refugee Response Plan in March 2022, which is now being updated to cover the period till end December. UNHCR leads and coordinates the implementation of the RRP in line with the Refugee Coordination Model (RCM) and in close collaboration and consultation with relevant government counterparts, and with the support of inter-agency partners and other stakeholders. The humanitarian coordination structure is supported by an Information Management Working Group (IMWG).

In general, the coordination of information management in humanitarian situations is vital for:

1. Prompt and predictable responses;
2. Evidence-based decision-making;
3. Utilizing the information collected to the fullest extent possible;
4. Avoiding duplicated or redundant data collection;
5. Maximizing the efficiency of spending on information management.

The IMWG will coordinate information management activities at the inter-agency level between partners within the context of the sector coordination groups in Poland at the national level.

Purpose

The aim of the IMWG is to strengthen humanitarian information management, assessments, and analysis to support improved decision making in emergency preparedness and response for Poland.

Main areas of work

1. To systematically share information on information management activities between organizations working on the humanitarian response in Poland, including planned and on-going assessments, statistics, maps, reports, analysis and other information products.
2. To coordinate and harmonize from an inter-agency perspective the establishment and management of monitoring systems, needs assessments and other information systems.
3. To provide a forum for discussions on data quality, data collection methodologies and technical data issues, including on population.
4. To explore possibilities for joint information products including data analysis. Relevant actors should be invited to participate around thematic products and analysis.
5. Promote harmonization of codes and standards for e.g. locations, population types, and other datasets to facilitate comparison of data from various sources.

Outputs

- Regular coordination meetings among information management experts supporting the humanitarian response in Poland;
- Clear data sharing mechanisms and agreements;
- Humanitarian indicators to monitor the situation of the refugees and host communities as well as how the response is going are maintained and distributed on a regular basis;
- Supporting the work related to the interagency assessments when needed;
- Common set of data and information management standards;
- Definition and promotion of the Common Operational datasets;
- Production of maps to support analysis;
- Provision of technical support to aid sector specific analysis;
- Support the collection, collation and analysis of the 5W data in order to support the work of the humanitarian community;
- Support to sectors in their operational coordination, response and advocacy;
- Inter-agency data sharing platform is updated (Operational Data Portal).

Membership

Membership is open to humanitarian and government actors working on the humanitarian response in Poland. Participation of the Polish civil society actors is highly encouraged. Each organization is invited to send one or two information management focal points to attend the IMWG meetings. The meetings will be coordinated by UNHCR and can be co-led with other relevant partners if deemed appropriate.

Technical support from academic and research institutions may also be sought on an ad-hoc basis.

Further discussions, coordination and information sharing will take place via regular meetings and the IMWG email mailing list and, via operational data portal.

Revision of Terms of Reference

The terms of reference will be revised every three months and/or based on immediate needs as agreed by the members.