

INFORMATION MANAGEMENT WORKING GROUP - SLOVAKIA

Action Plan May / December 2023

AREA	ACTIVITIES	TIMELINE	RESPONSIBLE ACTORS
Setting the foundations	Appoint organization's IM focal points who will participate in the group and update contact details	Ongoing	IM WG members
	Review and update the Terms of Reference	May and November 2023	IM WG Co-Chairs, with endorsement of IMWG members
	Develop the Action Plan	May 2023	IM WG Co-Chairs, with endorsement of IMWG members
Management, Coordination and Capacity Building	Participate in the activities of, and ensuring coordination with, other relevant working groups and actors	Ongoing	IM WG Co-Chairs
	Keep informed RCF members and relevant WGs on the IM WG activities and discussions	Ongoing	IM WG Co-Chairs
	In coordination with relevant actors and experts, facilitate discussions on agreed-upon topics that are relevant to Information Management	Ongoing	IM WG Co-Chairs and members
	Provide technical support and advice to member organizations or other relevant actors	Ongoing	IM WG Co-Chairs and members
Analysis and Assessments	Maintain and update Assessment Registry	Ongoing	IM WG Co-Chairs and members
	Inform and present to group members on upcoming/ongoing data collection and/or analysis activities	Ongoing	IM WG members
	Provide technical support and advice on assessment; revision of methodologies and questionnaires	Ongoing	IM WG Co-Chairs and members



	Support and facilitate joint analysis when needed; ex: MSNA	Ongoing	IM WG Co-Chairs and members
	Support and facilitate the dissemination of products and resources	Ongoing	IM WG Co-Chairs and members
Monitoring and Reporting	Establishment of reporting system (activities and funding)	January 2023	IM WG Co-Chairs, with endorsement of IMWG members
	Development of reporting Framework	January 2023	IM WG Co-Chairs, with endorsement of IMWG members
	Report organization activities and funding received in reporting system	Monthly	IM WG members
	Continuous support and ad-hoc trainings to partners	Ongoing	IM WG Co-Chairs
	Sharing of good practices and lessons learned	Ongoing – together with ad-hoc trainings	IM WG Co-Chairs and members
