

Information Management Working Group

Date: 26 June 2013

Attendant: UNHCR, UNICEF, CLMC, IOCC, UNRWA, NRC, IOM, WFP, DRC, WCH, FAO, GVC, ACF

Topic in the Agenda	Discussion	Action point
1. UNICEF update on new standardise format for maps	<p>UNHCR developed a new template for maps in order to standardize the dirrent existing formats for the Syrian Refugee Response.</p> <p>Two different templates have been designed (landscape and portrait) and will be suitable for ArcGIS 9.3 and 10</p> <p>At the same time format to create maps with other software will be developed and shared</p> <p>For more information: Wali Ahadi – Ahedi@unhcr.org</p>	<p>UNHCR will share the template for Arc GIS by mid-July</p> <p>Creation of a dropbox access for sharing maps formats.</p>
2. Open discussion on GIS-mapping (explanation of Country geographical division in governorates, caza, cadastral, municipality, etc)	<p>Governorates: 6 (official) - 5 utilized by UN. At the head of each governorate there is a governor: the Mohafez</p> <p>Cazas (districts): 26 (official). At the head of each district there is the Qaim Makam</p> <p>Union of municipalities: 48 (as of May 2012) covering only 680 of the 1000 municipalities in Lebanon therefore we cannot use this layer in our maps</p> <p>Municipalities: almost 1000 (984 in May 2012): Most municipalities in Lebanon have defined boundaries however the layer of all municipalities in Lebanon is not available in the</p>	<p>UNHCR will create a dropdown list with Governorate/District/Cadastral zone/Pcode</p> <p>SOP on creation and replacement of Pcode should be designed</p> <p>Share link in Drop box of CAS (Central Administration of Statistic) of Arabic/English translation of village names</p>

	<p>market.</p> <p>Cadastral zones: 1643 includes 82 conflict zones between adjacent municipalities - layer available in the market. Covers almost all of the Lebanese territories. (Defined by directorate of geographic affairs). Cadastral Zones are not 100% equivalent to municipal levels.</p> <p>List of Location - PCodes: 2,830 (NOT OFFICIAL) List of villages / places / sites developed by UNHCR, UNICEF and other aid agencies in the aim to cover all locations in Lebanon. Those p-codes and points (GPS coordinates) and can be mapped to a cadastral zones. For example: El Hamra, El Manara, Qoraitem, Ain El Tine are all places (p-codes) under the Ras Beirut cadastral level.</p> <p>For more information: Rodolphe Ghossoub – ghossoub@unhcr.org</p>	File name "Lebanese guide for cadastral areas cities and villages_CAS 2005"
<p>3. 3 to 5 W matrix (Who, What, Where, When, for Whom)</p>	<p>UNHCR activated a Task force in order to harmonise the data collection in the field and by sectors.</p> <p>Updates: Description of Current 3W (web portal and 3W on line tool) Workflow: Partners submit a template form which UNHCR compiles to produce 3W information (Who, What, Where). This workflow requires many person hours from partners and UNHCR (high volumes of forms come in) and has limited added value in terms of the information provided.</p> <p>Information provided includes: * Who: Update the who implements Lebanon humanitarian</p>	<p>A second meeting for the task force will be called and Further decision shared.</p> <p>NGOs are invited to participate</p>

	<p>activities (partner name/ contact, location)</p> <p>* What: This is a "yes/no" option indicating whether or not there are sector activities.</p> <p>* Where: Location of current sector activities, at governorate level.</p> <p>Attached the MS Excel output of the 3W tool, the compiled information is used to update the web portal (http://data.unhcr.org/syrianrefugees/partner.php?OrgId=11) used by partners, donors and UNHCR.</p> <p>Proposed 3W Workflow: UNHCR field offices will manage the data compilation, supported by a simple online tool, for which prototype has been developed. UNHCR-IM to provide guidance on how the tool works.</p> <p>Added value/ additional features to be included because of the proposed workflow:</p> <ul style="list-style-type: none"> * Caza level information, which could include contact and a short description of activity and lower-level (cadastral) level activity description. * Some kind of validation process to ensure that the information stays up to date. * A feature to highlight most recent, or new activities. <p>For more information: Wali Ahadi – Ahedi@unhcr.org</p>	
4. IM Workshop	<p>Different organization express the interest on a IM workshop with the focus on:</p> <ul style="list-style-type: none"> - Support organization in data collection and data management 	The partner of the WG are invited to submit and share ideas on what and when.

	<ul style="list-style-type: none"> - Maps – harmonization of tools <p>For more information: Anna Minuto – minuto@unhcr.org</p>	
5. AOB:	<p>Task force on Indicator by sector. NRC express the interest of been part of.</p>	<p>UNHCR organizes a task force on Indicators and a meeting will be called shortly.</p>

NEXT MEETING: **24th July 2013** from 10 a.m. to 11.30 a.m. (Conference room at the 8th floor)