

MEETING MINUTES

Refugee Information Management Working Group Meeting (RIM WG)	
Meeting Subject:	RIMWG monthly meeting
Time & place of meeting:	08 January 2014, 10.30am. Erbil, UNHCR Office, Conference Room.
Meeting co-Chaired by:	Geoff Wordly and Shadman Mahmoud (UNHCR)
Minutes prepared by:	Lauren Murray, ACTED
Present:	1- Geoff Wordley (UNHCR) 2- Karam Hindi (UNHCR) 3- Jason Andrews (ACTED) 4- Lukasz Kruk (ACTED) 5- Ruxandra Bujor (ACTED) 6- Lauren Murray (ACTED) 7- Marie Dozin (DRC) 8- Katherine M. Sastre (IRC) 9- Sheri Ritsim (UNAMI/ICODHA) 10- Shawwgi Younis (UNDP) 11- Sarah Chardonnens (UNDP) 12- Tom Van Nuffelen (UNESCO) 13- Kadhim Berdawr (IOM)
Absences:	1- Nelly Opiyo (WFP) 2- Mahmoud Shakir (UNICEF) 3- Munazza Siddiqui (NCCI) 4- Susan Martin (UNAMI) 5- Ben Nixon (DRC) 6- Amira Zidan (MAG) 7- Hiwa Ibrahim
Additional distribution:	Inge Colijn (UNHCR) Whycliffe Songwa (UNHCR)

Objectives & Agenda

1. Introduction of new members;
2. Inter-sector Coordination Working Group;
3. Action items from previous meeting;
4. Review documents distributed;
5. Issues raised;
6. AOB.

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Details

1. New members introduced themselves.
2. Inter-sector Coordination Working Group:
 - a. The goal is to provide strategic coordination and decision making across sectors of intervention which ties strongly to information management.
 - b. Group consists of 8 sector leads with NGO co-leads
 - c. The three pillars of the inter-sector working group are focused on:
 - i. Information management cell.
 - ii. Planning cell.
 - iii. Communication cell.
3. Update from action items from previous meeting:
 - a. Specific needs (vulnerability) criteria
 - i. Desk review's goal was to determine implementation gaps which provide the basis for identifying one common set of vulnerability criteria across agencies. UNHCR recommended looking at the vulnerability report and determine if it is possible.
4. Review documents distributed:
 - a. Suggestion to change the camp profile "Minimum Sectoral Data (standard)" and "Minimum Sectoral Data" to clarify that the middle column is the standard for UNHCR and the third column is what is being done in country.
5. Issues raised;
 - a. Gawilan's location was discussed as the map does not indicate that it is located in Dohuk. UNHCR confirmed that Baghdad is producing a map regarding the location of Gawilan. A map that is also uploaded on the data.unhcr.org.
 - b. A question was raised regarding the use of REACH information in UNHCR products as to date Baghdad leads on the production of maps.
 - c. Recommendation to separate the IM WG and the Communication Working Group as the two groups serve different purposes.
 - d. Suggestion to share camp coordination meeting minutes on the UNHCR portal, however concern was raised over whether they were appropriate for the site.
 - e. There is a standby partner being organized by OCHA for UNAMI to coordinate with the government regarding IM. Need to determine the systems within the government for people speaking to one another.
6. AOB
 - a. Disseminating information to government camp managers was discussed as it would be beneficial to know who is doing what. Shadman confirmed that his team is in the camps monthly to disseminate information and that all information remains available on the UNHCR data site www.data.unhcr.org
 - b. Border Update
 - i. Fighting in Faluja has displaced about 75% of the population. Over 10,000 people have arrived in Kurdistan and are living in hotels. The government has asked UNHCR to reactivate Baharka transit camp and set up both tents and sanitation.
 - ii. The border reopened 3 days ago, on the first day approximately 1700 individuals crossed the border and on the second day approximately 2000. On the first day, approximately 300 people went back to Syria. There is no clarity currently on how people can be relocated.
 - iii. Refugees being taken to Banjed Kandala are being transported to Gawilan. The turnover in Banjed Kandala is approximately one day.

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- iv. Government is issuing a 7 day visa
- v. 5,000 family spaces are available in Gawilan with limited sanitation
- c. Next week UNHCR is planning a 2 day workshop on RRP5 lessons learned and RRP6 implementation.

ACTION ITEM	ACTION / DECISION	ASSIGNED TO	DUE DATE
1.	Partners to provide input on the WG TOR (Copy of the TOR is sent with minutes)	All partners	ASAP
2.	UNHCR as a focal point for the collect of information through : irqerbim@unhcr.org Agencies send information products for upload on the www.data.unhcr.org	Shadman Mahmoud Karam Hindi	When necessary
3.	Partners to provide input on the latest version of the 3Ws.	All Partners	ASAP
4.	Circulate desk review with minutes.	Shadman Mahmoud	With distribution of minutes

Next meeting:

Second Wednesday of February, 12 February 2014. Erbil, UNHCR Office, Conference Room.