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|   | Meeting  |  |  |
| Name  | Information Management Working Group | Meeting Date  | 26/11/2014  |
| Meeting Location  | UNHCR  | Meeting Time  | 10:00 A.M  |
| Chair person  | Wali Ahadi, Information Management Officer  | Meeting Duration  | 2 hours  |
| Minutes Prepared by  | Bernard Chedid – Aung Thu Win |   |   |
| Purpose of Meeting  | 1. Updates on Information Management product and service from Akkar and Tripoli *– by UNHCR field offices.*
2. Presentation of Urban Refugee Project *– by IRC*
3. Presentation on Conflict Mapping and Analysis - *by Lebanon Support*
4. Updates on Vulnerability Risk Index progress *– by UNDP*
5. Update on LCRP/Activity info development for 2015 *– by UNICEF*
6. Updates on Digital Atlas and metadata sheet *– by UNDP*
7. AOB
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Summary of discussions and action points

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| 0.-1. | Introduction |
|  | ChairBrief of Agenda an d round table of participants.Akkar and Tripoli colleagues could not attend the meeting. Therefore update from the field session was not possible.  |
| 2.  | Presentation of Urban Refugee Project (IRC) |
|   | Project is related to mapping protection needs of urban refugee and consists of 2 components: 1. Service mapping
2. feedback tool.

The tool is in design phase, it will take 5 month for development, then will undergo testing and monitoring. Project will be piloted in T5 and Akkar areas (IRC area of operation)For end users and refugees there will be an outreach campaign to have the beneficiaries aware of the tool.Discussion:How will the validation of data? Baseline Why it is needed and how it is different from Activity InfoWill it be presented to sector coordinators?Recommendation* The mapping system should not be overlapping with existing systems (e.g. AI)
* Should go beyond IMWG for the broader discussion by partners.

Action Point:* IRC: Will share Concept notes together with the presentation
* IMWG Chair: The topic will be referred to IA meeting
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| 3.  | Presentation on Conflict Mapping and Analysis (Lebanon Support) |
|   | Introduction to Lebanon Support – Daleel Madani and Civil Society Knowledge Center (Marie Noelle Abi Yaghi) Then presentation of the project and mapping process, the project also covers conflict actors profile and analytical thematic reports.Tracking of conflict with broad socioeconomic definition and typologyClassification of typology and source (Primary and secondary)Discussion:How the data is collected?* Primary and secondary collection. Classification of typology of conflict by the staff of Lebanon support.

How the data is verified?* Lebanon support group staff will verify the data.

How much detail will the data be available?* The raw data will not be shared publicly and if there is any request for such there need to be a MoU between the party and Lebanon Support.

How was the categorization decided upon?* By relevance to Lebanon context and by Lebanon support experts.

Concerns* Potential misinterpretation of the data
* Is individual information being published?
* Can Individuals be traced and identified for a malicious purpose through this data?
* Highly sensitive data and very wide range of topics.

Recommendation* To be presented to the protection working group

Action points* UNHCR will refer inform the protection working group of this system
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| 4.  | Updates on Vulnerability Risk Index progress (UNDP) |
|  | UNDP informed the group they contacted InfoRM team in Geneva and discussed the international index of risk that was being tracked, Geneva is interested to have the tool used at country level but will require a new indicator set to be tracked. First vulnerability risk index meeting was held last week and recommendation was to have the project under the Joint Analysis Unit (JAU) that will be established. Consultations will continue and not wait till the JAU is formalized.A workshop on vulnerability indexing will be held soon and will be open to participants. |
| 5. | Update on LCRP/Activity info development for 2015 (UNICEF) |
|  | Key changes proposed* Multiple database approach.
* Planned activity reporting to be included
* Systematizing the location management which will pcode all the locations/sites/facilities
* Optional Project and Target feature

Invitation to the AI core group for those who are interestedDiscussionDraft sector frameworks are already there. Database design process can/will go ahead.UNDP raised the question on how to deal about inter-sectoral activitiesIRC asked about an API that could have both IRC and AI databases communicate.Action points* The proper functioning Data import function to be requested to the developer
* NRC to add a person to the AI core group
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| 6. | Updates on Digital Atlas and metadata sheet (UNDP) |
|  | Discussion* Presentation of GIS layers

Municipality layer is available: 975 municipalities out of 1010 mapped (contact UNDP for the latest version)* Online tool of the layers
* Metadata sheet (how to update this sheet)
* Regional data should be available in OCHA COD and FOD
* Municipalities, No law on definition but based on general understanding of which areas are belonging to which municipalities

Recommendation* To refer the SOP development to data taskforce

Action point* UNDP to coordinate with OCHA for COD and with UNHCR for publishing the municipalities data as KMZ file on InfoHub
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| 7.  | AOB |
|  | Info HubAssessment working groupAny agency interested and has capacity is invited to the Assessment working groupAgency are encouraged to share the info on their planned assessments on assessment tracking tool |

[Visit our Information Sharing Web Portal!](http://data.unhcr.org/syrianrefugees/country.php?id=122)

Click here to [sign up to the Interagency Contact List for Lebanon!!](http://unhcr.us7.list-manage.com/subscribe?u=8173eed01e68ce76256aba23b&id=210887bf3a)