



**Inter-Agency
Coordination**
Lebanon

Inter-agency Coordination

IMWG-Bekaa Monthly Coordination Meeting

Venue: UNHCR Zahle – R4 Conference Room

Monday 4 July 2016

10:00-11:30

Agenda

- Assigning IM Focal Point for each sector.
- Quarterly factsheets per sector.
- Calendar of IM Trainings.
- Satellite Images acquisition.
- Data Inventory.
- AOB.



DRAFT IMWG Meeting Minutes			
Name	Information Management Working Group	Meeting Date	04/072016
Meeting Location	UNHCR Zahle, R4	Meeting Time	10:00 A.M
Chair person	Said Abou Kharroub, Information Management Officer	Meeting Duration	1:30 hours
Minutes Prepared by	Megan Smith (Monitoring & Evaluation Officer, InterSOS)		

- The IMWG will coordinate IM activities and support assessment activities in the field with close collaboration and guidance from the national IMWG.
- Assigning IM Focal Point for each sector
Each sector should assign IM focal point to address the needs and gaps of the sector, and find solutions through Information Management.
- The working group has a supportive role to the national IMWG with strong inputs from the field level, especially in formatting the sectors indicators.
- Calendar of IM trainings
Discussed to have series of trainings related to Information Management tools and resources, that build the capacity of staff in the field.
 - Key trainings:
 - Informal settlements mapping training
 - Basic overview of Information Management
 - Introductory to Data Science
 - ArcGIS collector app
 - Reporting Databases (ActivityInfo, RAIS)

In addition to that, inventory of trainings will be provided from the sector leads. Google Docs spreadsheet will be shared to log training themes and ideas
- Data Inventory
IM DropBox in the Lebanon Information Hub has all the raw data needed to produce thematic maps, such as Informal Settlement Dataset, Schools locations. IMs in process of collecting available online data from the cloud like Road Networks, Service Maps, Buildings, and whatever could be relevant to IMWG.



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- **Satellite Images**
UNOCHA Lebanon has access to high resolution satellite imagery from DigitalGlobe 0.5 meter, and they can be shared with all partners for humanitarian purposes. Anyone interested to acquire images can contact Bernard Chedid chedidb@un.org or Said Abou Kharroub aboukharroub@un.org
- **Quarterly factsheets**
A range of factsheets are being designed for every sector in Bekaa. These factsheets will be produced on quarterly basis highlighting the achievements, progress, gaps, and needs for the sector. It will be a valued visualization that can be shared with partners and donors.
The assigned IM Focal Point will be liaising with IMWG Bekaa to help in designing the factsheet.
- Next AIMWG is August 8th at 1pm