

## INFORMATION MANAGEMENT WORKING GROUP

LEA BUILDING, BEIRUT

12:30PM, 30<sup>TH</sup> APRIL 2014

CHAIR: UNHCR

### MINUTES

#### 1. Terms of Reference of the group

A draft TOR was shared with the group for feedback.

**Action Point:** *UNHCR to email draft document to partners for comment – track changes*

#### 2. Update from Data Task Force subgroup

Group of technical experts in information management and software development from various agencies have been meeting ad hoc to develop tools for the response. This group will now propose a TOR to outline its areas of activity.

**AP:** *Data taskforce to develop a TOR and share with the IMWG for review.*

Next Data Task force meeting at 1400, Wednesday 7<sup>th</sup> May, UNHCR Lea Building 1<sup>st</sup> floor

#### 3. Needs assessments discussion

Various agencies and sectors have plans to undertake needs assessments in upcoming months. The plenary discussed ways to harmonize these assessments, prevent overlap, and ensure good reuse of assessment information that has already been collected. It was proposed that the Data Collection taskforce could provide some guidance and tools that would allow peer review and oversight of assessments.

**AP:** *Data task force to draft SOPs for an assessment review process that could be utilized by organizations wishing to have their assessments peer reviewed, and harmonized with previous assessments, before they are undertaken.*

**AP:** *Data task force to suggest data collection tools and technical solutions to enable greater consolidation of, and easier access to, assessment findings from multiple organizations.*

#### 4. MSNA Presentation

The MSNA was intended to enable effective prioritisation of humanitarian assistance by identifying:

- a. priority needs within and among sectors and
- b. gaps in assistance in respect to these priority needs.

Phase 1, the secondary data review is in its final stages. 8 of the 9 sector chapters are now available on the Information Sharing Portal. The final summary report is still in the review stages.

## **5. Informal settlement (IS) mapping on mobile Google Earth**

Partners who wish to know which IS they are working in can use their mobile phones running Google Earth.

A kml file that can be viewed with Google Earth was shared with the group. The latest kml file will always be available in this folder:

<https://www.dropbox.com/sh/bgv0h1g70yse0b6/WOYP51VG9v>

The file available in the folder can be opened on a smart phone that has Google Earth installed. Location of IS's and some details about them, such as p-code, local name, number of tents, can then be accessed.

***AP:** UNHCR to develop a guidance note*

***AP:** UNHCR to advise on the mapping of IS in 'No Man's Land'*

## **6. AOB**

Activity Info data up until March has been cleared for release by WASH, NFI, Health and Food Security Sector Leads.

***AP:** UNHCR to extract, format and share data to all Activity Info users*

The plenary discussed the use of databases to track assistance to beneficiaries within organizations.

***AP:** UNHCR to present the RAIS information system at the next meeting.*