Information Management Working Group
Lebanon
Terms of Reference

Background
Since the outset of the influx in 2011, the Government of Lebanon and UNHCR have established an inter-agency (IA) mechanism to coordinate the humanitarian response. It now encompasses coordination within and across all sectors in all field locations and in Beirut, and is supported by an Information Management Working Group (IMWG).

Structure
The IMWG is open to LCRP partners and all other humanitarian operational partners in Lebanon with a focus on managing information in their sector or organisation. This includes Government, UN/inter-governmental organisations, or non-governmental organisations both national and international provided they are conducting humanitarian interventions and abiding by established humanitarian principles.

UNHCR, OCHA and the Government of Lebanon (represented by the Ministry of Social Affairs - MoSA) will chair and provide secretarial services to the IMWG plenary meeting. Information Management Officers from each of the sectoral working groups are encouraged to attend.

Should specific tasks arise that require a greater focus, targeted working groups will be formed that will report back to the IMWG plenary meeting. Relevant technical experts from the IMWG are encouraged to attend these targeted working groups.

Objective
The IMWG is a coordination group for humanitarian actors and sectors that facilitates humanitarian activities through improving data collection, data collation, data standards, data analysis and the dissemination of information.

The IMWG and the targeted working groups provide tools and systems to facilitate Information Management initiatives for organizations that support communities affected by the refugee crisis.

Meeting frequency
The IMWG meeting will take place once per month.

Resourcing
Projects identified by the group will be resourced by organizations that choose to participate in them.

Roles and reporting lines
The chairs of the IMWG report to the chairs of the intersector working group.

The IMWG role is to recommend the inter-sector group on technical aspects and potential of tools to be implemented for interagency or sectoral use The IMWG acts as technical advisory group to the inter-sector working group and does not endorse nor approve IM tools or initiatives.

Revision
This ToR will be revised after 6 months.

Activities

The IMWG, under the guidance of the inter-sector group, will promote and support coordinated information management and assessments by:

Standards

- Promoting the use of common information tools, data formats and structures to facilitate interoperability.

- Developing, maintaining, promoting and supporting the adoption of spatial data standards (Pcodes) by humanitarian and developmental actors, and encouraging their use by government institutions.

- Assisting in harmonizing indicators to allow comparability of progress and identification of gaps.

- Facilitating sectoral and cross-sectoral analysis of the situation as a basis to the Sectoral Dashboards and related information products.

- Developing and promoting the use of common and fundamental operational datasets (CODs/FODs).

- Maintain interagency operational data collection and information management tools

- Providing IM related technical support to the Assessment Working Group.

- Establishing and maintaining an Assessment Registry to allow temporal and geographical synchronization of assessments (identification of gaps, overlaps, synergies in planned assessments) through the Assessment Working Group.

Sharing

- Promoting the concept of information sharing among humanitarian and developmental organizations and government institutions.

- Facilitating sharing of results and collected data between agencies and Sectors. Eg. through the Information Sharing Portal, IM Databox, data.unhcr.org/lebanon.

- Ensuring adequate dissemination of assessment and cross-sectoral analysis results to support the humanitarian response.

- Improve access to existing assessment findings and raw data.

Support

- Encouraging and facilitating the use of consistent tools, methods and reports.

- Providing training to the humanitarian community in information management, needs assessments and monitoring.

- Providing technical support to sector working groups.

- Provide support to individual Sectors and organizations.

Outputs

Tools

- Provide input and advice on further development of Activity Info data collection website for ease of use and effectiveness.

- Suggest and assist the inter-sector group in the development of tools for managing, collecting and disseminating information.

Data

- Identify, develop, maintain and use Common Operational Datasets (CODs).

- Identify, develop, maintain and use Fundamental Operational Datasets (FODs).