Record of
Information Management TWG meeting
On 14th December 2018

I. Purpose:

To continue to review the outstanding issues and to address the proposals from the December 26, 2018 Information Management TWG Meeting. Also discuss the implementation of the Data errors in the National Database, progress of VPN Project, updating IMSMA2GE tool to IMSMA Helper and Review IMSMA Guideline.

II. Time, Venue and Participants:

The Information Management TWG meeting was held from 08:50 to 12:20 on December 14, 2018 at the NRA office. Chaired by Mr. Bounphamith Somvichith Deputy Director General of Operation Division NRA. There were 22 participants from NRA, humanitarian organizations, partners and doner.

III. Content:

The meeting was officially opened at 08:50 by Chairman Mr. Bounphamith Somvichith Deputy Director General of Operation Division NRA. Then Mr. Khammoungkhoun, the IM Officer, Summary of issues and proposals pending in last Meeting. Then followed the agenda.

1. Review the proposals and solution at the previous Information Management TWG Meeting:
   - Data Analysis and correct data errors in national database (IMSMA)
   - Edit and update Dashboard by adding Post Clearance Assessment (PCA Form).
   - NRA will dit and update Dashboard by adding CHA Clearance or None CHA Clearance.
   - Roving Tasks are identified by person, by TS or by NTS. NRA will make query this information for MAG. NRA will not add in Dashboard, because other operator may not be used.
   - Incomplete data in national database (IMSMA). NRA call for each operator to correct urgently this data.

2. Data Analysis and correct data errors in national database (IMSMA):
   
   During the meeting to inform about the implementation of the work on Data Analysis and correct data errors in national database (IMSMA), NRA's Announcement letter No. 603 / NRA, Vientiane Capital on November 7, 2018. At present, there are 369 reports correct by UXO Lao
and another 500 reports do not approve to the national database (IMSMA) because of the lack of personnel.

3. **Progress of VPN project:**

   Now, there are 3 operators that connecting to NRA via VPN such as NPA, MAG and Halo Trust. Via VPN NRA found some issues about MAG's CHA report that can not approve to national database (IMSMA). For this issue NRA will find out the solution. Other operators approve regularly.

4. **Update IMSMA2GE tool to IMSMA Helper for Quality control:**

   - The tool IMSMA2GE has developed from Java for quality control in workbench of IMSMA.
   - Add more function such as reporting and showing map in google earth.

5. **Review IMSMA Guideline.**

   - Review all IMSMA Guidelines such as MRE, NTS, TS, CHA, AC and Roving Guideline. All IMSMA Guidelines upload to Dropbox. All operators can download from the Dropbox linke that NRA provides.

**IV. Conclusion**

The meeting agreed as follows:

1. **Data Analysis and correct data errors in national database (IMSMA):**

   - NRA must determine the direction. To what extent the operator is operating.
   - NRA should set standards and procedure for the UXO sector.
   - NRA should have a clear legal and formal notification to facilitate the work of all operators.
   - There should be a coordinator at the NRA in this particular job and the inspector, approve all corrected reports to the national database (IMSMA).
   - In the editing of the report of another organization. In the report, it is advisable to identify which operators are editors.
   - There should be a specific expert on this project at the NRA.
   - Exchange of information in the operation of each operator. All operators contacts to the NRA. NRA will disseminate this information to the Operators.
   - Data Analysis and correct data errors in national database (IMSMA) are resolved. We will have to organize specific meeting to implement.

2. **Progress of VPN project**

   - Entering reports and then sending through the VPN system is in accordance with guideline. CHA reports link to TS reports.
   - MAG's CHA report still has problems that can not be approved. Check out the PostgreSQL that came with IMSMA and check on a local computer using IMSMA same version?

3. **IMLSMA2GE tool to IMSMA Helper**

   - The meeting agreed to allow operators to use IMSMA Helper tool and NRA will share this tool in Dropbox. The meeting was also proposed to update more functions:
- Polyline shown here as Polyline not Polygon.
- Add more ETS report in this tool.
- In the Search Function. We can search Overall.
- Export to KML file. Export to the village, district or province level.

After 12:15 PM, Mr. Bounphamith Somvichith Deputy Director General of Operation Division NRA. He was briefing summary the participants and closed the session officially at 12:20 pm on the same day.