Lao People’s Democratic Republic
Peace Independence Democracy Unity Prosperity

Record of
Information Management TWG meeting
16th May 2018

I. Introduction.

Information Management TWG Meeting took place on 16th May 2018, from 09:00 to 16:00 in NRA Office, chaired by Mr. Bounphamith Somvichith Deputy Director General of Operation Division. There are NRA officers, NRA Technicians, humanitarian organizations and UXO Commercial Company attending this meeting. The list of 37 participants is below.

No. | Full Name                      | Position and Organization              |
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1   | Mr. Bounphamith Somvichith     | Deputy Director General, NRA           |
2   | Mr. Khammoungkhoun Southivong  | IM Officer, NRA                        |
3   | Mr. Phommachanh Khammanichanh  | AC Officer, NRA                        |
4   | Mr. Nanthavongsa Vongthanom    | GIS Technician, NRA                    |
5   | Mr. Thipphasone Xoumsong       | Database Technician, NRA               |
6   | Ms. Mekkala Sihalath           | IMSMA Technician, NRA                  |
7   | Ms. Sinjai Phommanichanh       | IMSMA Technician, NRA                  |
8   | Ms. Buakham Thammavongs        | IMSMA Technician, NRA                  |
9   | Ms. Vilayphone Phangsavat      | MRE, NRA                               |
10  | Mr. Latthanongxay Chanxomphou   | PR Technician, NRA                     |
11  | Ms. Buala Thongsavanh          | AC Technician, NRA                     |
12  | Mr. Kitsana Inthavong          | Acting Database Officer, UXO Lao       |
13  | Ms. Phasny Sivilay             | IM Deputy, UXO Lao                     |
14  | Mr. Lamgnay                   | DAC, UXO Lao                           |
15  | Ms. Souphaviphone              | Technician, UXO Lao                    |
16  | Ms. Souvanna                  | Technician, UXO Lao                    |
17  | Mr. Vilaysack                 | IM Manager, HI                         |
18  | Mr. Kaoxing                   | HALO                                   |
19  | Ms. Olivia Meader             | TA, HALO                                |
II. Content.

The meeting was officially opened at 09:00 by Chairman, Mr. Bounphamith Somvichith. The chairman addressed that I would like to express my thankfulness to you for coming to the meeting, then Mr. Khamboungkhoun, the IM Officer, Summary of issues and proposals pending in last Meeting on September 14, 2017. Then followed the agenda, which has presented all the topics are as follows:

1. Information Management Capacity assessment by GICHD.

During the meeting, the IM Officer of NRA informed 5 organizations to research IM Capacity assessment. That Information Management Advisor from GICHD has been assessed by the end of 2017 and NRA has sent this document to all organizations on May 15, 2018 via email. All organizations have to research and share their views on this IM Capacity Assessment in the next week because the NRA must have the result and send to GICHD not exceeding June 16, 2018.

2. Information Sharing.

The NRA will stop publishing Last backup of the IMSMA. Everything will run through IM Dashboard and if some operators want to use Last backup, they have to make a proposal about the purpose of using and send it to NRA. If NRA considers it, then NRA can reasonably respond.
3. IM Dashboard

At present, IM unit has developed Dashboard in Lao language and separate into each task. Such as Dashboard of Clearance Task, TS Task, CHA Task, RT Task, MRE Task and VA Task. In addition, each Dashboard also creates a Chart so users can see more information and easy to use.

4. Filling the clearance completion report (field report) and data entry into IMSMA database.

IMSMA Technician presented how to fill the clearance completion report. NRA mentions all companies to understand deeply the draft report and some key points:
1. The case of the CHA clearance. The company must also identify the CHA details.
2. The names of the province, district and village that are added to the report should be in Lao language because the case is not available in the database, so we can add it to gazetteer.
3. Must specify clear point in each unit of cluster bomb, but if other devices are in close proximity and many units can record a single point.
4. The number of beneficiaries where have been cleared of the village area gives the number of people living in the village. And in addition, NRA suggests how to entry data into IMSMA database for all participants to understand clearly.

5. Virtual Private Network (VPN)

GIS Technician has introduced a new project about VPN system at NRA. NRA is going to make the pilot project together with NPA in May. Now we run VPN based on internet connection. NRA uses in a client-server, all organizations directly connect to the central IMSMA server at NRA. This set-up would greatly speed up the reporting process and make data available in a timelier manner. No tedious and time-consuming ‘export-send-import-email’ procedure would be necessary anymore.

6. Overview about data analysis and correction on IMSMA

IMSMA Techician presented about data analysis and correction on IMSMA. Up to 9.300 (14%) of area clearance, roving tasks, confirmed hazardous areas, enhanced technical survey and accident entries on IMSMA have errors. Effects of errors, the activities cannot be carried out reliably, and if incorrect information is provided this may lead to liability issues. This project is in charge of NRA.

After that, UXO Lao DAC has introduced four analytical tools:
1. Ge.IMSMA: This tool can show all tasks in google earth, in this tool, the polygon is shown in four shapes: first shape is original, second shape with incorrect GPS setting, thirst shape is incorrect GPS format, and fourth shape is incorrect GPS setting and incorrect format.
2. Village data Summary tool: This tool is in excel format. This file includes all activities in village that extract from IMSMA database.
3. Coordinate Viewer tool: This tool is in excel format, which show polygons, points or sketch map of the field and can export as xml file (IMSMA file).
4. Coordinate converter tool: This tool can convert projection (UTM) to coordinate system (Lat, long).
Data analysis and correction is based on 4 tools that we can identify which task is incorrect: 1. getting information from data analysis technician (DAT), 2. Based on the polygon on the google earth program. Analyze polygon to find the possibilities of the task. And in that period, the province had any map format.

Data Analysis results are three colors:
1. Red: Do not take as evidence point.
2. Green: Define as evidence point

7. Historic data analysis result from Halo Trust.

GIS officer of Halo trust have presented some results from data analysis: such as clearance polygon is outside the village boundary.

III. **Recommendations.**

- The meeting has the following recommends.

1. NRA recommends: all companies must report monthly progress to NRA.
2. NRA recommends: the case of the company to clear CHA. Must specify CHA details as well.
3. UXO Lao suggests: in the draft of data collection report. In chapter 4: Project detail and donor should be separated. Ask NRA change this topic. In chapter 20: The area of CHA canceled land should be recorded in IMSMA database. In case this information may be required in the future.
4. UXO Lao recommends: the number of beneficiary should be recorded in location of IMSMA.
5. All operators suggest: recording the coordinates of each device. NRA should consider how far is the distance between bombie that should collect and record in one point and how far is the distance record separated point.
6. NRA recommends: case clearance is not CHA, but the extent of clearance through CHA. All operators must be specified detail of that CHA.
7. All operators suggest: NRA should update clearance SOP.
8. UXO Lao suggests: village merging and has new name. IM unit add a new village to IMSMA database. In this case, the number of village in IMSMA increases, which is indeed, the number of village decreased.
10. UXO Lao suggests: all tasks in the Workbench of IMSMA databases, Let NRA review and identify the cause and send it back to UXO Lao.
11. UXO Lao suggests: if something has changes in the report. NRA will inform all operators immediately.
12. UXO Lao suggests: About IMSMA Backup. It should be classified as an organization.
13. NPA recommend: If NRA uses a VPN system, there should be a written and signed statement about the use of the information. Also specify how information to use for data security.
IV. Conclusion

Then, at 15:50. Mr. Bounphamith Somvichith Deputy Director General of Operation Division. He was briefing: “I commit to facilitate and develop a better working environment. In order for donors to have confidence in the UXO sector and hope that all of you will cooperate, if you have any problems, you can contact IM Unit, NRA. Official closing session”.

The meeting closed at 16:00 pm of the same day.

Chairman of the meeting:

[Signature]

Mr. Bounphamith SOMVICHITH

Recorded by:

[Signature]

IM Unit

Khammounkhoum Soutthivong