Record of
Information Management TWG meeting
On 26th September 2018

I. Purpose:

To continue to review the outstanding issues and to address the proposals from the May 16, 2018 Information Management TWG Meeting. Also discuss the implementation of the Data errors in the National Database, Dashboard, the Incomplete Data in IMSMA, update IMSMA forms, sharing new tool (IMSMA2GE) and progress of VPN Project.

II. Time, Venue and Participants:

The Information Management TWG meeting was held from 9:00 to 15:00 on September 26, 2018 at the NRA office. Chaired by Mr. Phoukieo Chanthasomboune Director General of NRA. There were 32 participants from NRA, humanitarian organizations, partners and doner such as UXO Lao, NPA, MAG, HALO, HI, Army 58, Sterling International group and UNDP.

III. Content:

The meeting was officially opened at 09:00 by Chairman, Mr. Phoukieo Chanthasomboune Director General of NRA. Then Mr. Khammoungkhoun, the IM Officer, Summary of issues and proposals pending in last Meeting on May 16, 2018. Then followed the agenda.

1. Review the proposals and solution at the previous Information Management TWG Meeting:
   - Completing update “Team ID” in IMSMA data entry forms.
   - Sharing Last backup for all operators which province they work.
   - Beside that all topics related to clearance. So, we would like to discuss in CL TWG meeting on September 28, 2018.

2. Data Analysis and correct data errors in national database (IMSMA):
   - During the meeting, NRA announces about analyze and correct data errors in the national database (IMSMA), giving each organization its own responsibility under the management of NRA. At the same time, the operators have presented tools, sources of information, steps and methods of analyzing and correcting misinformation in the national database (IMSMA).

3. Dashboard:
   - At present, IM Unit, NRA has developed Dashboard in Lao language and is divided into each task such as Dashboard of the clearance, Non-Technical survey, technical survey,
confirm hazardous area, roving, mine risk education, accident and victim assistance
tasks.

4. Incomplete data in national database (IMSMA):
5. Update data entry form in IMSMA and new tool IMSMA2GE for Quality control:
   - Update data entry form in IMSMA add more "Team ID".
   - New tool IMSMA2GE has developed from Java for quality control in workbench of
     IMSMA.

6. Progress of VPN project:
   - Currently, NRA office has completed an IMSMA connection test via VPN with the NPA.

IV. Conclusion

The meeting agreed as follows:

➢ Data Analysis and correct data errors in national database (IMSMA):

1. NRA must determine the direction. To what extent the operator is operating, Certified tools
   for analysis, Draft Report and Reporting ID.
2. UXO Lao must send data that is not yet available in the national database (IMSMA) that have
   at each provincial office to NRA.
3. NRA will send village data to all operators for analysis and correct data errors.
4. The results of analyzing and correcting data errors are sent to the NRA and NRA will be
   verify again and then enter into the national database (IMSMA).
5. Sharing data is the responsibility of the NRA to share such information and data both
   internally and externally.

➢ Dashboard:

The meeting agreed:
1. Adding a Post Clearance Assessment Task (PCA) to Dashboard.
2. Adding the CHA that has been cleared or not cleared to Dashboard.
3. Roving Tasks are identified by Person, Non-Technical Survey (NTS), and Technical Survey
   (TS). NRA will make query for MAG a special case.

➢ Incompleted data in national database (IMSMA):
   All operators review and correct their incomplete tasks, NRA will upload all incomplete tasks
   in Dropbox.

➢ IMSMA2GE new tool:
   The meeting agreed to try the IMSMA2GE new tool.

➢ VPN Progress:
   The meeting agreed to allow operators to use VPN to connect IMSMA.
After 14:50 PM, Mr. Phoukieo Chantasombouné, Director General of NRA. He was briefing summary the participants and closed the session officially at 5 pm on the same day.

Chairman for the meeting

Recorded by IM Unit