



Ministry of Labor and Social Welfare  
Office of National Regulatory Authority for UXO/Mine  
Action Sector in Lao PDR

## **Minutes of Information Management Technical Working Group Meeting Quarter 1, 2021**

### **I. Time, Venue and Participants:**

The Information Management Technical Working Group meeting was held on the 29th of March 2021 at the NRA office from 08:30 to 12:00. The meeting was chaired by Mr. Khammoungkhoun SOUTHIVONG, Information Management officer of the NRA. There was a total of 20 participants, which included: NRA technicians, 06 humanitarian organizations (UXO Lao, Lao humanitarian of Army 58, NPA, HI, MAG and WEI), 1 international expert from Tetra Tech and other related individuals.

### **II. PURPOSE OF MEETING:**

The purpose of the meeting was to continue to review outstanding issues and to resolve the issues from the last information Management TWG Meeting, which was held on the 03<sup>rd</sup> of December 2020. The meeting was also held to discuss the outstanding issues, the progressing of incomplete data issue and challenges from operator in UXO sector in Lao PDR in Quarter 1, 2021. Each organization has a proposal to improve the information management of UXO issues in Lao PDR.

### **III. Content:**

The meeting was officially opened at 08:30 by the Chairman, Khammoungkhoun SOUTHIVONG, Information Management officer of the NRA. After the Chairman opened the meeting, the participants were informed about the following issues, which were then discussed at length:

#### **1. Issues and Challenges in managing data from organizations**

- For the Data collection form: Mine Risk Education Form (MRE). WEI said that they were not involved, just receiving notice after the NRA Updated it. This has WEI's data requirement and the NRA's Data collection form was not match.
- Lao humanitarian of Army 58 said while they conduct the Non-Technical Survey (NTS), People who report UXO information require money for compensation and they report UXO information in another village.

#### **2. Recommendations from various organizations**

- Please reject the reports to the organization that cannot import to the IMSMA database.
- Missing PDF After imported the report to the Database, UXO Lao Ask to the NRA resolve them. Because they had attached PDFs while exporting data.
- For the Mine Risk Education Form (MRE): WEI has recommended some point as bellow:

1. They need to attend to the MRE meeting for Updating the MRE data collection form, in order to ensure that UXO risk education data compiled by the World Development Organization (WEI) is properly and completely recorded in the IMSMA database and in accordance with the information reported by WEI to the Donors.
2. Should be add: Training of Trainers (TOT) for teaching UXO lessons and Training of trainers (TOT) for UXO drama to disseminate UXO lessons in the MRE form. Topic number 1.1, 1.2, 2 and 3
3. Provide space in MRE form for UXO curriculum design and development UXO lesson, UXO instructional materials, etc. to be able to record in the IMSMA system.
4. difficult to obtain a signature and a stamp from the Village header. because the participants are invited from many villages, many districts and many provinces.
5. Should Provide direct and indirect beneficiary records of UXO/Mine risk education activities into the IMSMA system to provide to donor needs

In addition, HI requested that the number of participants with disabilities be identified in UXO/Mine risk education report.

- Overlap of Xiengkhuang's data between UXO Lao and MAG. UXO and MAG said, they have not yet received the minutes of the meeting was held at the Department of Labor and Social Welfare of Xiengkhuang Province. They require to the NRA to assist with the relevant parties, as the organization needs references to implement the next step.
- Require the NRA to follow up on the adoption of the National Standards for Information Management Chapter 24 after the revision and translation into Lao.

#### **IV. Conclusion:**

The following was agreed at the meeting:

- The submission of the draft report on the UXO/Mine risk education will be submitted to the MRE Unit.
- Approved a special meeting on the incomplete data in the second quarter, between the 3rd - 4th week of April 2021.
- Revision of the National Standard for Information Management Chapter 24 (National Standard for Information management) requires the NPA to revise the translation into Lao.

Chairperson of the meeting expressed his gratitude and thanks all participants for actively contributions and constructive ideas. He declared to close the meeting at 12:00 pm on the 29th of March 2021.

Chairman



IM Unit

