

Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Minutes of the Technical Working Group Meeting
on Information Management (IM TWG) on 22nd December 2021

I. Introduction

Technical Working Group Meeting on Information Management (IM TWG) conducted on 22nd August 2021 at National Regulatory Authority Office for UXO/Mine Action in Lao PDR.

The meeting was chaired by Mr. Khammoungkhoun Southivong officer of Information Management Unit National Regulatory Authority Office for UXO/Mine Action in Lao PDR. his welcome remarks emphasized the importance of information management to support the planning, prioritization and the UXO indicators in the 9th National Social Economic Development Plan. Participants of Clearance Unit and Humanitarian UXO operators (NPA, Halo Trust, HI, MAG, Lao Humanitarian Army 58 and Terra Renaissance), 6 commercial companies (Asa, Auslao, Milsearch, LCY, Oumma and Great) and the Information Management Staff of I also attended.

II. Aims of Meeting

The meeting aimed at following up outcomes of the last Technical Working Meeting on Information Management, discuss issues, provide feedback on the operation on reporting data to the national database and Review Report Forms based on the UXO indicators in the 9th National Social Economic Development Plan.

III. Tentative Agenda

- Report on IMSMA / Operation Dashboard.
- Presentation on UXO indicators in the 9th NSEDP.
- Review Data Collection Forms

IV. Share Point

- In 2021, according to the data in the national database, there are 4 companies that submit the completion report to the national database. for others, please submit the completion report to the NRA. if any problem, please contact to NRA IM.

- The NRA is expected to conduct IMSMA database review training for UXO clearance companies. If any company intends to participate, please submit the document to the NRA office;
- The NRA will try to check and approve the completion report into the National database as fast as possible.
- The Output of Incomplete Data. Before submit to the National database. You Have to approved by the head of the office / director of your organization in every time.
- The NPA should submit the National Standards on Information Management, Chapter 24, Lao version to the NRA;
- The NRA has submitted a letter to the Ministry of Labor and Social Welfare requesting the approval of the unit to be UTM format.
- The district and village codes in Savannakhet province that do not correspond to the national database, The Halo trust Please send the information to the NRA office for updating in the National database;
- The NRA and the UXO operators will discuss again for the identification donors in the national database.
- The NRA will discuss again with data collection form on the details of the village, such as the area of the village or the development focus Area within the village, clauses 5.1 and 5.2 at the Clearance Technical Working Group Meeting.

V. Conclusion

The chair of meeting urged all operators close collaboration among operators especially sharing field information to order to data transparency. The chair also express sincere thanks to all participants and wished safe from Covid-19.

The meeting was closed at 11:30 of the 22nd December 2021 and the minutes was approved by NRA Management.

Chair of the Meeting

Minutes Taker