



## **Minutes of the Second Quarter, 2022 Meeting of Information Management Technical Working Group (Q2, 2022)**

### **I. Meeting Date, Place and Participants**

The Second Quarter, 2022 Meeting of Information Management Technical Working Group (Q2, 2022) was convened at Meeting Room in NRA Office, from 8:30 am to 12:15 pm, on 10<sup>th</sup> June 2022, the meeting was chaired by Mr. Khammoungkhoun SOUTHIVONG, Head of Information Management Unit, NRA Office. The meeting was participated by representatives from related units of NRA Office including Clearance Unit, Victim Assistance Unit, Quality Management Unit and Information Management Unit and representatives from humanitarian assistance organizations (UXO Lao Programme, NPA, Halo Trust, HI, MAG, Humanitarian UXO Demining of Army 58 and Terra Renaissance), experts from United Nations, 04 business companies concerning UXO clearance operation (BSL, Mine Search, Oumma and Great), the total number of participants is 24 people.

### **II. The Objectives of Meeting**

To continue reviewing/reflecting on the pending issues in the previous quarter, to discuss/consult on the report, process of data collection and report, to inspect the overlap information of UXO operation in the database, to report on the information management of each UXO operator as well as to share views other problem/issues relevant to the information management.

### **III. Meeting Content**

The meeting was officially started at 8:30 am, After the opening remark of the Chair, the participants discussed on the following issues:

- Reviewing on the previous meeting minutes of information management technical working group;
- Presenting the revised draft report on the field operation;
- The data collect and report process;
- Inspecting on the operation information and overlapping areas;
- Reporting on the information management in the second quarter, 2022 of the operators (progress of the implementation, existing problems and challenges)
- Discussing on other issues related to the information management.

#### **IV. Meeting Proposal**

- The meeting proposed the operator to:
  1. To recheck on the overlapping site areas in each village by using IMSMA Helper Tool. Subsequently report to NRA Office to raise in the next quarter meeting.
  2. To create presentation slide to report on the progress of implementation in each quarter.
- The Meeting requested the operator to submit the report on progress of implementation monthly, the report should be submitted between 25 -30 of each month.
- The Meeting requested MAG to validate and compile all facing problems and report to the provincial Department of Labour and Social Welfare.
- For the attachment file, it is requested to coordinate with Information Management Unit, NRA Office to jointly figure out through TeamViewer;
- To speed up and ensure timely submission of the DAC report, the operators can gradually report to NRA Office and compile all information in a monthly report.
- For the UXO clearance along the electricity or irrigation way which could cut through many villages. In this case, it is requested to add information to the database by taking the first village as a starting point/site for UXO Clearance.
- Before reporting UXO clearance operation in database, all UXO business operators shall ensure that all sites have been passed and certified QA/QC from NRA Office.

#### **V. Conclusion**

The chair of meeting has delivered his closing remarks and expressed his sincere thanks and wished all participants from related operators for joining the meeting to have a good health and happiness.

The Meeting is closed at 12:15 pm, on 10 June 2022.

**Prepared by IM Unit**