



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

No. 0804/NRA.O.IM  
Vientiane Capital, Date : 12 December 2022

**Minutes of Meeting**  
**On the Achievement of Information Management in UXO Action Sector**

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

The Information Management in UXO Action Sector was held on 29 November 2022 between 8:45 am - 16:05 pm at Vientiane Plaza Hotel, Vientiane Capital, chaired by Mr. Bounpheng SISAWAT, Deputy Director General of NRA Office. The meeting was attended by participants from Statistic Division, Department of Planning and International Cooperation, Ministry of Labour and Social Welfare, Lao Statistic Bureau, Ministry of Planning and Investment, Department of Rural Development, Ministry of Agriculture and Forestry, Experts from the US Embassy in Lao PDR, Experts from the United Nations, Experts from the Project on Building Capacity of Information Management, Staffs from NRA Office, the Lao National UXO Program, Humanitarian UXO Demining of Army 58, MAG, HALO Trust, NPA, HI, Centre for Medical Rehabilitation, QLA Project, LDPA Project, LDWDC Project and related companies. The total number of participants was 37 people, 10 females.

**II. The Objectives of Meeting**

- To exchange lesson learnt concerning the information management of line ministries, UXO operators and related companies.
- To increase the inclusion and effectiveness in using IMSMA of UXO Action Sector.

**III. Meeting Content**

The meeting was presented on the basic information/knowledge of the IMSMA, procedure of the report of information, usage of Dashboard tool and usage of the information for reporting.

Besides, the representatives from line ministries and UXO operators presented and shared the lesson learnt on the UXO information management such as:

- An expert from the Project on Building Capacity of Information Management presented on the project support on the information management for NRA Office in UXO/Mine Action in Lao PDR.
- The Lao Statistic Bureau, Ministry of Planning and Investment presented on demographic/population and data of villages and districts and provinces.
- The Department of Rural Development, Ministry of Agriculture and Forestry presented on the focus development area and data of villages with poverty in Lao PDR.
- NPA presented on ArcGIS Online, the program for its internal report, data analysis (Incomplete data) and other tools using for data collection, analysis, and report.

- HALO Trust presented on Fulcrum, the program for its internal report, data analysis (Incomplete data) and other tools using for data collection, analysis, and report.
- MAG presented on ArcGIS, Google Drive, the program for its internal report, data analysis (Incomplete data) and other tools using for data collection, analysis, and report.
- Lao National UXO Program presented on the procedures for data report, tool system, google drive and programs for data analysis (Incomplete data) and other tools using for data collection, analysis, and report.

#### **IV. Conclusion**

After exchanging lesson learnt on tool usage, data analysis procedures, the meeting continued discussing and exchanging views. The chair of meeting had concluded the meeting as the following details:

1. Data of socio-economic development including villages with poverty and focus development area (known as the national and local priorities), is important and helpful for the prioritization in UXO Action sector. Therefore, it is required to host a meeting to consult and exchange information with Department of Rural Development, the Ministry of Agriculture and Forestry.
2. Information Unit, NRA Office to prepare and develop a plan to provide the Information Management Training for the IMC committees at district and provincial levels under the Project on Building Capacity of Information Management which jointly implemented with NPA.
3. To consider the importance on the Confirmed Hazardous Area (CHA) for the selection of prioritizations, by having consult and exchange requirement/information with districts and provinces in order to ensure the same understanding on the CHA as the main priority.
4. To continue capacity building on the Information Management in UXO Action Sector for the IMC at the provincial levels.
5. The UXO operators and related stakeholders to increase and share more data/information
6. To strengthen the close collaboration with Department of Rural Development, Ministry of Agriculture and Forestry, together jointly implementing activities of information management and planning on the prioritizations for the UXO Survey and Clearance.