



Minutes of the Third Quarter, 2022 Meeting of Information Management Technical Working Group (Q3, 2022)

I. Meeting Date, Place and Participants

The Third Quarter, 2022 Meeting of Information Management Technical Working Group (Q3, 2022) was convened at Meeting Room in NRA Office, from 8:30 am to 16:00 pm, on 20th September 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 Survey-Clearance Unit, Risk Education Unit, Information Management Unit and representatives from humanitarian assistance organizations (UXO Lao Programme, NPA, Halo Trust, HI, MAG, Humanitarian UXO Demining of Army 58 and World Education), experts from United Nations, Tetra Tech and other 05 business companies concerning UXO clearance operation (BSL, Lanxang Mineral, Mine Search, Oumma and Great), the total number of participants is 32 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 have discussed on the following issues:

- Reviewing on the previous quarter meeting minutes of information management technical working group;
- Reporting on the UXO operations since January to 20th September 2022;
- Presenting the revised draft report on the field operation;
- Presenting IMSMA Helper;
- Presenting Process Map of Information Management;
- Reporting on the information management in the third quarter, 2022 of the operators (wrap up the UXO operations, existing problems and challenges);

- Presenting on the projects support to the information management of NRA Office;
- Discussing on other issues related to the information management.

IV. Meeting Proposal

1. Halo Trust:

- Request the meeting to clarify, provide terms and definition of Focus Area (whether refer to Focus Area for the new rural development or Focus Area for domicile arrangement and jobs) as it is appeared in the draft Technical Survey Report Form, No.9.6 Confirmed Hazardous Area (CHA) in the Focus Area. The clarification will be the reference for data/information collection for the TS team;
- It is requested to insert the Space for filling the Name of School in the draft Risk Education Report Form, No. 1.2 Risk Education in the School;
- Halo Trust uses Fulcrum Program for data collection. Therefore, it is not able to stamp.

2. Humanity & Inclusion (HI)

- It is difficult to recognize and identify which one is the UXO Accident report submitted by HI in the database, because It is mentioned only Accident and Victims Code, not the name of UXO operator;

3. UXO Lao Programme

- Request the meeting to have Guidelines for the new revised Information Report Form;
- Request NRA Office to coordinate regularly in Importing Information submitted by UXO Lao Programme weekly and monthly to update in NRA database (For Example, if UXO Lao Programme submitted 50 work tasks, how many work tasks could NRA Office import or all of them were imported?)
- For new work tasks, if the information/data is all correct, not duplicated with the old error data, the UXO Lao Programme will recertify and request NRA Office to endorsed and upload on IMSMA.

4. MAG:

- Request the meeting on the translation of the draft field UXO operation report to English;
- Request for reconsideration regarding the official stamp at village administration level on the field UXO operation report particular Roving Task which is difficult when the head of village is absent and only the deputy head of village signed the report without the official stamp.
- On Dashboard, It is observed that some tool is missing particularly the identification of UXO Types for Disposal during the Roving Task;
- It is requested NRA Office to provide training course on the use of IMSAM Programme.

5. Oumma UXO Clerance Compay: checked and informed the meeting that it also already submitted the report of the UXO operations but it is not appeared in Dashboard.

V. Meeting Outcomes and Direction:

- In the case of conducting TS and has no any CHAs, it is not necessary to record the number of the beneficiaries in IMSMA;
- A single of conducting TS, can have more CHA areas;
- After Finishing the Handover of the Certificates to the owners of lands, the handover certificate shall be submitted to NRA Office in PDF file. The ID in the handover certificate must be the same ID as in the clearance completion report.
- The picture and map of the CHAs shall be attached in the document set of the clearance of CHAs.
- The NRA Office will consider on the requests of UXO operators and business companies concerning UXO operations during the meeting and will response in due course.

VI. 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 16:00 pm of 20 September 2022.

Information Management Unit