



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

NRA Office National Regulatory Authority for
UXO/Mine Action Sector in Lao PDR

No. 840 /NRA.O.IM
Vientiane Capital, Date : 29 September 2023

Minutes of the Third Quarter 2023
Meeting of Information Management Technical Working Group (Q3,2023)

I. Meeting Date, Place and Participants

The Third Quarter, 2023 of Information Management Technical Working Group Meeting was convened at Lao Plaza Hotel in Vientiane, chaired by Mr. Bounpheng SISAWAT, Deputy Director General, Office of National Regulatory Authority for UXO/Mine Action Sector in Lao PDR (NRA Office). The meeting was participated by representatives from various organizations: experts from UN agency; representatives from NRA Office such as Head of Information Management Unit and its related technicians as well as from UXO/Mine Risk Education Unit; technicians and experts/technical advisor from 10 humanitarian assistance organizations and related stakeholders including Lao National Unexploded Ordnance Programme, NPA, Halo Trust, MAG, HI, Humanitarian UXO Demining of Army 58, Center of Medical Rehabilitation, Lao People's Revolutionary Youth Union, Cooperative Orthotic and Prosthetic Enterprise (COPE); representatives from Mine Search Company, Aoumma UXO Clearance Company, and LCY UXO Clearance Company; Technical Advisors from Tetra Tech. The total number of participants was 43 people.

II. The Objectives of Meeting

- To quarterly report on the implementation of information management.
- To be informed on the issues on the implementation of information management in the third quarter, 2023 by UXO operators, particularly the coordination/communication issues between the operators and local authorities/administration.
- To update on the progress and outcomes of the meeting held on 01 September 2023 in Xiengkhuang Province, addressing the matter of overlapping areas between UXO Lao Programme and MAG Xiengkhuang.
- To present on the progress of tool utilization, including VPN (Virtual Private Network), ArcGIS Online and Survey 123 and Monthly Progress Report

III. Content of Meeting

The meeting was officially convened at 8:30 am. Subsequently, the chair of meeting delivered opening remarks. The meeting was informed and discussed some issues as the following details:

- The Information Management Unit provided an update on the progress made in implementing information management during the third quarter, 2023.
- The UXO operators reported and updated on outcomes and challenges encountered during the implementation of the information manage in the third quarter, 2023.
- The Information Management Unit presented on the progress of tool utilization of VPN (Virtual Private Network) in submitting reports, and the Dashboard tool, which was developed on ArcGIS Online.

- Project's advisor delivered presentation on the progress of project's implementation on the capacity strengthening.
- The Information Management Unit presented on Monthly Progress Report which was developed from Survey 123 tool.
- MAG delivered presentation on the term/definition of beneficiary using in UXO sector for Humanitarian assistance organization.

IV. Outcomes/Agreed point of Meeting

- Regarding the utilization of VPN system, the meeting tasks Information Management Unit to carefully check and inspect in prior reporting to NRA Office.
- Information Management Unit to draft a plan in organizing a training course on the Utilization of Tool in information management.
- Information Management Unit to draft and submit a report on the progress in addressing overlapped areas between UXO Lao Programme and MAG in Xiengkhuang province to the Committee on UXO Overlapping Area Settlement.
- Regarding roles of coordinator responsible on gender equality in UXO sector, the meeting tasks Information Management Unit to submit to each UXO operator's representative/coordinator to provide comments/inputs as well as to develop its workplan in the fourth Quarter, 2023 and workplan in 2023 intensively.
- The meeting tasks each UXO operator to submit the Monthly Progress Report in a timely manner.
- To put strong effort in monitoring, inspecting, and coordinating between UXO operators and UXO Regulatory Authorities closely.
- Regarding the term/definition of beneficiary using in UXO sector for Humanitarian assistance organization, NRA office will circulate to operation units (UXO Survey and Clearance Unit, Risk Education Unit, Victim Assistance Unit, and Quality Management Unit) in jointly research and study.

V. Conclusion

The chair of meeting delivered closing remarks. Subsequently, he expressed sincere thanks to all participants for attending this technical working group meeting and extended best wishes to all representatives and all UXO operators for good health and success.

The meeting officially closed at 14:45, on 14th September 2023.