



Minutes of the Fourth Quarter 2023
Information Management Technical Working Group Meeting (Q4,2023)

I. Meeting Date, Venue and Participants

The Fourth Quarter 2023 Information Management Technical Working Group Meeting was convened at Lao Plaza Hotel in Vientiane, chaired by Mr. Douangsy THAMMAVONG 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: 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 and Victim Assistance Unit, NRA office, technicians and experts/technical advisor from 07 humanitarian assistance organizations and related stakeholders including Lao National Unexploded Ordnance Programme, NPA, Halo Trust, MAG, Humanitarian UXO Demining of Army 58, Youth Movement Department, Lao People's Revolutionary Youth Union, and World Education), representatives from Mine Search Company. The total number of participants was 31 people (07 females).

II. The Objectives of Meeting

- To update on the outcomes of workplan implementation in the previous quarter.
- To report on the implementation of information management in the fourth quarter of 2023, and future workplan in the first quarter of 2024 of Information Management Unit, NRA Office.
- To be informed on the issues and challenges during the implementation of information management in the fourth quarter of 2023, and workplans in the first quarter of 2024 by UXO operators.
- To present and update on the implementation progress of gender mainstreaming in UXO Action.
- To present and update on the progress in addressing error data, which appeared in national database and in the monthly progress report.
- To jointly discuss on solutions in addressing issues related to information management.

III. Content of Meeting

- Concluding the outcome of the information management implementation and updating on the statistical data on UXO action in the fourth quarter of 2023 (Q4,2023).
- The UXO operators delivered presentations on their information management implementation in the fourth quarter of 2023, and the future workplan in the first quarter of 2024 (Q1,2024).
- Presenting on the progress in addressing error data, which appeared in national database and in the monthly progress report.

- Presenting on the implementation progress of gender mainstreaming in UXO Action

IV. Meeting's Outcomes and Points of Agreement

- The meeting agreed to assign the Information Management Unit, NRA Office in conjunction with IM CD project, to focus on the prioritizations for implementation of activities in the first quarter of 2024 (Q1,2024)
- The meeting agreed to assign the Information Management Unit, NRA Office, focus and improve the reporting system in a timely manner, and to encourage companies, which have yet submitted/uploaded the report, to report on the implementation of their activities in the national database.
- The meeting agreed to assign the Information Management Unit, NRA Office to recheck TOR of technical working group.
- In improving VPN system, coordinate with the Information Management Unit and IM CD project.
- The meeting agreed to assign the Information Management Unit at the NRA office to inform/notify UXO operators to input data regarding the depth of discovered UXOs into the database.
- In collecting data of beneficiaries through online, the meeting assigned the EORE Unit to study as it relates to the national standards, and to bring to the EORE technical working group meeting's agenda.
- In developing tool using in quality management, survey, and clearance (which has sampling method), it is proposed to discuss with Quality Management Unit and the UXO Survey-Clearance Unit.
- Regarding the site overlapping (in which the area is less than 5 m²), it is recommended to coordinate with UXO Survey-Clearance Unit, in order to bring the matter to the agenda of UXO Survey-Clearance Technical Working Group for discussion.

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 11th December 2023.