



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

No. 0837/NRA.O.IM
Vientiane Capital, Date : 22 December 2022

Minutes of the First Quarter, 2023
Meeting of Information Management Technical Working Group (Q1,2023)

I. Meeting Date, Place and Participants

The Information Management Technical Working Group Meeting was convened between 8:45 am - 16:00 pm of 30th March 2023, at Landmark Mekong Riverside Hotel, 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: Heads of Information Management Unit, UXO Survey-Clearance Unit, Quality Control Unit, and UXO/Mine Risk Education Unit; Technicians from Information Management Unit; Representatives from Lao People's Revolutionary Youth Union and other six humanitarian assistance organizations (Lao National Unexploded Ordnance Programme, NPA, Halo Trust, MAG, Humanitarian UXO Demining of Army 58 and World Education); Center of Medical Rehabilitation, General Education Department, Non-Formal Education Department, the Ministry of Education and Sport, experts from UN agencies Insy and Asa UXO Clearance company. The total number of participants was 35 people.

II. The Objectives of Meeting

To continue reviewing on remained issues in the previous quarter, to report on the achievement of the implementation in the first quarter and workplan in second quarter, 2023 of NRA Office and UXO operators; to present on how to erase data of UXOs in IMSMA database, collection of monthly progress reports, utilization of tool in collecting monthly progress reports, addressing the site overlapping data in Xiengkhuang Province, under the operation between MAG and UXO Lao Programme.

III. Meeting Content

The meeting was officially convened at 8:45 am. Subsequently, the chair of meeting delivered opening remarks. The meeting was informed and discussed some issues as the following details:

- Reviewed on the previous minutes of the fourth quarter, 2022 of Information Management Technical Working Group.
- Information Management Unit, NRA Office reported on conclusion of activities in relevant with information management and operational statistics in UXO Action Sector in the first quarter of 2023 and the future workplan of second quarter, 2023.
- NRA Office presented on how to erase data of UXOs in IMSMA database, and translated report template on the collection of the monthly progress report.

- The experts from Capacity Building Project presented on the tools for collection of the monthly progress report.
- The UXO operators reported on the process and tools using for Information Management, and the achievement of UXO implementation/operations in the first quarter, and action plans in the second quarter, 2023.
- The experts from NPA presented on Dashboard (ArcGIS Online).
- Discussed on other issues related to the information management.

IV. Issues and recommendations raised in the meeting:

- UXO Lao Programme proposed NRA Office to specify in detail if any case of failure in the report further resending to UXO Lao Programme, and proposed NRA Office to consider on the overlapping of MAG's UXO survey site in 2019 over UXO Lao Programme's UXO clearance sites in 2016 (those overlapping sites have just been reported/recorded in the database).
- In addressing the problem of site overlapping, the Xiengkhaung Provincial Administration has proposed through UXO Lao Programme's officers. The Labour and Social Welfare Department of Xiengkhaung Province also would like to follow up on the current progress.
- How should we address the issue of unspecified village in IMSMA?
- It is found that while the World Education's project activities is implemented onsite of schools and also online platform, the report template of NRA Office does not have or include such information. Therefore, it is recommended to reconsider on the MRE report template.
- The Ministry of Education and Sport proposed that having any activity to monitor on the training on the Manual on UXO/Mine Risk Education Campaign (Non-formal Education Module/Course)
- It is proposed to include UXO/Mine Risk Education Radio Campaign in the database, since it is not uploaded in the system.
- It is proposed to extend more onsite courses on UXO/Mine Risk Education, amount of trainers and education institutions in the MRE Report template.
- Humanitarian UXO Demining of Army 58 proposed the meeting to consider on issue of the insufficiency of computers, and it also proposed to participate in Information Management Training.
- Lao People's Revolutionary Youth Union proposed the meeting to consider on the previous request on the support of Computers in using for the report process.

V. Outcome of Meeting

- Each UXO operators to provide inputs and comments on the draft report template for collection of monthly progress report particularly in the Lao section, and to submit to NRA Office before 21 April 2023. (As per UXO Lao Programme, it is requested to submit within May 2023).
- Regarding the UXO clearance and survey sites overlapping of UXO Lao Programme and MAG, it is proposed UXO Lao Programme to inspect and certify based on the

actual situation in the sites and submit the report to NRA Office. The NRA technical teams will consider and report to the leaders of NRA Office.

- In addressing and reviewing on the site overlapping, it is requested to have a special meeting and need to report to the donors and Department of Labour and Social Welfare of Xiengkhuang Province.
- After NRA Office check or validate the data on the overlapping, which is adjusted by MAG, it will report to Department of Labour and Social Welfare of Xiengkhuang Province for information.
- In developing tools for CL, VA and EORE units, it has to review on the report on data collection in prior.
- EORE Unit, NRA Office to draft a letter to request for the information of schools from General Education Department, Ministry of Education and Sport.
- For the visiting and monitoring to the training activity on the Manual on UXO/Mine Risk Education Campaign (Non-formal Education Module/Course), NRA office will discuss with the Ministry of Education and Sport and World Education.
- The meeting to include Humanitarian UXO Demining of Army 58 in participating in the Information Management Training.
- As per the budget for the participation of Humanitarian UXO Demining of Army 58, it may be able to revise the budget during the mid-year review meeting.
- Information Management Unit to develop tools in supporting all units, and to organize a special meeting on the Manual on Dashboard (ArcGIS Online) and the training activities for using this Manual.
- UXO Lao Programme to submit its workplan in each month and quarter to NRA office.
- It is proposed the UXO operators to deliver presentation on the plan to report on the achievement of UXO Information Management in the second quarter, by comparing with its workplan, indicators, targets, etc.

VI. 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 from the UXO operators for health and success.