



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 Fourth Quarter, 2022
Meeting of Information Management Technical Working Group (Q4,2022)

I. Meeting Date, Place and Participants

The Information Management Technical Working Group Meeting was commenced between 8:30 am - 15:15pm of 20th December 2022, at the Meeting Room of NRA Office, chaired by Mr. Chomyaeng Phengthongsawat, Director General, Office of National Regulatory Authority for UXO/Mine Action Sector in Lao PDR (NRA Office). The meeting was participated by Head of Information Management Unit, Head of Victim Assistance Unit, staffs of Information Management Unit and Victim Assistance Unit, a representative from Lao People's Revolutionary Youth Union and representatives from seven humanitarian assistance organizations (Lao National Unexploded Ordance Programme, NPA, Halo Trust, HI, MAG, Humanitarian UXO Demining of Army 58 and World Education), experts from UN and Mine Search Company. The total number of participants was 23 people.

II. The Objectives of Meeting

To continue reviewing on remained issues in the previous quarter, to report on the implementation in the fourth quarter and the whole year of 2022 of the UXO operators, to discuss on the report of the Confirmed Hazardous Areas (CHAs) where some UXO operators did not found cluster munitions as well as to discuss related issues and difficulties fund during the implementation of Information Management in the fourth quarter, 2022.

III. Meeting Content

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

- Reviewed on the previous minutes of the third quarter, 2022 of Information Management Technical Working Group.
- Information Management Unit, NRA Office reported on conclusion of activities in relevant with information management and operation statistics in UXO Action Sector in 2022 and in the fourth quarter and whole year of 2022 including reported on the occurred issues and challenges in the fourth quarter, 2022.
- The NRA Office presented on the report of CHAs where MAG and NPA did not found cluster munition.
- Discussed on other issues related to the information management.

IV. Issues and recommendations raised in the meeting:

- It is proposed to include indicators in each work task in the Information Management Report.
- In erasing UXOs of the UXO Disposal Report on the database, easing more than 1 line is suggested because it is currently able to erase only one line, instead able to select all for easing at once.
- Regarding the uncertain borderline of village on the IMSMA, what should we do in practice? should we rely on the actuality of village or on the database.
- Regarding the Official Stamp of Village Administration and the report of UXO disposal, in case that village administration is not available, will it be possible to request District Labour and Social Welfare Office to approve stamps on these documents? If is it possible to combine 5 villages and use one 1 same stamp. The UXO operators found it difficult when NRA inspect and found that the name of village and stamp are not match, leading to negative reflection or circulate the report back to the operators.
- It is requested NRA to provide the training on how to use IMSMA and Survey 123
- A case of the overlapping clearance site of Halo Trust over UXO Lao Programme in the database, according to the coordination with UXO Lao Programme, in fact, the site is not shown in the database (an error data). For this problem, who will be the one report? Halo Trust or UXO Lao Programme?.
- Incomplete data in the database seriously impacts on the implementation of information management and others, lead to the delay of operations.
- For the report of CHAs, Halo Trust drew and indicated the date which is not consistent with the information in the survey report. This leads to mismatch information in Dashboard because the dashboard will take the date of completed survey to the CHA report.
- In drawing new CHA, is it possible if Halo Trust draws over the previous HI's disposal points?
- What should we do when conducting MRE in a school where do not have official stamp or school principal?
- Should we host the Information Management Technical Working Group Meeting before or after other technical working group meetings?

V. Outcome of Meeting

- The meeting agreed to task Information Management Unit, responsible for data collection of victim assistance, UXO Accident and Victims of UXO.
- The meeting agreed to task Information Management Unit to revise the Annual 2022 report in each quarter by comparing with indicators and calculating in percentage.
- The Information Management Unit continues coordinating with UXO Lao Programme regarding the erasing multiple data at once and to report back in the first quarter meeting 2023.
- NRA will circulate the Official Notice Letter to operators regarding the unclear borderline/area of village. If any borderline/area of village is unclear, please take the actual line/area as basis for the operations.

- It is proposed to raise the issue of drawing new CHA (over the previous disposal point of HI) in the UXO Clearance Technical Working Group Meeting on 23 December 2022.
- Regarding combination of five villages, using the same official stamp, it is requested the UXO operators to report with detail to the NRA Office. The NRA will coordinate and recheck with local administration for the confirmation.
- The report shall be signed by head of village with official stamp in every time before submitting to NRA. In case, the village administration has signed without official stamp, it shall be signed by District Office of Labour and Social Welfare or District Administration Office.
- The NRA Office will provide trainings to organizations who involve with information management in between January 2023, First Quarter, it will inform the plan of trainings for provinces and operators.
- A case of the overlapping clearance site of Halo Trust over UXO Lao Programme in Kaengkee village, Sepon district, Savannakhet province which already submitted to the information management unit in the July, the NRA office is not able to approve since it needs UXO Lao Programme to address and revise the data in prior. For the overlapping CHA sites over the clearance site of HI, HI and Halo Trust will coordinate and HI will recheck carefully. If it cannot be solved, the technician of NRA will continue coordinating with both organizations to double check in the site.
- As per the report of CHAs, Halo Trust drew and indicated the date which is not consistent with the information in the survey report. This leads to mismatch information in Dashboard because the dashboard will take the date of completed survey to the CHA report, it is requested Halo Trust to recheck and revise data in consistence with the standards.
- As per conducting MRE in the school where does not have any official stamp or school principal, the report of MRE in that school shall be signed and stamped by village administration or district office of labour and social welfare.
- The meeting agreed that the Information Management Technical Working Group Meeting should be hosted before the other technical working group meeting (EORE, VA, CL)
- As per the communication, coordination and submission of the operation's reports, should the NRA Office reply on the acknowledgement of the email or not?
- The NRA Office will coordinate with the Ministry of Home Affairs, the Ministry of Planning and Investment to convene a meeting on the border/area of villages.
- The NRA Office will consider using the Cloud Platform for keeping data (Google Drive or Dropbox) and for transferring data or operation reports of each UXO operators, instead sending through email.

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.