



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

No.        /NRA.O.IM  
Vientiane Capital, Date :

Minutes of the Technical Working Group Meeting  
on Information Management (IM TWG) on 16<sup>th</sup> March 2022

**I. Introduction**

Technical Working Group Meeting on Information Management (IM TWG) conducted on 16<sup>th</sup> March 2022 at National Regulatory Authority Office for UXO/Mine Action in Lao PDR.

The meeting was chaired by Mr. Chomyaeng Phaengthongsavath the Director of General National Regulatory Authority Office for UXO/Mine Action in Lao PDR. Participated of Clearance Unit, United Nation for Development Plan, Tetra Tech and 7 Humanitarian UXO operators (UXO Lao, NPA, Halo Trust, HI, MAG, Lao Humanitarian Army 58 and Terra Renaissance), 6 commercial companies (Asa, Lao BSL, Milsearch, LCY, Oumma and Great) and the information management.

**II. Aims of Meeting**

The meeting aimed at following up outcomes of the last Technical Working Meeting on information Management, discussed on Process of Reporting, including reporting information, coordination within the operational organization and coordination.

**III. Tentative Agenda**

- Progress implements of the minutes of the last Technical Working Group Meeting
- Quarterly Report on information Management of Operators (Progress, Problems and Challenges)
- Discuss other issues related to information Management

**IV. Agreed**

- For the capacity building on information management for UXO clearance companies. The NRA will hold consultative meetings with specific UXO clearance companies to determine the direction, training guidelines and timing of the company's information reporting.
- The reporting date sets the 22nd day of the next month to retain the old one

- Regarding the format of the monthly progress report, the NRA Office will coordinate with the Provincial Department of Labor and Social Welfare to submit the draft monthly progress report in the same format as reported to the NRA Office for the convenience of the implementation UXO Operators;
- Village area: The NRA will conduct the meeting with the National Statistics Center, Ministry of Planning and Investment for more information.
- Inspection of Checking and Approving the report of the IM NRA Office. The IM NRA unit to draft the report: how many report checking per day, in case of mistake information and how many days to feedback to operators and get back to the NRA.
- The Operator that has not yet reported the information to the NRA, based on the basic Rules of reporting that we have agreed on.
- The NRA will review the National Standards, especially Chapter 24 on Information Management and Standard of operation. Because many UXO Operators that modify the Standard of operation within the organization without Submit to the NRA.

## V. Conclusion

The chair of meeting urged all Operators close collaboration among operators Especially, He stressed that the next TWG meeting Should mention to the Technical subjects such as reporting statistics of the UXO Operators in each month, after checking reports and many reports was mistake, cause of mistake, the number of reports sent back to operator for the action, to raise the national standard issues that are not comfortable with the actions part, urge to the Operator check and submit to the NRA. The chair also express sincere thanks to all participants and wished safe from Covid-19.

The meeting was closed at 10:45 of the 16<sup>th</sup> March 2022 and the minutes was approved by the Chair of the Meeting.