



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 Second Quarter, 2023
Meeting of Information Management Technical Working Group (Q2,2023)

I. Meeting Date, Place and Participants

The Second Quarter, 2023 of Information Management Technical Working Group Meeting was convened at Landmark Mekong Riverside Hotel, chaired by Mr.Chomyaeng PHENGTHONSAWAT, 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 Heads of Information Management Unit, UXO Survey-Clearance Unit, Quality Management Unit as well as technicians from Information Management Unit and Explosive Ordnance Risk Education Unit; technicians and experts 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), National Disabled People's Associate; representatives from the UXO commercial Company such as Milsearch and Great Company as well as experts from Tetra Tech. The total number of participants was 36 people.

II. The Objectives of Meeting

- To quarterly report on the implementation of information management.
- To update on outcomes and challenges encountered during the implementation of the information manage in the second quarter, 2023.
- To present on the utilization of VPN tool (Virtual Private Network) in submitting reports, the experimental of Dashboard which created on ArcGIS Online for the submission of reports, and the tools developed from Survey 123 for collecting monthly progress reports.
- To jointly discuss on approaches in addressing related issues.

III. Content of Meeting

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:

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

- The Information Management Unit presented on Monthly Progress Report Tool, which developed from Survey 123.

IV. Outcomes of Meeting

- 1) In revising template of Victim Assistance and Publishing reports, it is required to coordinate with Information Management Unit. After complete revising, to report/inform in its technical meeting.
- 2) As per information management of UXO clearance-survey data validation, particularly data which does not answer or align with indicators, there is a need for improvement.
- 3) In addressing the problem of site overlapping in Xiengkhuang Province, the Information Management Unit, NRA Office to update the current progress to Labour and Social Welfare Department of Xiengkhaung Province.
- 4) Quality Management Unit to conclude and compare between the data reported by UXO operators in database and actual data from visit and QC monitoring in sites.
- 5) To ensure timely report and the collection of the UXO accident data, it is requested to continue discussing in the upcoming Meeting of Victim Assistance Technical Working Group.
- 6) To consider/take data in Dashboard on NRA website as official data.
- 7) UXO Lao coordinate with related organization to determine suitable time to settle data collection problem that missing in the database periodically.
- 8) To conduct technical meeting between the Information Management Unit and UXO Lao
- 9) To raise an issue of large area CHA in the Meeting of UXO Survey-Clearance Technical Working Group to continue discussing.
- 10) Regarding the Victim Assistance Report, it is requested to discuss more deep detail, because there are many UXO operators have been operating, but do not have any data or reports submitted in IMSMA database.
- 11) NRA Office to circulate a letter to Halo Trust to request for clarification on experimental and utilization of equipment/tools in order to ensure consistency with regulations.
- 12) The meeting agreed on the utilization of VPN system in submitting data/reports.
- 13) The meeting agreed on submit the Monthly Progress Report, through templates developed by Survey 123 tool.
- 14) The Assignment of coordinators for gender mainstreaming issue in UXO sector. For Information Management Affairs, Mr. Thongduean Outhachack from MAG and Ms. Mekkhala Sihalath from NRA office are assigned for coordination roles.

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 16:00, on 15th June 2023.