

Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

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**Record of
Information Management TWG meeting
13th December 2016**

I. Introduction.

Information Management TWG Meeting took place on 13th December 2016, from 09:00 to 16:00 in NRA Office, chaired by Mr.Bounphamith Somvichith Deputy Director General of Operation Division. There are NRA officers, NRA Technicians, humanitarian organizations attending this meeting. The list of 19 participants is below.

No.	Full Name	Position and Organization
1	Mr.Bounphamith Somvichith	Deputy Director General, NRA
2	Mr.Khammoungkhoun Southivong	IM Officer, NRA
3	Mr.Nanthavongsa Vongthanom	GIS Technician, NRA
4	Ms.Bouakham Thammavong	IMSMA Technician, NRA
5	Ms.Sinjai Phommanichanh	IMSMA Technician, NRA
6	Mr. Chanthavesouk	NPA
7	Mr.Phouthon	NPA
8	Mr.Khamking	UXO Lao
9	Mr.Marco Heuscher	UXO Lao
10	Mr.Hatsadone	UXO Lao
11	Mr.Bounthavee	UXO Lao
12	Mr.Phouvieng	Hamanitarian UXO Demining of Army 58
13	Mr.Keophila	Hamanitarian UXO Demining of Army 58
14	Mr.Thongdouan Outhachack	MAG
15	Mr.Vangyalor Journeng	MAG

16	Mr.Vilaysack	HI
17	Mr.Hongsavanh Xaignaphone	HI
18	Mr.Vonesakda Phutthavong	Halo
19	Mr.Soulivanh	Interpreter

II. Content.

The meeting was officially opened at 09:00 by Chairman, Mr.Bounphamith Somvichith. The chairman addressed that this meeting will be an opportunity for us to discuss and share ideas about UXO national database (IMSMA), about information management, to share the best practice in information management Based on practical work on data collection, data entry and using information. The chairman addressed that all technicians share the lesson learned together.

Then, Mr.Khammoungkhoun Southivong concluded the problems and recommendations in last IM TWG meeting on September 29, 2016 with this meeting.

After the IM team had presented the topics as below:

- **NRA:** Mr.Khammoungkhoun made a presentation about new Technology about data collection from field to the National database that he attended the Mobile Technoly workshop in Lyon, France, on November 15-17, 2016.
- **NRA:** Ms.Sinchai Phommanichanh made a presentation about how to link the forms and the issued reports in IMSMA database.
- **NRA:** Mr.Nanthavongsa Vongthanom made a presentation about the monthly progress report and explains each form how to fill the report.

III. Recommendations.

❖ There are many commends in the meeting as following:

1. Mr.Marco recommends that IM unit NRA should explain in detail how to link and which form link to which form to make data entry easy and quick understands.

2. Mr.Thongdouan MAG recommends that we should remove the options “on going, Completed and Susspended” to avoid confusion of data entry. Besides that he explains why TS’s area smaller then CHA’s area while the TS team conducts Technical Survey, some area is inaccessible they have to skip that area. While the CHA team condcuts CHA, they count the inaccessible area in CHA too.
3. NRA and MAG will work together closely to solve the problem about the clearance task of big area. MAG suggests that the clearance task is done first after that they will report to NRA later.
4. Mr.Marco Heuscher recommends that all operators should send the monthly progress report to NRA.
5. Mr.Marco Heuscher recommends that all operators should use the geophaphic coordinate system instance of using distance and bearing to define the area.
6. Mr.Marco Heuscher recommends about TS and CHA form in IMSMA. NRA should remove the UXO Table in these forms but NRA should add UXO table in Roving form. Besides that all operators should link TS, CHA form to Roving form before sending report to NRA.
7. Mr.Vonesakda HALO recommends that NRA should have National Standard and procedure for drawing CHA area.
8. Mr.Bounphamith Somvichith recommends on the question of the operator that drawing of CHA should cover the all green boxes.
9. Mr.Marco Heuscher recommends that NRA should have more training course how to link, attach file in detail for all operators.
10. Mr.Marco Heuscher recommends that which case can us close the CHA and which case can not. In case the CHA is full clearance but not complete. The status of CHA is closed. This case IM suggests that we should discussion in CL TWG meeting in detail.
11. Mr.Vonesakda HALO recommends about the closed CHA. In case people found some UXO in the closed CHA. Should we draw new CHA? This case IM suggests that we should discussion in CL TWG meeting in detail.
12. Mr.Marco Heuscher recommends about attached file of AC and CHA form. All operators should attached file of AC and CHA one by one in PDF format. IM suggests that we should discussion in CL TWG meeting in detail.
13. IM unit of all operators recommends that they would like to attend the CL TWG meeting.

IV. Conclusion

At 15:30 Mr.Bounphamith Somvichith, chairman of meeting. He thank you to those who participated and contributed in this meeting and closed the meeting.

Then the meeting closed at 16:00 PM.

Information Management Unit: