

**Record of  
Information Management Technical Working Group meeting  
Quarter 3, 2019**

**I. Time, Venue and Participants:**

The Information Management Technical Working Group (TWG) meeting was held on the 13<sup>th</sup> of September 2019 at the NRA office from 08:40 to 12:45. The meeting was chaired by Mr. Bounpheng Sisawath, Deputy Director General of the NRA. There was a total of 35 participants, which included: NRA officers, NRA technicians, 6 humanitarian organizations, 8 international experts, 9 commercial companies and other related individuals.

**II. Purpose:**

The purpose of the meeting was to continue to review outstanding issues and to resolve the issues from the last Information Management TWG Meeting, which was held on the 25<sup>th</sup> of June 2019. The meeting was also held to discuss issues for the upgrade IMSMA NG from the 2014 version to the new 2018 version. And issues for the VPN project. Progress in capacity development and electronic field data collection project.

**III. Content:**

The meeting was officially opened at 08:40 by the Chairman, Mr. Bounpheng Sisawath, Deputy Director General of the NRA. After the Chairman opened the meeting, the participants were informed about the following issues, which were then discussed at length:

**1. Reviewing the proposals and solutions reached at the previous Information Management TWG Meeting:**

- There were some proposed additions to the dashboard.
- The operators wanted to add the end of survey report to the dashboard.
- Regarding to the CHA, there will add the open\close reports to the dashboard, as was previously only in IMSMA NG.
- He referred to the data discrepancies between UXO Lao and NRA that occurred in 2018. They have worked with UXO Lao to correct this data.
- TS reports were not linked with the CHA reports, but they are now linked and add to the dashboard.

**2. Progress the upgrade IMSMA NG from the 2014 version to the new 2018 version.**

After the workshop on 29<sup>th</sup> July 2019 at the Rashmi Hotel. All humanitarian organizations have introduced the IMSMA NG version 2018 then they installed the IMSMA NG version 2018 on their computers and start to using the IMSMA NG version 2018 regularly. IM expert from GICHD was involved in this update. IM chief displayed the new IMSMA NG and showed the duplicated tasks within the system. The new system is able to recognise these duplications. The system is also able

to display coordinates outside of Laos by countries that also utilise IMSMA NG. The NRA has been corrected all issues.

### **3. Issues and Solutions regarding the VPN project:**

The NRA invited the operators to share any difficulties that they have noted with the VPN system.

- UXO Lao have no VPN connection issues but they do have issues with IMSMA NG connections. Sometimes when they do connect, they can also not view all of the data. The IMSMA NG connection is slow.
- HALO had issues that the connection in the old version was frequently cut. The new version does not have this connection issue. The NRA asked that every time that the operators wish to connect to the VPN that they will need to first inform the NRA to ensure good connection.
- MAG also had connection issues.
- NPA has no issues with the new version. They only sometimes have connection issues with the new versions.
- HI had similar connection issues. Sometimes they could also not see the CHAs or AC in the system even after the NRA had opened the connection. This pertains to the old version as they have not yet installed the new versions. They will install this system in Huapahn soon.

### **4. Progress of Capacity development Project:**

- The project started in late July with IM SOP workshop and review of the Data Collection Forms field collection.
- September 02 - 06, 2019 previously conducted training on data management for 4 provinces in South of Lao such as Salavan, Champasak, Sekong and Attapeu. After the training, the participants were able to take the test well in advance of the training.
- Between September and October 2019, NPA plans to hold a workshop on drafting the IM SOP and is expected to be completed by December this year by requesting cooperation with all operators in the sector and meeting with relevant stakeholders in the NRA for comment.
- November 12, 2019 will hold an IM SOP Review Workshop.
- December 09, 2019 will hold an IM SOP rescoring workshop.

### **5. Electronic Field Data Collection project**

During the workshop, Quang Tri Mine Action Centre (QTMAC) have developed an electronic coordination mechanism that the NRA want to pilot in Lao in one of four southern contaminated provinces. In Vietnam, they map CHAs of ERWs similarly to how it is done with UXO in Lao PDR. He explained this mapping system to the participants.

The NRA is preparing a proposal to submit to various donors to help fund this project. Tetra Tech have expressed a potential interest in supporting this.

## **IV. Conclusion:**

The following was agreed at the meeting:

- All commercial companies will send reporting into the IMSMA NG database.
- Regarding the revision of incorrect data, there will be a specific project on this. However, the operators need to review and correct their old reports.
- The NRA are happy to train the private companies on the VPN system if they wish.

- Commenting on the IM SOP of each operator for the convenience and quickly. The NRA will set up a dedicated group via WhatsApp so that each operator can comment.
- Data Collection by Electronic the NRA will be meeting with the NPA to implement a pilot project by 2020 and to test with a qualified organization.

Organizations and companies were also recommend at the meeting such as MMG has asked the NRA for the new IMSMA NG version, as they currently only have the old version, World Education's report is not in IMSMA NG database. UXO Lao: In the form of the Post Clearance assessment report in the IMSMA NG database, it is proposed to add details about land use as it is required to provide information to donors.

The IM TWG meeting was officially closed at 12:45 pm on September 13, 2019.



Chairman

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Mr. Bounpheng SISAWATH

IM Unit

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