

Lao People's Democratic Republic

Peace Independence Democracy Unity Prosperity

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

**Minutes of**  
**Information Management Technical Working Group Meeting**  
**Quarter 3, 2020**

**INTRODUCTION and OPENING SESSION:**

The Information Management Technical Working Group meeting was held on the 28th of September 2020 at the NRA office from 09:00 to 12:30. The meeting was chaired by Mr. Bounpheng Sisawath, Deputy Director-General of the NRA. There was a total of 30 participants, which included: NRA officers, NRA technicians, 07 humanitarian organizations, international experts from UNDP and Tetra Tech, and other related individuals.

**PURPOSE OF MEETING:**

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 23rd of June 2020. The meeting was also held to discuss Progress Incomplete data and correction in the database, Design of MRE Report in the National Database (IMSMA), Challenges to data management from various operators in the 3rd quarter of 2020, and also, each organization has a proposal to improve the management of information on UXO Sector in Lao PDR.

## **ITEMS FOR SHARING AND DISCUSSION:**

The meeting was officially opened at 09:00 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. Issues and Challenges in managing data from organizations:**

- The DRA office was unable to provide the development area information to the operator on time and the DRA lacked knowledge on UXO information management.
- In the draft report in the National Database: "Beneficiaries" are still complex: female/male and girl/boy.
- Some village heads still lack village information, such as information on the village area, development area, cemetery, or population within the village is still unclear.
- Some villages in the database do not exist and some villages have incorrect codes.

### **2. Recommendations from various organizations:**

- The NRA should collect coordinates of schools across the country as a priority in surveying and clearance.
- In the IMSMA report:
  1. Beneficiaries should collect: "Women, Men, Girls and Boys" in the complete survey report.
  2. Post Clearance assessment report: Increase: "Percentage of land use"
- Reconsider the placement of cluster munitions in the database such as "Cluster and Dispensers", "AN-M17 Cluster bomb" and "suu 30" should be in cluster munitions.
- Village information should be updated in the National database.
- Mowing reports for clearance work should be recorded in the National database.

## **DISCUSSION:**

The following was agreed at the meeting:

- IM unit of NRA should have a detailed analysis of all the indicators and research with the relevant units within the NRA for responsive and non-responsive indicators.
- The NRA plans to strengthen information management for the NRA at the district level by 2021 (DRA).
- Collection of school coordinates. The survey team of the organization should go down to collect the information immediately and provide it to the NRA.
- UXO Lao makes a letter to the NRA to determine the detailed requirements:
  1. Add "Percentage of Land Use" to the Post Clearance Assessment Report in the IMSMA Database Program
  2. Add to evidence in the draft technical survey report in the National database.
- The End of Survey report shall be submitted to the NRA to reconsider the extent to which the village has completed the survey, comparing it with operational data within the village, such as demining and demolition data, as well as US Air Force Bombing data.
- The operator shall summarize the report on the problem of data overlap of the overlapping areas in the database and the NRA will appoint a special committee to solve it urgently.
- Each operator. Detailed report at the next IM TWG meeting on how to fix incomplete data in the database, such as the cause of the error, where it was fixed, or the number of fixes.
- The NRA will consult with the official board. About the establishment of a committee responsible for resolving incomplete information in the database.
- Receive the corrected information of the operators into the database to provide the most complete information in the national database (IMSMA).

## **CLOSING:**

The Chairman of the meeting expressed his gratitude and thanks to all participants for actively contributions and constructive ideas. He closed the meeting at 12:00 pm on the 28<sup>th</sup> of September 2020.