

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 4, 2019**

**INTRODUCTION and OPENING SESSION:**

The Information Management Technical Working Group (TWG) meeting was held on the 06<sup>th</sup> of December 2019 at the NRA office from 08:30 to 12:15. The meeting was chaired by Mr. Bounpheng Sisawath, Deputy Director General of the NRA. There was a total of 16 participants, which included: NRA officers, NRA technicians, 05 humanitarian organizations, 2 international experts 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 13<sup>th</sup> of September 2019. The meeting was also held to discuss the outstanding issues and challenges from operator in UXO sector in Lao PDR.

**ITEMS FOR SHARING AND DISCUSSION:**

The meeting was officially opened at 08:30 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 field data collection forms are still not match the IMSMA forms.
- In the clearance form, there is still confusion between the cancellation area and the unclear area.
- For CHA that covering the area of two villages there was a problem when making the plan for clearance.
- The Army<sup>58</sup> also has problems submitting reports and data analysis because staff are not familiar with the use of computers, including the use of GPS, Google Earth related data analysis.

**2. Recommendations from various organizations:**

- NRA should conduct IMSMA training and certification after completion of the training.
- NRA should conduct GIS training and certification after completion of the training.
- NRA should conduct IMSMA data retrieval training to GIS to have the same standards across the UXO sector.
- Each organization should share lessons with other organization for better data analysis.
- The field data collection forms and the IMSMA forms should be consistent.
- The PCA form we should add a percentage of actual land use to the form.
- The clearance and information management teams should invite to join the TWG meeting.
- Ask the NRA to update the village information in IMSMA which UXO Lao will provide the data.
- CHA covering the area of two villages, Divide the report into two reports in each village

**DISCUSSION:**

The following was agreed at the meeting:

- Information Management unit will consider to conduct IMSMA training.

- NRA will support the documentation for each organization that going to IMSMA training in GICHHD, Switzerland.
- For the field data collection form NRA and NPA are working together to update the forms.

**CLOSING:**

Chairperson of the meeting expressed his gratitude and thanks all participants for actively contributions and constructive ideas. He declared to close the meeting at 12:15 pm on the 6<sup>th</sup> of December 2019.