

Lao People's Democratic Republic

Peace Independence Democracy Unity Prosperity

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, 2020

INTRODUCTION and OPENING SESSION:

The Information Management Technical Working Group meeting was held on the 3rd of December 2020 at the NRA office from 09:00 to 12:00. The meeting was chaired by Mr. Bounpheng Sisawath, Deputy Director-General of the NRA. There was a total of 20 participants, which included: NRA officers, NRA technicians, 06 humanitarian organizations, 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 28th of September 2020. The meeting was also held to discuss Progress Incomplete data and correction in the database, Challenges to data management from various operators in the 4th

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:

- IMSMA program loads slowly after restoring the Last backup on November 11, 2020.
- Displaying Map in IMSMA program sometimes does not display the polygons of the task.
- TS and CHA report, some reports are not available in the Dashboard.
- Retrieving data from an IMSMA database for Displaying in ArcGIS. Some data is missing.

2. Recommendations from various organizations:

- The use of the draft version of the new field data collection report. The NRA should notify the operators and use it to match the report in IMSMA.
- Update draft report in IMSMA, there should be a request from the meeting or operators and the NRA should update report, such as monthly, quarterly, or other for regular follow-up.

DISCUSSION:

The following was agreed at the meeting:

- Classification of explosives in a database such as The "Cluster and Dispensers", "AN-M17 Cluster bomb" and "SUU 30" were in the cluster munitions as agreed by the Clearance Technical Working Group and IM Technical Working Group.
- Modifications to the draft report in the database have already been made through the IM TWG meeting and the exchange of opinions within. All parties are involved.
- Approval of the draft version of the new field data collection report shall be approved at the TWG meeting on clearance.
- Some information is not displayed in the Dashboard. IM unit must expedite the correction, improve the clarity, accuracy, and clarity as soon as possible.
- Data reporting must be the same systematic, a single database, and must comply with national standards.
- Continue to communicate and coordinate better in the UXO sector.
- Let the operators use the coordinate system in UTM, X / Y format.
- Require the operators to liaise with the PRA and at the DRA level. Missing anything is wanting to help.
- If the operator encounters any problems or difficulties, the operator wants the NRA to be informed and resolved, or to have a topic to bring to contact and request a specific meeting, we are ready to cooperate.

CLOSING:

The Chairman of the meeting expressed his gratitude and thanks to all participants for their active contributions and constructive ideas. The meeting closed at noon on December 3, 2020.