

INTER-AGENCY INFORMATION MANAGEMENT WORKING GROUP (IMWG)

2015 Workplan

Version 1, 2 April 2015

Introduction

The IMWG is an open forum of information management focal points from humanitarian organizations. It has operated since early 2006, mostly as an informal body, as well as an IASC Task Force between 2009 and 2011. The main objective of the IMWG is to strengthen humanitarian information management to support improved decision making in emergency preparedness and response.

Membership

The IMWG is an open forum and welcomes participants from organizations working on humanitarian issues, including the UN, national and international NGOs, volunteer organizations and academia. OCHA acts as chair and secretariat of the IMWG. The IMWG website can be found at: <http://www.humanitarianresponse.info/topics/imwg>. To join the IMWG mailing list, please send a request to ocha-fis@un.org.

Format

The IMWG usually meets monthly, with confirmation of the meeting date sent out to the IMWG mailing list. Members are encouraged to host these meetings, otherwise OCHA hosts them at the Palais des Nations in Geneva. The monthly meeting is primarily an information-sharing forum. Members are free to propose items for the agenda.

In 2015, standing agenda items include:

1. Operational issues (OCHA)

In the event of a major new emergency, IMWG members may call for an 'ad-hoc operational meeting' to discuss operational support in the first 72 hours, including facilitating surge capacity and addressing gaps in information. The outcomes of any such meeting will be relayed to the full IMWG through the email list and at the next IMWG meeting. This agenda item may also be used to raise other issues relevant to ongoing emergencies.

2. Update on IMWG workplan (IMWG sub-groups)

Substantive work is undertaken through one or more sub-groups, which meet outside of the monthly meeting and implement activities under the IMWG workplan. Sub-groups have a minimum of two co-chairs, who are from different members organizations. Each sub-group maintains a workplan and reports to the monthly IMWG meeting on progress. Proposals for new sub-groups can be tabled at the monthly IMWG meeting.

3. Update on inter-agency information management initiatives (OCHA)

This item will enable members to share information on the conception, development and progress of agency and inter-agency platforms and tools, and discuss issues for which common

or interoperable platforms may offer a solution. OCHA will also update members on the work of an internal task force to strengthen IM in the humanitarian programme cycle. Members will arrange ad-hoc meetings as required to discuss collaboration in more detail.

4. Liaison with the global cluster coordination group (ICCG)

This item will include an update on activities and priorities of the ICCG, and an opportunity to ensure that the activities of both groups are harmonized.

5. Other agenda items / any other business

Resourcing

Sub-groups will provide necessary resources to deliver activities from within the member agencies. If these resources are not sufficient, the sub-group can draft a proposal that can be presented to donors on behalf of the IMWG for possible funding. One or more member agencies will be identified to receive and disburse funds. The sub-group will be responsible for oversight of the project and related funds.

Guidance

Sub-groups may draft guidance or policy documents for endorsement by the IMWG. The IMWG may further propose endorsement by the IASC Working Group. In the latter case, the sub-group will be responsible for preparing the guidance for submission, while OCHA - as the IMWG secretariat – will make arrangements to have the guidance considered by the IASC WG.

DATA SUB-GROUP

Co-chairs: Lauren Burns, Save the Children
Kristina Mackinnon, OCHA

ACTIVITY	LEADS	TIMEFRAME
D01. Develop Implementation package for the Humanitarian Profile (Caseload) Dataset (an annex to HPC and IASC Guidance on Humanitarian Profile COD).	Kristina Mackinnon, OCHA Kelly Ryan, UNHCR Stephane Savarimuthu, UNHCR	Q1 to Q4
D02. Develop sharing protocol catalogue for known datasets.	Matthew Wencel, REACH Meagan Passey, REACH Luca Delloro, OCHA / UNITAR Lauren Burns, Save the Children Kristina Mackinnon, OCHA	Q1, Q3 and Q4
D03. Identify Operational Datasets from the perspective of different emergencies (e.g. earthquakes, conflict) and develop related guidance.	Helen Campbell, ACAPS/Map Action Kristina Mackinnon, OCHA	Q1 to Q4

TRAINING SUB-GROUP

Co-chairs: May Orchison, Standby Partner Training Secretariat
Manasi Rajagopalan, OCHA

ACTIVITY	LEADS	TIMEFRAME
T01. Joint Information Management Training (JIMT) for standby partners	May Orchison, SBPT Gavin Wood, UNICEF	Q2 and Q4 (tentative)
T02. Establishing a Learning Management System (LMS) that can track joint training and host simple knowledge management tools	Manasi Rajagopalan, OCHA	Q2
T03. Public training space that provides a common IM learning pathway, links to available training and resources	Manasi Rajagopalan, OCHA	Q3
T04. Develop common competency framework for IM recruitment, training and deployment	Manasi Rajagopalan, OCHA Dunja Dujanovic, WFP	Q4