Information Management Working Group (IMWG)
Terms of Reference
17 October 2011

In order to improve the information upon which humanitarian response is conducted, the Inter-Cluster Coordination Mechanism has agreed to form an Information Management Working Group (IMWG), reporting to the ICCM. The IMWG will seek to:

- **Coordinate Information Management activities**, including sharing of IM tools (databases, maps, 3Ws, websites, CODs etc), coordinating the development and utilization of IM technologies, and ensuring that a core set of information management standards are in place for collecting, sharing and storing data.

- **Support Assessment activities**, including sharing information from ongoing humanitarian assessments and to facilitate the use of IM tools and coordination mechanisms used by clusters and agencies in the area of assessments.

**Structure**
The IMWG will be convened within the context of the country Humanitarian Coordination mechanism; and is open to requests from the ICCM and the Humanitarian Country Team (HCT). The ICCM may agree to dissolve the AIM WG at any time, if it is no longer required, or should the ICCM which to undertake its functions directly. The IMWG will initially meet on a weekly basis with a strong focus on the preparation of the 2012 CAP. It is expected that the frequency of such meetings will be reduced over time. OCHA will chair the IMWG on behalf of the Inter-Cluster Coordination Mechanism.

**Membership**
Membership will consist of IM focal points from Clusters and ANDMA, with an extended invitation to agencies and NGOs. iMMAP is welcomed to the working group as a provider of technical service. Through the cluster mechanism the participation of the Government and of national authorities is strongly encouraged.

**Activities**
The IMWG will serve as a forum for:

**Coordinating Information Management Activities**

- Agreeing on **information sharing protocols**, as needed, including modalities for information exchange.
- Agreeing on **minimum standards for information management**, including definitions of indicators, consistent use of names, and common operational datasets.
- Encouraging collaboration between IM actors in the **collection and storage of data**, the use of software and the sharing of expertise to streamline IM activities.
- Ensuring that **consistent and reliable humanitarian information** is made available to the ICCM, the HCT, policy makers, managers and planners through a more coordinated approach.
- Define and encourage the use of common information management tools (websites, maps, 3Ws), as well as the format and structure of data to facilitate inter-operability.
- Providing input and reviewing the Humanitarian Dashboard, a pictorial representation of consolidated humanitarian data, for consideration by the ICCM. Review the contents of the Humanitarian Dashboard.

**Supporting Assessment Activities**
- Sharing information on planned and completed agency/cluster assessments and maintaining a survey of survey.
- Facilitating the sharing of primary and secondary data collected through assessments.
- Sharing best practices on assessments, and promoting best practice in the use of information management standards and common indicators for assessments.
- Identifying information gaps as well as needs for further analysis (geographic, sectoral, or other).
- Planning, designing and managing IM mechanisms for multi-cluster and inter-agency assessments.

**Overarching**
- Promoting partnerships with national authorities around assessment and information management.
- Identifying additional capacity requirements and ensuring training or the request of surge capacity if necessary.
- Agreeing on provisions to be included in the IASC Contingency Plan relative to coordinated assessment and information management preparedness.

**Expected Outputs**
- Regular coordination meetings and dissemination of the summary records of those meetings.
- Clear data sharing mechanisms and agreements are established.
- Humanitarian indicators maintained and distributed on a regular basis (e.g.IMM).
- Humanitarian Dashboard is maintained and analyzed on a regular basis.
- Proposing IM framework for interagency/multi-cluster assessments when needed.
- Common set of data and information management standards.
- Collaborative definition of the Common Operational datasets.
- Production of maps in order to support analysis.
- Provision of technical support to aid cluster specific analysis.
- Production of 3Ws and contact lists, in order to support the work of the humanitarian community.