**Purpose**
The purpose of the Information Management Working Group (IMWG) for South West Region is to bring together different stakeholders in humanitarian action and their tools / techniques to improve collection, processing and dissemination of information for better decision-making for humanitarian action.

Protection is central to all aspects of the group’s work in accordance with Inter-Agency Standing Committee Policy on Protection\(^1\).

The group is responsible for bringing together relevant actors to ensure that there are no gaps or duplications in responding to the needs of affected people.

The regional IMWG will link into the national level IDP Taskforce\(^2\), which will offer technical support to the regional group as well as support national level advocacy for the humanitarian response in the region.

**Composition**
Participation comprises civil society organisations and United Nations agencies working in the humanitarian response in the South West Region. IMWG members should generally be those staff members responsible for data collection, data management, and / or monitoring and reporting. The selection of staff to support the different activities of the Working Group should be based on the topic of the day and should not be limited. For example, some issues require staff with knowledge of the programmes, others require more technical knowledge in displacement mapping.

**Roles and Responsibilities**
The IMWG has a responsibility to support activities related to data collection, dissemination, and tool development / contextualization as appropriate.

The tasks of the IMWG will be:

- Improve the efficiency of data reporting and sharing within the group;

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\(^2\) IDP Task Force for NW and SW Regions comprises the following members: OCHA, UNHCR, UNICEF, IOM and Premiere Urgence Internationale (INGO)
• Strengthen collaboration among stakeholders in data collection and storage, the use of specialized tools and software, and the sharing of expertise to streamline information management efforts.

• Agree on common tools to be used for the realization of the different products that require the participation of all member organizations of the IMWG (4W, Snapshots), as well as the frequency of their update, and when it is impossible to use harmonized tools, to use data formats and a defined structure to facilitate their interoperability.

• Facilitate and encourage the exchange of information produced by all actors on humanitarian operations in the region.

• Develop a capacity building component, whenever possible, training will be given jointly, to ensure that all members acquire skills in a similar way.

**STRUCTURE AND OPERATION**

The IMWG will meet monthly. However, ad hoc meetings could be organized according to need, for example, upon report of large scale displacement.

The IMWG will also have a listing on HumanitarianID (Cameroon South-West IMWG) and a generic email (cmrsw-imwg@humanitarian.id) for smoother communication.

**OUTPUTS**

The expected results of the IMWG are:

• Common data collection and reporting formats for use by CSOs.

• Sharing of assessment and response information.

• Updated information mapping products such as 4Ws, Contact lists; regional maps etc.

• Report of the IMWG meeting to be shared in the Humanitarian Coordination Forum monthly.

**DOCUMENTS AND REFERENCE LINKS**

- IASC Operational Guidance on Responsibilities of Sector Cluster Leads and OCHA in Information Management (IASC, Dec. 2008)
- IASC Guidelines on Common Operational Datasets in Disaster Preparedness and Response 1 Nov. 2010
- Intro Doc Information Management Working Group.docx
- IM network in OCHA IM Toolbox