



2 June 2014

**Information Management Working Group
Lebanon
Terms of Reference**



Background

Lebanon hosts the largest Syrian refugee population in the region. Since the outset of the influx in 2011, the Government of Lebanon and UNHCR have established an inter-agency (IA) mechanism to coordinate the humanitarian response. It now encompasses coordination within and across all sectors in all field locations and in Beirut, and is supported by an Information Management Working Group (IMWG).

Structure

The IMWG is open to all humanitarian operational partners with a focus on managing information in their sector or organisation. This includes Government, UN/inter-governmental organisations, or non-governmental organisations (both national and international) provided they are conducting humanitarian interventions and abiding by established humanitarian principles.

UNHCR will chair and provide secretarial services to the IMWG plenary meeting. Information Managers from each of the sectoral working groups are encouraged to attend.

Should specific tasks arise that require a greater focus, targeted working groups will be formed that will report back to the IMWG plenary meeting. Relevant technical experts from the IMWG are encouraged to attend these targeted working groups.

Objective

The IMWG is a coordination group for humanitarian actors and sectors that facilitates humanitarian activities through improving data collection, data collation, data standards, data analysis and the dissemination of information.

The IMWG and the targeted working groups provide tools and systems to facilitate Information Management initiatives for organizations that support communities affected by the refugee crisis.

Meeting frequency

The IMWG meeting will take place one per month.

Resourcing

Projects identified by the group will be resourced by organizations that choose to participate in them.

Revision

This ToR will be revised after 6 months.



Annex 1

Activities

The IMWG will promote and support coordinated Information Management and Assessments by:

Standards

- Promoting the use of common information tools, data formats and structures to facilitate interoperability.
- Developing, maintaining, promoting and supporting the adoption of spatial data standards (Pcodes) by humanitarian and developmental actors, and encouraging their use by government institutions.
- Providing technical and advisory support to coordinated assessments including surveys and assessment planning, design, implementation and analysis.
- Assisting in harmonizing indicators to allow comparability of progress and identification of gaps.
- Establishing and maintaining an Assessment Registry to allow temporal and geographical synchronization of assessments (identification of gaps, overlaps, synergies in planned assessments).
- Serving as a forum for sectoral and cross-sectoral analysis of the situation as a basis to the Sectoral Dashboards and related information products.
- Developing and promoting the use of common and fundamental operational datasets (CODs/FODs).

Sharing

- Promoting the concept of information sharing among humanitarian and developmental organizations and government institutions.
- Facilitating sharing of results and collected data between agencies and Sectors. Eg. Through the Information Portal:
- (<http://data.unhcr.org/syrianrefugees/country.php?id=122>)
- Ensuring adequate dissemination of assessment and cross-sectoral analysis results to support the humanitarian response.

Support

- Encouraging and facilitating the use of consistent tools, methods and reports.
- Providing training to the humanitarian community in information management needs assessments and monitoring.
- Providing technical support to sector working groups.

Assessment/monitoring

- Coordinating data collection efforts to ensure harmonization and to avoid duplication and over-assessment by multiple agencies.
- Provide support to individual Sector and agency assessments.
- Support the design, planning and management of multi-sector assessments, in-depth assessments, rapid assessment and monitoring initiatives.
- Improve access to existing assessment findings and raw data.



Annex 2

Outputs

Assessment/monitoring

- A registry of assessments (joint assessments initiatives, other assessments, base line data, government data) is developed developed, maintained and made available.
- Interagency/multi-sector assessments/monitoring initiatives proposed and supported when needed.
- Advice and support is given on content and methodology to organizations and sectors that are planning to undertake assessments.
- Develop and maintain an inventory of questions to be used in assessments.

Tools

- Provide input on further development of Activity Info data collection website for ease of use and effectiveness.
- Suggest and assist in the development of tools for managing, collecting and disseminating information.

Data

- Identify, develop and use Common Operational Datasets (CODs).
- Identify, develop and use Fundamental Operational Datasets (FODs).