

**Terms of Reference (TOR)**  
**Refugee Information Management Work Group (RIMWG)**  
**KR-I Level**

**Background and objectives:**

In general, the coordination of information management in humanitarian situations is vital for:

1. Prompt and predictable responses
2. Evidence-based decision-making
3. Utilizing the information collected to the fullest extent possible
4. Avoiding duplicated or redundant data collection
5. Maximizing the efficiency of spending on information management

The RIM WG will coordinate information management activities at the inter-agency level between partners in refugee operations within the context of the sector coordination groups at the KR-I level.

**Scope of the RIMWG:**

1. To systematically share information on an inter-sectoral basis between organizations working on refugee response in Iraq including reports, statistics, maps, assessments and other information products.
2. To coordinate from an inter-sectoral perspective the establishment and management of monitoring systems, needs assessments and other information systems.
3. To provide a forum for discussions of data quality, data collection methodologies and technical data issues.
4. To analyze inter-sectoral data. Relevant actors should be invited to participate around thematic analysis.
5. Promote harmonization of codes and standards for e.g. locations, population types, and other datasets to facilitate comparison of data from various sources.

**Out of Scope:**

The RIMWG Shall not coordinate information management activities related to Mass information, Strategic Communication.

## **Participation & Frequency:**

Humanitarian and government actors working on the refugee situation in Iraq are welcome to attend, including:

- Government
- Local NGO Partners
- International NGO Partners
- UN and other International Agencies

Each organization is invited to send one representative/information management focal points to attend the RIM WG meetings. The meetings will be chaired/coordinated by UNHCR and can be co-led with other relevant partners if deemed appropriate.

In-person meetings will take place at least once a month. Further discussions, coordination and information sharing will take place via the RIMWG email mailing list and the Iraq Web portal: <http://data.unhcr.org/syrianrefugees/country.php?id=103>

## **Working Group Activities:**

Working collaboratively, the RIM WG will undertake the following activities:

1. Reviewing of data collection, processing, analysis and dissemination methodologies and forms from a technical perspective on request
2. Analyzing information from a cross-sectoral standpoint with relevant actors
3. Disseminating information between organizations and promote common platform for dissemination
4. Reviewing content on the Iraq Portal and advocate for its use.
5. Coordinating of information management initiatives and harmonizing IM systems where possible
6. Present work done in the RIM WG at inter-agency coordination meetings.
7. Evaluate the need for and establish if deem necessary, sub working groups on thematic IM initiatives such as Geographic Information Systems (GIS), population estimation, needs assessment, monitoring. Sub-working groups can be time limited based on need.
8. Other information management activities, as required

*For further information, please contact UNHCR IM Unit: [IRQERBIM@UNHCR.org](mailto:IRQERBIM@UNHCR.org)*