

Information Management Working Group: Introduction Document Purpose, Target Audience, Scope & Products



Background

OCHA convenes an inter-agency working group on information management for humanitarian organizations at the global level. This working group is replicated at the country level, and serves as a forum for strategic and technical discussions and collaboration on information issues relating to humanitarian response and preparedness.

OCHA convenes the information management working group to support the work of the Humanitarian or Resident Coordinator, and the efforts of the Humanitarian Country Team to deliver humanitarian assistance.

Purpose

Each information management working group faces context-specific challenges, and must therefore develop its own terms of reference in collaboration with all members. The working groups usually focus on the themes of data standards, general information coordination around assessments, Common Operational Datasets, indicators, maps, web platforms, and information sharing protocols.

Target Audience

Working group membership is encouraged among all members of the Interagency Standing Committee (IASC) at the country level. This includes all standard humanitarian actors. Government and host nation civil society groups such as national NGOs are encouraged to participate based on the agreed terms of reference.

Scope

Each context determines the exact scope of the information management working group.

Products

At a minimum, the information management working group will hold periodic discussions and produce endorsed minutes and action points. The information management working group may also choose to create and disseminate the following products:

- Data sharing mechanisms
- Interagency assessment coordination and support
- Agreed humanitarian indicators related to funding cycles

- Inter-cluster information management coordination structures
- Data sharing schedules
- Common Operational Datasets
- Maps and visual displays of information
- Contact lists and Who does What, Where products
- Meeting Minutes (template attached as a tool)

Please see the example section for sample terms of reference in French, Spanish and English.