

**TERMS OF REFERENCE**  
**REFUGEE INFORMATION MANAGEMENT WORKING GROUP (RIM WG)**  
*[insert place name] Level*

**Background:**

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 in *[insert country name]* at the *[insert location name]* level.

**Purposes of the RIM WG:**

1. To systematically share information on an inter-sectoral basis between organizations working on refugee response in *[insert country or location name]*, 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 methodology and technical data issues.
4. To analyze inter-sectoral data.
5. Promote harmonization of codes for e.g. locations, population types, and other datasets to facilitate comparison of data from various sources.

**Participation & Frequency:**

Humanitarian and government actors working on the refugee situation in *[insert country / location name]* are welcome to attend, including:

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

Each organization is invited to send one or two information management focal points to attend the RIM WG meetings. The meetings will be coordinated by UNHCR.

Technical support from academic and research institutions may also be sought on an ad hoc basis.

In-person meetings will take place at least once a month. Further discussions, coordination and information sharing will take place via the RIM WG email mailing list and, if available, a web portal.

**Working Group Activities:**

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

1. Reviewing of data collection methodologies and forms from a technical perspective on request
2. Analyzing information from a cross-sectoral standpoint
3. Disseminating information between organizations
4. Reviewing content on the web portal (if applicable)
5. Coordinating of information management initiatives
6. Other information management activities, as required

*For further information, please contact [\[insert IM focal point name and email\]](#).*