



## TERMS OF REFERENCE

### Information Management Working Group

#### Background

Managing information is a crucial part of any operation, more so when dealing with human life and livelihoods in the face / wake of disasters. The humanitarian community recognizes the importance of gathering reliable data on the locations of people in need, what they urgently need, who is best placed to assist them, and the value of this information for effective and timely humanitarian assistance.

A strong information management network that supports coordination and provides processes to collect, analyse and share information about situations among the various organizations involved, and to ensure the coordination system runs efficiently. The network, put in place to support the systems and processes of the Government of Bangladesh, includes government, development and relief organisations.

To this end, an Information Management Working Group (IMWG) was established in July 2012 to support the work of disaster management actors in Bangladesh on information management and needs assessment. The working group is based in Dhaka with a National Mandate.

This group is to function as a cross-cutting coordination structure to discuss, coordinate and implement Information Management activities related to data standards, compatibility, information sharing, pooling of technical resources, providing support to clusters with limited Information Management capacity, and other issues related to Information Management.

#### Objectives

The main objective of the IMWG is to embrace new stakeholders, actors and techniques to further improve the collection, processing and dissemination of information to support improved decision making and to strengthen information used for humanitarian purposes by building on and improving existing inter-agency processes and tools.

In order to provide the disaster management organizations with improved information management guidance and tools, the primary objectives of the IMWG are to:



- Enhance the effectiveness of data and information sharing and management within the cluster approach;
- Produce agreed guidance and information systems to implement humanitarian information management in the field;

## Delivery Mode

The IMWG will promote and support coordinated Information Management by:

- Promoting the use of common information tools, data formats and structures to facilitate interoperability, i.e. the ability to share information amongst the members based on a common standard.
- Developing and promoting the use of common and fundamental operational datasets (COD/FOD).
- Developing, maintaining, promoting and supporting the adoption of spatial data standards by humanitarian and developmental actors, and encouraging their use by all members.
- Support information sharing among humanitarian and developmental organizations and government institutions.
- Facilitating sharing of results and collected data between agencies and clusters.
- Eventually as the IMWG grows, assisting in the identification of indicators and data sources for both assessments and response monitoring, with a view to harmonizing indicators to allow comparability of progress and identification of gaps.
- In coordination with the Joint Needs Assessment, establishing and maintaining an Assessment Registry to allow temporal and geographical synchronization of assessments (identification of gaps, overlaps, synergies in planned assessments).
- Establishing and maintaining a mapping of available data items/indicators (incl. scale, frequency and source) to monitor available information and identify potential overlaps/gaps.
- Encouraging and facilitating the use of consistent tools, methods and reports as sound information management practise by members.
- Developing and maintaining a cross-sectoral monitoring matrix supported by a process for sharing/collating data from multiple sources (incl. primary and secondary sources) to build and monitor common indicators.
- Serving as a forum for cross-sectoral knowledge and understanding of situations which forms a a basis of cross-sectoral information products.



- Ensuring adequate dissemination of assessment and cross-sectoral analysis results to support response.
- Support the design, planning and management of joint multi-cluster/sector initial or rapid assessment initiatives.
- Strengthen capacity, particularly amongst humanitarian actors and the government, to manage information and monitor response..

## Outputs

The expected outputs of the IMWG include the following:

- Enhanced effectiveness of Information Management within the HCTT and LCG-DER.
- Provide guidance and recommendations on the development and operation of a web platform to meet inter-cluster Information Management requirements.
- Collaborate with the Joint Needs Assessment Working Group to ensure harmonization among Common/Fundamental Operational Datasets and needs assessment indicators.
- Act as a forum/convener for coordination of Information Management support to disasters according to need.
- Recommend information management standards to further the inter-operability of data and information.
- Regular coordination meetings and dissemination of the summary records of those meetings.
- Identification, development and use of Common Operational Datasets (CODs).
- Identification, development and use of Fundamental Operational Datasets (FODs).
- Identification, development and use of baseline data at the Upazila level.
- Standardised Geo-Spatial Data is adopted by all agencies where feasible and incorporated into information management/assessment systems and tools.
- Assessment Registry developed, maintained and distributed on a regular basis.
- Ensure completion of basic 4W (who, what , where, when) to each sector/cluster
- Mapping of available data items/indicators (incl. scale, frequency and source) developed, and maintained and data/information available clearly identified as well as potential overlaps and gaps.
- Common (SMART) indicators identified and agreed upon.
- Cross-sectoral monitoring matrix designed and data/information sharing and collation processes developed.
- Common indicators monitored, analyzed from a cross-sectoral perspective and consolidated/disseminated through appropriate frameworks/mechanisms



- Support provided to individual sectors/agencies assessments as required.

## Participation

Although Information Management focal points of the clusters will be primary members of the Group, given the multi-disciplinary nature of information management, participation in the IMWG will vary according to the topic being addressed. This requires that the members of the LCGs, the cluster/Sector representatives, individual organizations (Governmental and Non-Governmental), academia, and non-traditional actors are invited to participate in the Working Group. Selection of staff to support the various activities of the Working Group should be based on the topic and not restricted to information management practitioners.

The IMWG will be coordinated through the HCTT and will convene bi-weekly and increase in frequency as required by emerging situations. As situations develop and dictate, the IMWG meeting may be called by two or more members of the group. Decisions made at official meetings will be binding if adopted by a simple majority of the membership of the group.

The UN Resident Coordinator's, Information Management System will provide the Secretariat of the IMWG, and appoint a co-chair of the group. The Chair will be appointed by the Director General of the Department of Disaster Management (DDM).

## Timeframe

The timeframe will be indefinite as the issues to be addressed are not time-bound and given the anticipation of new issues being added.

These Terms of Reference will be redrafted after 12 months of operation of the Information Management Working Group to truly reflect its operations.