

## MEETING MINUTES

Refugee Information Management Working Group Meeting	
<b>Meeting Subject:</b>	RIMWG monthly meeting
<b>Time &amp; place of meeting:</b>	24 Nov 2013, 10.30am. Erbil, UNHCR Office Conference Room
<b>Meeting Chaired by:</b>	Tanya Kareem, UNHCR
<b>Minutes prepared by:</b>	Tanya Kareem, UNHCR
<b>Present:</b>	1- Nelly Opiyo (WFP) 2- Jason Andrews (ACTED) 3- Linda Azodi ( ACTED) 4- Mizuho Yokoi (UNDP) 5- Munazza Siddiqui (NCCI) 6- Shadman Mahmoud (UNHCR) 7- Karam Hindi (UNHCR) 8- Susan Martin ( UNAMI ) 9- Sheri Ritsema (UNAMI ) 10- Ben Nixon ( DRC ) 11- Marie Dozin ( DRC) 12- Amira Zidan (MAG) 13- Hiwa Ibrahim ( MAG ) 14- Karine Daniel (UNICEF)
<b>Absences:</b>	1- Muna Fadil (UNESCO) 2- Noor Al-Alwan (WHO) 3- Kadhim Berdawr (IOM) 4- Anwar Jahfar ( FAO ) 5- Cecile Quan & Sara Eliasi (NRC) 6- Mugur Dumirache ( Mercy Corps ) 7- Wael Hatahet (UNFPA)
<b>Additional distribution:</b>	

### Objectives & Agenda

1. Introduction of new members;
2. Action Items from Previous meeting;
3. Discuss and agree on items in the feedback/suggested list;
4. Agree on RIMWG TOR;
5. Issues/gaps;
6. AOB

### Details

- 1- New members introduced themselves
- 2- Actions items from previous meeting were completed.
- 3- The items in the feedback list was discussed, mainly:
  - i. Agencies' who requested refugee children population breakdown by age should prepare a list of their requirement and submit to UNHCR IM team at [IRQERBIM@UNHCR.ORG](mailto:IRQERBIM@UNHCR.ORG)

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- ii. UNAMI briefed the participants on the Strategic Communication Working Group and its TOR. This WG had only two meetings and the members were PI and communication officers. The products of this WG targeted government and donors. The WG does not exist at present.
- iii. The RIMWG members agreed that Strategic communication is not part of its scope of work.
- iv. The mass information on services provided to refugees in the refugee camps was discussed and it was agreed that this is the role of Mass Information officers and not this forum. Therefore, it was agreed to state in the RIMWG TOR that Mass information, are out of scope of the RIMWG work.
- v. It was agreed that each member of RIMWG would report to this forum any current or planned assessments.
- vi. UNHCR informed that any agency wants to publish reports on Iraq portal <http://data.unhcr.org/syrianrefugees/country.php?id=103> should contact and submit its documents to UNHCR IM team.
- vii. It was proposed that sector leads may be invited to the RIMWG to respond to any query or/and give an update
- viii. It was agreed this would be the forum to share information among agencies and each RIMWG is the focal point to disseminate and bring information from /to this forum, from his/her respective agency.
- ix. Sharing minutes of WG/coordination meetings minutes was discussed; The UNHCR IM Unit will follow up with the WG sector leads, if agreed those minutes will also be published on Iraq Portal. It was highlighted that some minutes may contain sensitive information such as the SGBV and thus those may not be shared.

**AOB:** Due to the holidays in December and the New Year, it was agreed to have the next meeting on second Wednesday, 8<sup>th</sup> January 2014.

ACTION ITEM	ACTION / DECISION	ASSIGNED TO	DUE DATE
1.	Forward minutes of the last Strategic Communication WG meeting	Susan Martin, UNAMI	27 Nov 2013
2.	Modify the TOR as agreed and distribute for endorsement	Tanya Kareem, UNHCR	26 Nov 2013
3.	Update on the Desk Review for Common Vulnerability Assessment conducted by UNICEF,WFP and UNHCR.	Tanya Kareem, UNHCR	26 Nov 2013
4.	Raise with UNHCR Snr. Management, on standardising and officialising the names of camps (spelled differently in UN official documents).	Tanya Kareem, UNHCR	28 Nov 2013
5.	Provide specific requirements on refugee population breakdown by age to UNHCR IM Unit.	UNICEF & Save the Children	When needed
6.	Follow up with the Camps coordination/WG sector leads for the possibility of sharing their meeting minutes	UNHCR IM Unit	2 December 2013