INTER-AGENCY STANDING COMMITTEE (IASC)
TASK FORCE ON INFORMATION MANAGEMENT

Summary Note and Participants List

23 April 2009
Room II (Palais des Nations), Geneva

1. The Chair, Brendan McDonald, OCHA's Field Information Services (FIS) Unit, Geneva, opened the meeting by thanking participants for their attendance and support for Inter Agency/Cluster Information Management (IM).

2. The Chair outlined the agenda for the meeting, which contained a Review and adoption of previous Minutes; Review of outstanding action from the 4 February IASC TF on IM meeting; Review and adoption of Terms of Reference for "Review of Operational Guidance Note on Information Management;" a proposal to form a sub-group on "Website Governance" for OneResponse; as well as a presentation on the proposed Situation Reporting Workshop.

3. The TF Secretariat reviewed and approved the Summary Note and status of action items of the 10 March meeting. The Chair also reviewed progress made against the action points stemming from the 4 February meeting.

4. The sub-group on the review presented the draft Terms of Reference (ToR) for the "Review of Operational Guidance Note on Information Management." The sub-group clarified that the overall intention was to conduct a review of IM practices through the lens of the Operational Guidance Note. The results of the review will have implications on how IM is conducted in the future, therefore, a fourth objective would need to be added, that of "strategies and ways forward." Among the stakeholders, the Needs Assessment group should be added. A discussion ensued on the three options for executing the review. The participants seemed to prefer option b, but it was decided to defer the final decision until the participants had had an opportunity to consult with their respective organizations. The participants were asked to provide the Secretariat with pledges of human and/or financial resources for the review. The sub-group also explained that 3-5 questions could be included in the 2nd Cluster Evaluation and the meeting participants requested the sub-group to come up with suggestions.

Action Points:

   a. The sub-group to revise the draft ToR to include comments and suggested changes from the meeting.

   b. The sub-group to draft 5 suggested questions for the 2nd Cluster Evaluation.

   c. The Secretariat to send out a request to the IASC TF on IM, with a deadline of 8 May, for the endorsement of the ToR of the review and the 5 questions.
   d. In addition to point c, the member organizations are asked to provide the Secretariat with pledges of human and/or financial resources for the review as

well as any volunteers to administrate any contractual issues with potential consultants.

5. The Chair introduced the proposal to form a sub-group on "Website Governance" for OneResponse. Strong support for the initiative was voiced by the participants for the "one-stop-shop" approach of the web-platform and agreement was reached in principle for the formation of a sub-group on website governance, subject to further clarification from OCHA.

   Action Points:

       e. OCHA to circulate clarification on the role of the sub-group on website governance to IASC TF on IM.

6. Kirsten Mildren of the OCHA Reporting Unit updated the participants on the proposed Situation Reporting Workshop which was first brought up in the 4 February IASC TF on IM meeting. While general support for standardization and streamlining of reporting in emergencies were voiced by the participants, it was agreed that more preparatory work and consultation is needed before such a workshop, particularly with the Global Cluster Lead Agencies. OCHA agreed to liaise with all Cluster/Sector Lead Agencies prior to finalizing a date and venue for the workshop. It was also emphasized that cross-cutting issues need to be included in the reporting and the Chair invited other subsidiary bodies of the IASC into the process.

   Action Points:

       f. OCHA to liaise with all Cluster/Sector Lead Agencies on the proposed workshop.

       g. OCHA to brief the Global Cluster Lead Agencies on the reporting workshop at the next Global Cluster Lead meeting.

       h. OCHA to liaise with other IASC subsidiary bodies and Agencies in order to ensure that cross-cutting issues are adequately addressed in the workshop.

7. AOB

   Action Points:

       i. The sub-group to revise the draft ToR to include comments and suggested changes from the meeting.

8. The TF agreed to have the next meeting on 25 June 2009 in Geneva.

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