

**Action points of the first meeting of the IASC TF on Strengthening Field Information Management,
Geneva, 3 December 2003**

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Action Points	Summary of deliberations	Follow-up/Time Frame
2 ND TF meeting	A one-day meeting will be scheduled in Rome in the margins of the IASC-WG in February 2004.	FAO will book a meeting room
Focal Points	<ul style="list-style-type: none"> • All participants to the 3 December meeting, including UNDP, will nominate two focal points. • NGO Consortia and the Red Cross Movement will be encouraged to do so as well. 	COB 8 December 2003
Draft questionnaire on humanitarian information management in recent crises	<ul style="list-style-type: none"> • On 11 December, OCHA will circulate the draft <i>questionnaire</i>, incorporating the inputs provided on 3 December, for TF comments within 48 hours. • The questionnaire will: <ul style="list-style-type: none"> • Focus on: Kosovo, Afghanistan, Liberia, Iraq, DRC, Sudan, Burundi, Horn of Africa, Southern Africa, and Mozambique (floods), • Turn around in each agency for completion by 2 to 4 persons, including senior managers, programme people, logisticians and vulnerability assessment staff, for each of these emergency settings. • Seek contributions from NGOs, Save the Children, MSF, Oxfam and IRC, as well as the Red Cross and Red Crescent societies and donors OFDA, DFID and ECHO. 	COB 10 January 2004 for <ul style="list-style-type: none"> • Sharing with TF members prior to the IASC WG meeting in February • reporting to the IASC-WG in February 2004
2002 Symposium on Best Practices	OCHA will: <ul style="list-style-type: none"> • review the results of the <i>Symposium on Best Practices in Humanitarian Information Exchange</i>, Geneva, 5-8 February 2002, and • make recommendations for follow-up 	End of January for reporting to the IASC-WG in February 2004
Metadata	<ul style="list-style-type: none"> • OCHA will circulate its draft proposal on metadata • TF Focal Points will: <ul style="list-style-type: none"> • Review the draft OCHA proposal • Discuss proposal inside their agency, • Agree on internal agenda for standard information sharing for field use , and • Propose recommendations 	End of October 2004 for reporting to the IASC WG in November 2004
HIC Statement of Intent	OCHA will review the status of the <i>HIC Statement of Intent</i> and revert	Soonest