DATA MANAGEMENT WORKING GROUP MEETING

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| Minutes | July 26, 2019 | 11:00-13:00 | UNHCR BOARDROOM |

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| Meeting called by | GODFREY NABONGO AND BO HURKMANS |
| Type of meeting |  DATA MANAGEMENT - CORDINATION |
| Facilitator | BO HURKMANS |
| Note taker | HILLARY MUMBERE |
| Attendees | XABIER GOIRIA (FAO), SIMONA SIMKUTE (DRC), TAMAMI YOSHIMOTO (UNDP), MWESIGWA TUMWESIGYE (DRC), RUBEN FERNANDEZ (HOT), KIGUDDE DEOGRATIUS (HOT), SARAH AMADI (HOT), TORACH GEORGE (DRC), DENNIS TUMUSIIME (WFP), BO HURKMANS (UNHCR), HILLARY MUMBERE (UNHCR), NAKASI CATHY (AVSI), NALWOGA YVONNE (AVSI), PAUL KIGGWE (WVI), FAITH KIRUNGI (LWF) |

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| Agenda topics: | Changes to ActivityInfo in light of Q1 feedbackSession of the GIS Sub-Working Group i.e Presentation on OpenStreetMap by HOT and Update on common operational datasets / discussion on coding to useUpdate from the Assessment Technical Working Group |

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| discussion |  |
| 1. **Changes to ActivityInfo in light of Q1 feedback**
	1. Funding source: option added for “Funds from multiple donors”, donors can be specified in existing text field below the dropdown.
	2. Import: partners that wanted to utilise import templates were advised to reach out to the relevant IM focal point for support.
	3. Locations: partners were advised that as of 1 July 2019 Palorinya settlement and reception centre fall under Obongi district.
	4. Sector-specific changes can be found in the full overview, which is [available online](https://data2.unhcr.org/en/documents/details/70525).
	5. It was suggested that more ways of how ActivityInfo data could be utilised by partners should be identified.
2. **Session of the GIS Sub-Working Group**
	1. HOT made a presentation detailing their activities.

It was suggested that HOT should be linked to the upcoming Vulnerability and Essential Needs Assessment (VENA) to support with GIS tasks of the assessment.* 1. There was a general understanding of P-codes and their importance. Since there is a difference between the UNHCR and UBOS P-codes, it was suggested that an option of using both should be explored through matching and comparison.
	2. Regarding the GIS Inventory, it was suggested that the option of overwriting the records should be looked into.
1. Common Operational Datasets (CODs) and Fundamental Operational Datasets (FODs) were discussed.
	* 1. Six new districts became optional on 1 July 2019, but only Obongi from Moyo and Madi Okollo from Arua host refugee settlements.
		2. Kabingo border point in Kanungu district has been added to the list and it was proposed to look at merging data from HOT and IOM.
		3. GPS coordinates are often missing for locations added to ActivityInfo by partners, this needs to be addressed (especially for schools).
2. A mapping of the data sources for CODs and FODs was compiled and proposed roles of guardian and sponsor (where applicable) have been included.
	* 1. Guardian: Maintains the agreed datasets and coordinates their distribution and updating in the operation.
		2. Sponsor: Responsible for identifying and liaising with ‘sources' or owners to analyse, collate, clean and reach agreement on a specific operational dataset.
		3. Source or Owner: Agrees to be fully responsible for the development, maintenance and metadata associated with a dataset and control distribution restrictions.

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| **COD** | **Source/owner** | **Guardian/sponsor** |
| Admin boundaries | UBOS | UNHCR |
| Populated places/settlement | UBOS | UNHCR |
| Refugee settlements | OPM, Ministry of Lands, Housing & Urban Development, UNHCR | UNHCR |
| Transportation | UNRA, Ministry of Works & Transport, District Local Government, WFP, HOT, UNOPS | UNHCR/HOT |
| Hydrology and ground water resources | Ministry of Water | UNHCR |
| Hypsography | Ministry of Lands, Housing & Urban Development | UNHCR |
| Population statistics | OPM, UBOS, UNHCR | UNHCR |
| Border points | IOM, HOT, UNHCR | UNHCR/HOT |
| **FOD** | **Source/owner** | **Guardian/sponsor** |
| Education (primary / secondary schools etc.) | UNICEF, HOT, UBOS, Ministry of Education, Education partners | UNHCR/HOT |
| WASH (water points, sanitation facilities etc.) | Ministry of Water, UNHCR, HOT, WASH partners | UNHCR/HOT |
| Health (health facilities etc.) | Ministry of Health, UNHCR, HOT, Health partners | UNHCR/HOT |
| Environment (woodlots, tree nurseries etc.) | National Forest Authority, UNHCR, Ministry of Energy, Environment partners | UNHCR/HOT |
| Food (food distribution points etc.) | WFP | UNHCR |

1. **Update from the Assessment Technical Working Group**
	1. In the context of the Vulnerability and Essential Needs Assessment (VENA), REACH will hold trainings for refugee and Ugandan enumerators involved in the primary data collection, as per the schedule below:
		1. Arua, 6 to 8 August
		2. Gulu, 14 to 16 August
		3. Mbarara, 19 to 21 August
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| Action items | Person responsible | Deadline |
| N/A | N/A | N/A |