FIRST MEETING
NDRRMC INFORMATION MANAGEMENT TECHNICAL WORKING GROUP (IM-TWG)
NDRRMC Building, Camp Aguinaldo, Quezon City
22 September 2015, 9:00AM-3:00PM

EXECUTIVE SUMMARY

I. Background and Objectives of the Meeting

In a disaster setting, data and information are as essential as food and water. It is the basis of all Preparedness and Response plans, as well as the ground that facilitate appropriate and timely response.

Building on the lessons from Typhoons Yolanda, Glenda, Ruby and Chedeng, it is but necessary to build, maintain and give access to complete, up-to-date, and of quality Common and Fundamental Operational datasets (COD, FOD) to all stakeholders involved not only in emergency management, but also for disaster risk reduction. This is very critical when lives are at stake and time is of the essence. However, an unreliable, incomplete, outdated, and inaccessible set of data and/or information does not and cannot be of any value.

In this context, a memorandum (Annex 1) has been sent to all NDRRMC Members in order to nominate focal persons to form the Information Management Technical Working Group (IM-TWG) and support the development of the Common and Fundamental Operational datasets (COD, FOD) under the recently launched project entitled "Improving the availability, quality and accessibility of common and fundamental operational datasets (CODs/FODs) for disaster risk reduction management in the Philippines (CAFOD-DRRM-PH)"[1].

The first meeting of the IM-TWG working group has therefore been organized with the objectives to:
- define the Terms of Reference (TOR) for the IM-TWG;
- inform the IM-TWG Members about the CAFOD-DRRM-PH project and its activities;
- define the data and information needs from NDRRMC Members and therefore make the link with the list of CODs/FODs.

II. Agenda of the Meeting:

The meeting agenda (Annex 2) has been designed to reach the objectives described in the previous section of this report.

III. Participants Profile:

A total of 49 participants attended the meeting, representing 25 different Agencies from the Government, the United Nations and other local and international NGOs as well as from the academic and the private sector. (Annex 3). Four people from the Emergency Response Integration Center (ERIC) acted as secretariat during the meeting.

IV. Meeting Summary

A. Welcome and introduction

After the prayer and national anthem, LTC Edwin Sadang, Senior Military Assistant to CDA and Supervisor of Operations Division-OCD, welcomed to the participants to the 1st meeting of the IM-TWG

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[1] www.gaia-geosystems.org/PROJECTS/SIIEM/PHL/CAFOD_CONCEPT_NOTE.pdf

working group and emphasized the importance of the work ahead.

Before the disaster, the Preparedness and Response Pillars together with the Operations Center gather together to conduct a Pre-Disaster Risk Assessment (PDRA). During the crisis itself, data on incidents, damages, needs, and status of people and places are collected and monitored by the clusters and agencies with the help of an incident management system and digital infantry. The data and information that are exchanged from the ground to the decision-makers and vise-versa provide guidance among responders, and more significantly, hope for the affected population.

He then provided the context under which the IM-TWG got created and explained the origin and reason for the launching of the CAFOD-DRRM-PH project.

During his presentation (available from: www.gaia-geosystems.org/PROJECTS/SIIEM/PHL/IM-TWG_092215/INTRO_IM-TWG_1.pdf), LTC Sadang, emphasized that both the Working Group and the project came from Usec Pama's instructions to collect core datasets of NDRRMC member agencies, and support the platform for information exchange that has been started in the response pillar.

He then mentioned about the different ways that could be used to achieve this objective and how, first the Strengthening Information Infrastructure for Emergency Management (SIIEM) and now the CAFOD projects, have been contributing to implement the chosen approach which consists in putting a process in place and establish the necessary capacity for the CODs/FODs to be available of quality and accessible.

The establishment of the IM-TWG came itself from the need for all NDRRMC Members and key involved in Disaster Risk Reduction and Management to address data and information availability, quality and accessibility as well as system interoperability issues in a coordinated and collaborative way.

B. IM-TWG Terms of Reference (TOR)

Draft Terms of Reference for the IM-TWG have been prepared and presented during the meeting. Mr. Christopher P. Grajo, Managing Director of Emergency Response Integration Center (ERIC), facilitated the review and finalization of the draft by the participants. This draft reported in Annex 4 will now be shared with all the NDRRMC Members and the CAFOD project mailing list in order to obtain comments and suggestions by 14 October 2015. The new version will be presented during the 2nd meeting of the IM-TWG for final adoption and hand over to the NDRRMC.

C. Implementation of the Data-Information-Knowledge-Communication management Continuum

In order to illustrate how decision making relates to data and information and therefore the CAFOD-DRRM-PH project, Dr Steeve Ebener, coordinator of the SIIEM project, presented the Data-Information-Knowledge-Communication management continuum to the participants (http://www.gaia-geosystems.org/PROJECTS/SIIEM/PHL/IM-TWG_092215/DIKC_Chain_IM-TWG_1.pdf).

During a crisis (first slide in the presentation), pre-existing data combined with the results of different assessments and other information collected in the field constitute the basis of the decision making and communication process. The different products that this process generates are themselves organized and shared. This succession of actions, the products they generate together with the positions that are required form the content of the data-information-knowledge-communication management continuum to be used in this context.

At the end of any crisis, not only should the lessons learned be integrated into the continuum but it is also the appropriate time to look into strengthening the health information system in anticipation of the next crisis. This corresponds to the current situation and the context in which the CAFOD-DRRM-PH project is being implemented.

As such the continuum finds itself reorganized in a different order between crises, more specifically (second slide in the presentation), the decision makers analyze the decisions that have been taken as well as the knowledge and communication products that have been generated at each phase of the crisis and level of command. They revise not only the content and format of the products if needed but also the list of knowledge, expertise and experience that helped, or would have helped, them take the right decisions;

The information officer revise or develop the necessary information products (situation reports, bulletins,…) needed to support the decisions making process and define the source of the information and the data for these products. The data manager does itself revises or develops new data products (tables, graphs and maps) to be integrated into the information products. At the same time he revises or complements the data standards, protocols, forms and training material needed to support all the aspects of data management. Trainers, strengthen the organization's knowledge and skills needed for the different areas of work in the continuum through training and experience building while the knowledge broker update, organize and share the explicit knowledge as well as the expertise directory. Finally, the Chief Information Management Officer (CIMO) does himself look at all the elements that would ensure the effective and timely flow of data, information and knowledge along the modified continuum as well as the quality of the products which would be generated.

It is important to mention here that, while represented as linear in both cases, the continuum can present several loops depending on the need to collect and analyze additional data and/or information in order to take appropriate decisions.

 At the same time, the need to regularly monitor the evolution of the situation, not only during the response phase but also during the recovery and reconstruction ones, result in the need to see the continuum as a cycle during which data/information and related products are being constantly updated and/or improved and this taking into account the specificity of each type of disaster.

D.   Data and information needs - link with the list of CODs and FODs

Dr Ebener took the participants through an exercise aiming at identifying the objects (CODs) and associated statistics/information (FODs) needed before and during the response of a typhoon.

Going cluster by cluster, the participants helped building this list on a white board (Annex 5) and this starting by considering the needs from the moment the typhoon enters the Philippine Area of Responsibility (PAR) until it makes landfall in the country. In the second part of this exercise participants then look at the same needs during the response phase.

Interestingly, this exercise illustrated that the data/information that remains to be collected during the response is very limited (red frame in Annex 5) is very limited compare to the important volume of data which is needed before the crisis itself (all the rest of the board) ctherefore directly demonstrating the value of data preparedness and the need to be proactive instead of reactive when it comes to the availability, quality and accessibility of data and information.

This exercise also emphasized the importance for all the NDRRMC Members to contribute to the online consultation initiated in the context of the CAFOD-DRRM-PH project in order to obtain the most comprehensive list of CODs and FODs. An invitation to contribute to this consultation will therefore be extended to all the Members.

V.   <u>Other activities implemented in the context of the CAFOD project</u>

Mr. Sandy Roy Ocampo, Division Chief – IOSSD of DSWD, presented about the other activities that have been already implemented in the context of the CAFOD project, namely the two

workshops which took place in the context of the CAFOD project to define the geospatial and other data standards (July 10th, 2015) and start the creation of the list of CODs and FODs (July 16th, 2015).

He then talked about the 5th Session of the United Nations Committee of Experts on Global Geospatial Information (UN-GGIM) and the fact that the Philippines, through NAMRIA, will co-chair the newly established Working Group on Geospatial Information and Services for Disasters together with Jamaica as well as the presence of the SIIEM project during the forthcoming Eye on Earth Summit to take place in Abu Dhabi between October 6th and 8th.

He concluded his presentation (http://www.gaia-geosystems.org/PROJECTS/SIIEM/PHL/IM-TWG_092215/OTHER_ACTIVITIES_IM-TWG_1.pdf) by underlying the next activities to take place in the context of the project, more precisely:
- the completion of the other CAFOD activities by the end of the year;
- the development of guidelines, protocols and metadata profile for the implementation of the agreed upon geospatial and other data standards;
- the strengthening of ERIC's and other partner's data management capacity;
- the finalization and signing of the policy on the availability, quality and accessibility of Common and Operational Datasets (CODs/FODs) to support Disaster Risk Reduction and Management in the Philippines.

VI. Conclusion and next steps

The meeting was concluded by a closing remarks delivered by Mr Sandy Roy Ocampo, in behalf of Asec. Vilma Cabrera. He congratulated the participants for their hard work aiming at improving informed decision-making in emergencies and DRRM.

LTC Edwin C. Sadang then also thanked the participants in behalf of the Executive Director of the NDRRMC, Usec Alexander P. Pama. He underscored the dedication of each individual and agency was putting into this project, which he said will bear fruits in saving and protecting lives even long after we are all gone.

In terms of next steps:
- The draft IM-TWG TOR will be circulated among the NDRRMC members and CAFOD project mailing list to get their feedback by October 14th;
- The NDRRMC Members will be invited to contribute to the CODs/FODs online consultation;
- The CAFOD project team will continue working on the implementation of the other activities listed in the previous section of this report;
- The outcomes of the above will be presented during the 2nde meeting of the IM-TWG to take place on October 23rd.

The meeting was adjourned at 3:30 pm.

Prepared by:

CHRISTOPHER P. GRAJO
ERIC

Reviewed by:

STEEVE N. EBENER
SIIEM project Manager

Noted by:

LT. COL. EDWIN S. SADANG, GSC (SC) PA
Senior Military Advisor for Operations, OCD

REPUBLIC OF THE PHILIPPINES

NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

18 SEP 2015

MEMORANDUM
No. 33 , s.2015

TO   : **ALL CONCERNED**

SUBJECT   : Focal Persons for the Common and Fundamental
Operational Datasets (COD/FOD) Activity and Information
Management Technical Working Group (IM-TWG).

1. Cognizant that data and information are essential elements of wise decision-making, the mission of the NDRRMC to respond to the needs of the country before and after disasters will be made more efficient if there is a common, comprehensive, up to date, and accurate data sets.

2. Such data set will serve as the single reference that will be used by the government and all humanitarian clusters/agencies, through the OCD, as the official data set of the Philippine Government.

3. In this regard, each member agency is hereby directed to assign two (2) official members to this activity, composed of:

   i. *Operations Focal Person-* an agency representative who is involved or has served in the actual emergency operations either on field assignment or in the NDRRMC Operations Center.

   ii. *Content Focal Person–* an agency representative who knows what data or information (type, format, and location) is and is not available in the agency.

4. For guidance.

FOR THE CHAIRPERSON, NDRRMC:

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Executive Director, NDRRMC and
Administrator, OCD

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Annex 2 - Meeting Agenda

Time	Topic	Speaker
8:00AM	Registration	
8:30AM	Prayer and National Anthem	U/Sec Alexander Pama*- OCD
	Welcome Remarks and Round of Introduction	
9:00AM	Context, Objective and Agenda of the Meeting as well as introduction to the CAFOD-DRRM-PH project	Col. Edwin Sadang - NDRMC
9:30AM	Finalization of the Terms of Reference for the Information Management - Technical Working Group (IM-TWG)	Christopher P. Grajo - ERIC
10:00AM	Coffee Break	
10:30AM	Implementation of Data-Information-Knowledge-Communication management continuum between crisis (decision making, knowledge and communication products)	All the participants (facilitators:, Steeve Ebener - SIIEM; Joseph Addawe - UN-OCHA)
12:00PM	Lunch	
1:00PM	Implementation of the continuum between crisis (information and data products)	
2:00PM	Data and information needs - Finalization of the list of Common and Fundamental Datasets (CODs/FODs)	Steeve Ebener - SIIEM
3:00PM	Other activities already implemented in the context of the CAFOD project	Dir. Felino O. Castro - DSWD
3:30PM	Conclusion and Next Steps	Col. Edwin Sadang - NDRMC

Annex 3 - List of Participants

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Annex 4 - Draft IM-TWG Terms of Reference (TOR) - Version 2 (September 22nd, 2015)

1. Context

In a disaster setting, data and information are as essential as food and water. It is the basis of all Preparedness and Response plans, as well as the ground that facilitate appropriate and timely response. This is very critical when lives are at stake and time is of the essence. However, an unreliable, incomplete, outdated, and inaccessible set of data and/or information does not and cannot be of any value.

Building on the lessons from recent events such as Typhoons Yolanda, Glenda, Ruby and Chedeng, and in accordance to Republic Act 10121 and in reference to section 24 in the Republic Act No. 10651, otherwise known as the 2015 General Appropriations Act (GGA), it is but necessary to:
- Establish, sustain and give access to complete, up-to-date, and of quality Common and Fundamental Operational datasets (COD, FOD) to all stakeholders involved not only in response to crisis, but also for disaster risk reduction;
- Strengthen and align data and information management capacities, skills and practices of NDRRMC Member institutions.

2. Purpose

2.1 The purpose of the IM-TWG is to bring together NDRRMC Members and key partners involved in Disaster Risk Reduction and Management (DRRM) to address data and information availability, quality and accessibility as well as system interoperability issues.

3. Function

3.1 The function of the working group is to work in partnership with all concerned stakeholders on:
- Agreeing on a common framework to data and information management for disaster risk reduction and management that would include but not be limited to:
  i. Coordinating data collection efforts (including the harmonization of data and information collection tools) to avoid duplication and ensure data compatibility;
  ii. Facilitating the availability, quality (including currency and coverage) and accessibility of the identified core datasets;
  iii. Facilitating system interoperability through the provision of common specifications and protocols;
- Complementing the activities of other technical working groups, such as the one on disaster statistics, to obtain a comprehensive and common operational picture;
- Reaching consensus on data and information management taxonomy, specifications, standards and protocols;
- Sharing knowledge, experiences, expertise, best practices and project information related to data and information management as well as system interoperability;
- Encouraging collaboration among actors;
- Identifying the needed Common and Fundamental Operational Datasets (CODs/FODs);
- Facilitating the implementation of data/information management and system interoperability related projects;
- Contributing to the strengthening technical capacities of NDRRMC Members;
- Working together at finding solutions to ensure the long term sustainability of the activities of the IM-TWG as well as the technical capacities in governmental agencies;
- Coming up with a policy, and associated guidelines, that will ensure data availability, quality and accessibility as well as system interoperability;
- Advocating for the policy, and associated guidelines, to be applied to other contexts and this in relation to the open data initiative.

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4. Structure and membership

4.1 The IM-TWG is placed under the umbrella of the NDRRMC.

4.2 The Office of the Civil Defense (OCD) should be the Chair and the Department for Social Welfare and Development (DSWD) as Co-Chair for the IM-TWG.

4.3 Are considered members of the IM-TWG:
- NDRRMC agencies through the following representatives
    i. An operations focal person - Person involved or has served in the actual emergency operations either on field assignment or in the NDRRMC Operations Center;
    ii. A content focal person - Person in charge of data and/or information management in the agency;
    iii. An ICT focal person - Person knowledgeable about system interoperability within the agency.
- Other governmental agencies mandated to collect, manage and share the identified CODs and FODs;
- Key partners from the local and international community invited by the IM-TWG Chair.

5. Methods of work

5.1 Chair
5.1.1 The roles and functions of the Chair, or Co-Chair if needed, is to:
- Invite members, provide the agenda and chair the IM-TWG meetings;
- Ensure that meetings minutes and other material are shared with the IM-TWG members;
- Serve as the secretariat for the IM-TWG.

5.2 Secretariat
5.2.1 OCD and the Emergency Response Integration Center (ERIC) shall work as secretariat of the IM-TWG.

5.3 Focal points
5.3.1 The roles and functions of the focal persons are to:
- Represent its agency during IM-TWG meetings;
- Serve as contact person and subject matter expert on issues covered by the IM-TWG;
- Serve as the focal person for the provision of the Common and Fundamental Operational Datasets (CODs/FODs) needed for disaster risk reduction and management;
- Report on discussions and decisions taken during the IM-TWG meetings;
- Perform other tasks as requested.

5.4 Meetings
5.4.1 Meetings are arranged as required to progress current workload.

5.4.2 One week before each meeting, the chair asks members for items to be included in the agenda and shares a final draft with all the members at least the day before the meeting

5.5 Collaborative platform
5.5.1 A collaborative platform is to be setup in order to allow the working group to share documents, discuss concept,…

5.6 Reporting
5.6.1 A written summary of the meetings shall be issued within the coming week of each meeting. This summary shall be distributed to all IM-TWG members after each meeting

6. Glossary

Common Operational Dataset (COD): Key geographic objects needed to support the operation and decision making during the response. This would include but not be limited to: administrative boundaries, populated places, transportation network, health facilities, schools, evacuation centers, etc. (June 2014 inter-agency forum [1]).

Data: Facts and statistics collected for reference or analysis [2]

Data Management: all the disciplines related to managing data as a valuable resource [1]. This covers, but is not limited to: data collection, cleaning, validation, documentation as well as the generation of data products (graphs, tables and maps)…

Fundamental Operational Dataset (FOD): Attributes or Statistics attached to the key geographic objects defined as part of the CODs (June 2014 inter-agency forum [1]). This would for example and not be limited to: Population, livelihood, response capacity,...

Information: Facts provided or learned about something or someone [2]

Information Management: The collection and management of information from one or more sources and the distribution of that information to one or more audiences. [3]

Information system: An integrated set of components for collecting, storing, and processing data and for delivering information, knowledge, and digital products. [4]

7. Reference

[1]   Summary of the Inter-Agency meeting on "Increasing the availability, quality and accessibility of Common and Fundamental Operational Datasets to support disaster risk reduction and emergency management in the Philippines (Manila; June 14, 2014): www.gaia-geosystems.org/PROJECTS/SIIEM/PHL/Executive_summary_DSWD-SIIEM_June_2014.pdf [Accessed May 17, 2015]

[2]   Oxford Dictionaries web site. http://www.oxforddictionaries.com/ [Accessed May 17, 2015]

[3]   Wikipedia web site. http://en.wikipedia.org/ [Accessed May 17, 2015]

[4]   Encyclopedia Britannica web site. http://www.britannica.com [Accessed May 17, 2015]