

TERMS OF REFERENCE
REGIONAL INFORMATION MANAGEMENT WORKING GROUP (RIMWG)
Europe Level

Background:

In general, the coordination of information management in humanitarian situations is vital for:

1. Shared understanding of the situation
2. Prompt and coordinated responses
3. Evidence-based decision-making
4. Utilization of the information collected to the fullest extent possible
5. Avoiding duplicated or redundant data collection
6. Maximizing the efficiency of spending on information management

The RIMWG will coordinate information management activities at the inter-agency level between partners in refugee and migrant operations within the context of the sector coordination groups in all European countries at the European regional level.

Purposes of the RIMWG:

1. To systematically share information on information management activities between organizations working on the refugee and migrant response in Europe, including planned and on-going assessments, statistics, maps, reports, analysis and other information products.
2. To coordinate from an inter-agency perspective the establishment and management of monitoring systems, needs assessments and other information systems.
3. To provide a forum for discussions on data quality, data collection methodologies and technical data issues.
4. To explore possibilities for joint information products including data analysis. Relevant actors should be invited to participate around thematic products and analysis.
5. Promote harmonization of codes and standards for e.g. locations, population types, and other datasets to facilitate comparison of data from various sources.

Participation & Frequency:

Humanitarian and government actors working on the refugee and migrant situation in Europe are welcome to attend, including:

- Governments
- Local NGO Partners
- International NGO Partners
- UN and other International Agencies
- Foundations and charities
- Research organisations and statistical offices

Each organization is invited to send one or two information management focal points to attend the RIMWG meetings. The meetings will be coordinated by UNHCR and IOM and can be co-led with other relevant partners if deemed appropriate.

Technical support from academic and research institutions may also be sought on an ad-hoc basis.

In-person meetings will take place monthly, or as needed. Further discussions, coordination and information sharing will take place via the RIMWG email mailing list and, via web portals such as the [UNHCR data portal](#) and [IOM's portal](#).

Working Group Activities:

Working collaboratively, the RIMWG will undertake the following activities:

1. Review of data collection, processing, analysis and dissemination methodologies and forms from a technical perspective on request
2. Analyzing information from a cross-sectoral standpoint with relevant actors
3. Disseminating information between organizations and promote common platform for dissemination
4. Reviewing content on the web portals (if applicable) and advocate for its use.
5. Coordinating of information management initiatives and harmonizing IM systems where possible
6. Proactively establish linkages to relevant Humanitarian coordination mechanisms in Europe to provide IM technical support to this forum and present work done in the RIMWG at inter-agency coordination meetings.
7. Evaluate the need for and establish if deemed necessary, sub working groups on thematic IM initiatives such as Geographic Information Systems (GIS), population estimation, needs assessment, monitoring. Sub-working groups can be time limited and based on need.
8. Other information management activities, as required

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