



Minutes of Myanmar Language Information Management Network Meeting

30th March 2022, 2PM MMT, online via Zoom

Agenda

1. Organisational Data Protection Policy – *Presented by MIMU*
2. Updates on Sector/Cluster/Agency Initiatives
3. AOB and other discussions

Attendance

Chair: Ei Ei Thein (MIMU)

Participants: WFP, MRCS, MIMU, TAF, ICRC, Jhpiego, RCO, UNFPA, SCI, UNOCHA (13 participants from 10 organisations)

1. Organisational Data Protection Policy – *Presented by MIMU*

The importance of safe management and protection of data and protecting it to ensure that there are no losses was discussed with perspectives from various attending organisations. The featured presentation from MIMU can be broken down into two parts: the first on the principles of data protection and the second on how MIMU has developed and been implementing a system of its own.

The principles of data protection covered topics such as what is data, what kinds of data, how to protect data, the importance of protecting data, important rules such as Do No Harm, potential risks, possible data breaches, special cases such as those concerning photos and videos.

The Data Sensitivity Classification used in OCHA was presented and categories such as Public, Restricted, Confidential, Strictly Confidential and their definitions were discussed in detail. MIMU has developed its own classification system with categories LEVEL 0 to 3 depending on who has the access to data. The detailed procedure of sensitivity classification for products were discussed covering from the development of the products to archiving and dissemination stages. The implementation of these protocols includes staff orientations, inventory keeping using spreadsheet, access restrictions of files, labelling and organizing files and folders.

Also important are following the Do No Harm principle, the constantly evolving nature of the process, that fact that it is more than just following rules and complying with the law and more about our culture and individual attitudes to managing data. Internal policies as well as the growing body of legislation around data management must also be considered. The effectiveness of proper labelling was also highlighted.

UNRCO, The Asia Foundation, WFP, UNFPA, ICRC, MRCS, OCHA, Save The Children also discussed their experiences.

2. Updates on Sector/Cluster/Agency Initiatives

MIMU: Currently collecting MIMU 5W data. Since MIMU 3W was already collecting data on Who, What, Where, When and For Whom, it has now been aptly named as MIMU 5W. Now it is in the process of combining and data cleaning. Dashboard and data file are expected to be released before the end of April. Maps and overview reports will be out in May. GIS Working Group Meeting was conducted in April 21. Data Analysis training was successfully conducted amidst minor adjustments owing to electricity problems. An analytical brief is expected to be out before the end of May.

3. AOB and other discussions

Next meeting will be on May 25, the final Wednesday of the month. One planned topic is on streamlining and harmonizing various 3W 4W 5Ws and gathering feedback from attendees on their experiences with these data collection exercises.

Action Points

No.	Action Point	Responsible	Deadline
1	Invite 3W 4W 5W implementing agencies for next meeting	Ei Ei Thein	May 25 th 2022