



ENSURE THE AVAILABILITY OF APPROPRIATE TOOLS FOR DATA MANAGEMENT WITHIN THE OFFICE¹⁸

Purpose:

OCHA uses a variety of tools and guidance to support effective and efficient data management (e.g. the [IM Toolbox](#)). Using the right tool helps support safe, ethical, and effective data management, and ensure alignment with internal standards, including the [Policy Instruction on Technology Standards](#).

Recommended Approach:

- ☐ Staff involved in data management should indicate which tools they require. The Chief of IMB will monitor implementation of the Policy Instruction on Technology Standards and delegate the management of OCHA specific standards to appropriate members of IMB.
- ☐ Use tools that are approved by the UN Office of Information and Communications Technology, and included in the approved list of current software and hardware standards maintained on the [OCHA IMB SharePoint page on Technology Standards](#).
- ☐ If a tool is not cleared and absolutely required for a given data management activity, follow the process described on the OCHA IMB SharePoint page on technology standards to request review and approval of the tool.
- ☐ The [OCHA Technology Governance Board](#), as an advisory body, is responsible for providing overall guidance on OCHA's technology investments.
- ☐ Confirm the use of specific tools with IMB's Digital Services Section if needed.

Relevant Tool or Template:

[OCHA IMB SharePoint page on Technology Standards](#)

¹⁸ The action 'Ensure the availability of appropriate tools for data management' is included here as an addition to the Actions for Data Responsibility at the Organization level included in the IASC Operational Guidance on Data Responsibility in Humanitarian Action.