

IMWG – Minutes 20201006 - 0600 (NZDT)

Meeting attendees:

- Peter Wolff, Martijn Boer, Solveig Thorvaldsdottir, John Morrison, Rob Norman, Keng Tok Chew (KT), Aidan Elliot, Jeff Maunder

Outputs from Meeting

1. Camelot proposal accepted as our management methodology; some tweaks may be required once confirmed set of TOR's from ERS have been confirmed.
2. IMWG 3-hour training package
 - a. Rob has indicated that the training session for the Techs or data collection will be ready by next meeting
3. IMWG training videos
 - a. KT has produced a range of videos and it is agreed that these will focus on the data collection component and possible some Team command point functions (QA and Dashboard)
4. Regional training groups
 - a. Regional training sessions have been set up on the HUB and are ready for training sessions
5. New forms have been completed by John and are now with Aidan for inclusion in to ICMS (Note this is basically a redo of ICMS so a big job)
6. Consideration and thought needs to be undertaken around:
 - a. How we enable some additional function into ICMS (Drone maps etc)
 - b. Engagement with partners around managing and enhancing some of the data captured in ICMS for Partners
 - c. Projecting and reviewing what ICMS will become in 5 years
 - d. Developing a strategy around IMWG and its work plan (5 years)
7. Funding
 - a. Sponsorship from KSA and ELM still has not been finalised,
 - b. Netherlands may offer a fall-back position
 - c. The sponsor ship was mentioned by Lucian at the AEME meeting

Action Points

1. TOR
 - a. Jeff to review both the current TOR's, KoBo TOR's and Solveig's comments to come up with a draft set for discussion and agreement at November meeting.
 - b. Once agreed we will send them to INSARAG/ERS for endorsement.
2. Training
 - a. KT to complete production of videos for Data Collection Teams (DCT) ideally for November meeting so we can deliver all training resources at the same time
3. Forms
 - a. John to complete and forward Humanitarian form to Aidan
4. Funding
 - a. Peter to follow up with ERS around any offers of sponsorship
 - b. Jeff and Peter to talk to Mohammad re KSA and ELM funding
 - c. Martijn to see if the Netherlands will provide a year's sponsorship as a fallback position

Good positive meeting, both Sebastian and Winston have asked if we can have our training program up and running by the new year, which is something we should strive to achieve.

Next meeting: 3rd November 2020 – 700 (NZDT)