



Lesson 3.3: Collect Data

Information Management Handout

The Phases of the UN-EP Information Management Cycle:

1. **Plan:** In the planning phase, the UN-EP Comd is responsible for planning engagement activities in coordination with the UNIBAT staff (S2, S3, S9). This plan will guide the collection of data by the UN-ET as the UN-EP IM Cycle repeats.
2. **Collect:** In the collect phase, the UN-ET is responsible for collecting data through the observation of and engagement with the human terrain and physical environment. Data can be collected via primary and secondary collection methods.
3. **Process:** In the process phase, the UN-ET will generate reports based on the data they have collected in the previous phase. Once completed, these reports will be submitted to the UN-EP 2IC. The 2IC is responsible for collating and prioritising these reports, which turns the data collected into information.
4. **Inform:** In the inform phase, the UN-EP 2IC must disseminate the information they have collated to the UNIBAT staff (information flow out of the UN-EP). The UNIBAT in turn must feed information flow back into the UN-EP. The UN-EP Comd is responsible for briefing the UNIBAT Comd on UN-EP activities. The UNIBAT Comd will provide feedback in the form of direction and guidance which will shape the upcoming Plan phase.

Information Management Basics

- Label IM Products Correctly
 - All products should have a unique file reference and date. Make sure this is applied to all reports, photography, imagery, video, and other media in addition to text documents. This will allow for easier storage, reference and recovery and greatly assists with version control.
- UN Standards
 - All staff must adhere to agreed UN standards and SOPs regarding IM such as file naming conventions and the protection of information. All data is to be gender- and age-disaggregated.



- Save Emails
 - Save important emails that have been sent and received rather than deleting them or leaving them in inboxes.
- Maintain distribution lists
 - Make sure that all distribution lists for all IM products are up-to-date and accurate.
- Standardize Names, Including File Naming
 - A standardized list of agreed names and naming conventions for places and people is essential for effective IM and databasing.
- Archive and Back-up
 - Archiving files that are not used frequently on a regular basis is good practice. In addition, the backing-up of files mitigates the effect of lost files.

UN Rules of Information

- Observation results in the collection data by the UN-ET and dissemination of information by the UN-EP 2IC. It is a constant process. The four rules of information are:
 - Information must be timely
 - Information will benefit and support higher levels of decision making in the chain of command, including the mission/UN HQ. To be useful, the information must be passed to the correct agency with a sense of urgency and in a timely manner. Information delayed is information denied.
 - Information must be accurate
 - Information must be factual and substantiated (which means it must have evidence of being correct). If you are unsure if the information you have is accurate, you must clarify that in your reporting.
 - Information must be relevant
 - Information must provide details relative to a particular situation or issue or answer specific requirements stated in a formal request.
 - Protection and consideration of people/groups providing data
 - Always consider why the information is being brought to your attention in the first place, and who is bringing that information. The individual bringing you the information must be protected against compromise or retaliation to ensure their safety.



Gender Specific Data

Possible areas to be assessed:

- Gender division of labour and patterns of decision-making.
- Access to and control over of assets and benefits.
- Women's/girls' and men's/boys' different needs, priorities and strengths.
- Complexity of gender relations, different norms and beliefs about gender
- Barriers and constraints in women and men participation, etc.
- Further indicators can be found in the UN military Peacekeeping Intelligence Handbook Annex C to Chapter 5