

## **Global Health Cluster Information Management Task Team**

### **Terms of Reference**

#### **Justification**

The Information Management Task Team (IMTT) is a group established to support the implementation of Strategic Priority number 3 of the GHC work-plan: “improve the standardization, quality and timeliness of humanitarian health information”. The IMTT will accelerate the identified need to support the IM tools available through the Public Health Information Services and others pertinent to Cluster activities. The IMTT will oversee and guide the use of information generated by the health cluster at country and global level.

#### **Membership**

Any person affiliated with an institution member of the GHC with an interest in information management and a commitment to further the workplan of the Task Team. One representative of the Strategic Advisory Group (SAG) and one representative of the Global Health Cluster Unit (GHCU). Observers from other agencies are invited to participate in discussions and provide technical support, however, are unable to vote.

- The TT should appoint a lead and co-lead with the responsibility to convene the TT and drive the work-plan.
- SAG members on the TT may volunteer to lead or co-lead but it is not expected that they will lead, and other partners are encouraged to assume these roles.
- Representatives of other clusters or external partners on a specific technical area can also be asked to join where relevant. Where necessary, the GHCU (in consultation with the SAG) may help to identify or facilitate initial contact between the GHC TT and external individuals or groups.

#### **Roles and responsibilities**

- Lead and drive, on behalf of the GHC, action specific work identified in the GHC work-plan.
- Develop a work-plan to deliver the agreed outputs.
- Consult appropriately with the wider GHC and technical experts.
- Provide quarterly progress report on activities and deliverables to the SAG and GHCU.
- As soon as the assignment is completed, consult with the SAG and GHCU on the way forward.

#### **Areas of work**

- Develop and revise standards for Public Health Information Services (PHIS)
- Advocate for use of PHIS with Health Clusters, inter-Cluster fora, and other relevant fora
- Support development and refinement of IM tools
- Identify gaps in use of existing IM tools by country health clusters.
- Develop a phased roll-out plan of IM tools in collaboration with country health clusters.
- Identify capacity-building needs and plan indirect /direct support opportunities (this may include guidance development and/or country visits).
- Advocate for increased IM human resources in country health clusters
- Oversee and guide the use of health cluster data to more effectively demonstrate cluster performance and effectiveness.
- Identify lessons learned to inform further development and strengthening of cluster related information management.

#### **Deliverables (with timeframe)**

- Determined annually through an annual Workplan and reviewed regularly for progress and necessary revision