26th August 2019

Harini Nishshanka

UNDP

Deliverable 4:

meeting and traiings of the metadata portal

# Meeting with the Departments under the Ministry of Disaster Management.

As advised by the Additional Secretary – Planning, Dr S Amalanathan, a series of meetings were organised to showcase the MetaData Portal (MDP) and gather comments and suggestions. Accordingly, the IT Unit of the Ministry and the UNDP personnel attended the following meetings.

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| --- | --- | --- |
| Name | Designation | Agency |
| Sumudu Silva | Project Manager | UNDP |
| Harini Nishshanka | Consultant | UNDP |
| Isuru Jayalath | IT Officer | MPA&DM |
| Dinusha Ishari Premalal | IT Officer | MPA&DM |

## Department of Meteorology (Dept. Met.), 23rd July 2019, 9:30am, Conference Room

The meeting started with Mr Sumudu giving a brief introduction of the DATA Project and clearly describing the differences of metadata and data. He also identified the Dept. Met. As one of the key agencies to collect climate data which is used for reporting and critical decision making in regards to disasters. Ms Harini then presented the MDP, department facilities and services demonstrating the metadata and data entry processors.

Mr Ajith emphazised the MDP as a very useful tool to aware the public and academic data users in regards to what data is available at the Dept. Met., the frequency they are gathered, costs if present, etc.

They also highlighted the chaos of updating two websites (the Dept. Met. official website and the MDP) at the same time for disaster and weather warnings which usually occurs every 3 hrs for some parameters. However, since the MDP only obtain metadata, a link can be shared to showcase the webpage of the weather warnings in the Dept. Met. official website surpassing the need to update both the websites at the same time. Additionally, the MDP provides the facility to store data sets, which can be used to store data, like the 3 hrs weather warnings which is currently being discarded when updating.

It was also highlighted that the department have the choice to upload data that is private to them and not publish it to the public.

Dept. Met. requested a training to learn how to use the MDP and upload the metadata. Ms Harini informed that the meeting can be arranged including the assistant of volunteers to help upload metadata. 25th July (Thursday) 2019, 9:30 onwards were allocated for the exercise. Mr Ajith stated that he will inform each division to participate with the available metadata.

## National Disaster Relief Centre (NDRSC), 23rd July 2019, 11:00am, Director’s Room

The NDRSC team was familiar with the DATA Project as they worked close together during implementing the activities. Ms Harini demonstrated the MDP, its processors and explained the services. The NDRSC described the new two databases for Contingency Planning and Compensation assessment for the NITF (National Insurance Trust Fund) and hence these can be linked to the MDP. UNDP added that they can also list down other metadata, circulars and publications for easy access.

Ms Harini suggested for the NDRSC to join the training to occur on 25th July Thursday with the Dept. Met. officers. Ms Savithri recommended the staff involved in data and IT to participate the workshop. She also offered the laptops for the volunteers to support the programme.

## National Building and Research Organization (NBRO), 24th July 2019, 2pm, Conference Room

Mr Sumudu started off by briefing about the DATA Project and the activities which lead to identifying absence of data sharing as a gap during national communications, especially in regards for the 3 Rio Conventions and the Sendai Framework for Disaster Risk Reduction. He further added that the MDP was developed according the data requirements of the above conventions together with their mandated agencies. Ms Harini then presented the MDP while going through each category and service.

The admin/approval mechanisms were explained as per inquiries.

The NBRO team suggested that MDP could be a good database to store and publish the articles and research papers collected and published during NBRO symposium. Currently they are hosted in the NBRO official website as volumes and hence cannot be fully utilized due to inconvenience. UNDP team suggested that they can either upload each article as datasets or metadata linking the source to the authors. However, this process will require a dedication of a few officers to update/enter metadata in to the MDP.

An NBRO officer inquired regarding the selection of the domain name and suggested to change it into which describes a metadata website, which was received positively from the UNDP team. Other inquiries regarding back-ups, super admin and admin roles, data privacy, responsible staff, etc. were answered positively by the UNDP team.

Due to the unavailability of an IT officer in the coming few months, NBRO team failed to confirm a data and a time for the training. They will check with other divisions, collect metadata and will confirm the training in the coming month. The focal point of contact is Mr Wasantha Senadeera – 071 687 4668 – [wasantha.senadeera@gmail.com](mailto:wasantha.senadeera@gmail.com)

## Disaster Management Centre, 5th September 2019, DG’s Room

The meeting was chaired by the Director General of the DMC, Mr Dharmasiri. The Additional Director Mr Samarakkody, the 4 Directors, IT Officers and other relevant staff attended the meeting.

The meeting started with Mr Sumudu, UNDP explaining about the background of the DATA Project and the objectives of the MDP. The discussion initiated, clarified the project origins and objectives, including the stakeholder meetings and trainings conducted for the MDP.

Ms Harini, briefly presented the MDP and clarified questions regarding the MDP. The differentiation between metadata and data was also clarified using different examples. The main objective of the MDP is facilitating the reporting process to the 3 Rio Conventions and the SFDRR, hence the portal will not be useful for emergency operations and immediate disaster procedures. The group then agreed that the MDP will be useful for rectified conventions’ reporting and other annual/biannual reports complied by the government.

The DG pointed out that the MDP will be fully operational when all the 46 stakeholders, identified under the project, have shared their metadata and hence it should be made a priority in establishing the database. He also agreed to give full support to feed the metadata available at the DMC to the portal and request Mr Thusitha to coordinate that.

During the discussion regarding the ownership of the MDP, it was stated that as of now the ministry have not given a decision to take over the product. It was brought to light, that after completion of a NIM project, all the products and assets of the project should be handed-over to the implementing government partner, concluding that the Ministry of Disaster Management should take-over this product. Ms Anoja proposed to compile a project proposal for the Phase 2 of the MDP to improve the database and add profiles of the 46 stakeholders and their metadata.

Mr Dharmasiri concluded the meeting with advising the team to hand-over the MDP to the Ministry of Disaster Management and support them for trainings and uploading metadata of the remaining stakeholders of the project.

# MetaData Portal Training, 25th July 2019, 9:30am,

# Ministry of Public Administration and Disaster Management

The group of volunteers, Dept. Met. Officers and NDRSC officers join the training session. The developers, Loons Lab, started the training by introducing the MDP going into details regarding each sector and their uses. (Attendance Sheet is attached)

The group then signed into accounts for relevant department and learnt how to add metadata and datasets. The processors of editing, uploading, approving and requesting were demonstrated and tested out.

The session concluded with requesting the agencies present to upload and update any new or existing datasets into the MDP.

The attendance sheet for the Training is attached herewith.

**Conclusion**

The discussion series organized by the Ministry of Disaster Management were successfully completed. During the discussion with Additional Secretary- Dr Amalanathan (Annex 2) another meeting was requested with the Director General of the DMC to resolve the issues brought up during the discussion. Once all the issues were amended UNDP with the Technical Team will be requested to demonstrate the MDP to the Secretary – Ministry of Disaster Management, who will decide to take over the portal or not.

Since the DATA Project is officially closed, the UNDP CO has no funds to develop the MDP further, and has been handed-over to the GCF project (Annex 3). The MDP will support the GCF Projects by storing data and metadata that is collected and published under the fund.

**Annexes**

Annex 1: Training Attendance Sheet



Annex 2: Discussion with Dr Amalanathan



Annex 3: Handing over the MDP to GCF Project

