14th August 2019

Dear Sir,

**Handing-over the Ownership of the MetaData Portal**

The project “Ensuring Global Environmental Concerns and Best Practices Mainstreamed in the Post-Conflict Rapid Development Process of Sri Lanka Through Improved Information Management”, was completed on 31st December 2018 with your Ministry as the implementation partner. One of the key outputs of this project is the MetaData Portal (MDP) which was developed with the guidance from the Ministry of Disaster Management and its departments.

The objective of this database is to address current challenges in availability of data and information for decision making and reporting to international conventions. The data base will facilitate access to meta-data which will partly address this challenge.

As discussed in meetings, the database has focussed on making metadata available for reporting and development decision making. All the relevant stakeholders are encouraged to collaborate more in sharing metadata for the primary and authentic data sources through this platform.

The data entering process was initiated and the focal points, Ms Isuri Jayalath and Mr Thushitha Waidyarathne as appointed by you, have been notified of the log-in details and the user manual was shared in order to upload available metadata at the Ministry and the Disaster Management Centre.

Ministry of Disaster Management will be the custodian of this MetaData Portal; therefore, we are hereby handing over the MetaData Portal, its contents, log-in details and ownership to the Ministry of Public Administration and Disaster Management, the implementing partner of this project. Following items are submitted via a CD attached to this letter, as additional technical documents of the MDP.

1. Technical Document
2. User Manual
3. DB Structure
4. Code Base

The following agreements with the service providers have to be signed by the Ministry to complete the ownership process. The service providers have been notified and the contracts have been shared for your convenience. We are available if you need any further assistance.

* Maintenance Agreement with Loons Lab
* Hosting Service Agreement with LankaCom
* Domain transfer

The following are the information of personnel who can further assist in regards to the MDP if needed.

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| --- | --- | --- | --- |
| Name - Agency | Assistance | E-Mail | Phone Number |
| Pulani Ranasignhe | Trainings and Help Desk | [pulani@loonslab.com](mailto:pulani@loonslab.com) | +94 71 248 7141 |
| Sameera Kumarasingha | Web designing and development | [sameera@loonslab.com](mailto:sameera@loonslab.com) | +94 71 876 2314 |
| Nilanga Jayawickrama | Hosting services | [nilanga@lankacom.net](mailto:nilanga@lankacom.net) | +94 77 302 1200 |
| Shirani Elasinghe | Domain Transfer – Sarvodaya Fusion | shirani.elasinghe@gmail.com | +94 77 3546030 |

Yours Sincerely,

Sureka Perera

Programme Quality & Design Analysts

UNDP

Dr S. Amalanathan,

Additional Secretary,

Ministry of Public Administration and Disaster Management,

Vidya Mawatha, Colombo 7

Copied to:

Mr Nalaka Priyashantha, Director Planning, MPADM

Mr Thusitha Waidyarathna, Assistant Director Communications, DMC

Ms Isuri Jayalath, IT Officer, MPADM

Mr Harinda Prashad, Development Officer, MPADM