

## Terms of Reference – December 2022

# Lubelskie Coordination Group (LCG)

### Background:

Poland has welcomed people fleeing the war in Ukraine with unprecedented generosity, hospitality and solidarity, facilitating the enjoyment of their basic rights and access to lifesaving services as well as implementing several policy measures to protect and include refugees in host communities. It is estimated that from February 24, approximately 7,7 million refugees from Ukraine had arrived in Poland, making it the country receiving the highest number of refugees among neighboring countries. There is an ongoing urgency to address immediate protection and basic needs as people settle, and the vulnerability of new arrivals continues to increase. The overwhelming majority of refugees are women and children, older people, persons with disabilities and unaccompanied and separated children. With the tremendous support being provided by Poland, national reception capacities and services are increasingly at risk of coming under strain thus the humanitarian community's response is in support of Poland's leading efforts. Strategic areas of assistance by humanitarian partners, in-line with the Regional Refugee Response Plan (RRP) aim to: (1) ensure that all refugees from Ukraine have access to safety and international protection, (2) provide timely and life-saving humanitarian assistance to refugees fleeing Ukraine and third-country nationals having left Ukraine, (3) facilitate the identification of appropriate solutions for all and the promotion of social and economic opportunities and (4) ensure effective coordination of partners at country and regional level in support of hosting countries' efforts.

### Purposes of the LCG:

Guided by the framework of the RRP for Ukraine and in collaboration with Sector-led mechanisms under the Refugee Coordination Model (RCM) in Poland, the LCG aims to ensure effective, coherent and predictable humanitarian interventions in support of the Government of Poland vis-à-vis enhanced strategic and operational coordination and information exchange with and between the Voivode of Lubelskie, local authorities and non-governmental service providers in Lubelskie, including UN Agencies, international and national NGOs, civil society organizations and other relevant stakeholders. Discussions may cover issues related to protection, health, education and basic needs, shelter, food, sanitation and hygiene, logistics and cash assistance. The LCG also supports information management (IM) that aims to support effective preparedness and response decision making.

### Key Functions

The LCG will seek to achieve the following:

- Support coherent and consistent approaches between partners
- Support systematized and standardized information sharing on key operational issues, situation analysis and activities
- Support and/or facilitate capacity building activities
- Bolster linkages with established Sector coordination mechanisms and other regional coordination platforms as relevant
- Bolster linkages, coordination and information exchange with local authorities as necessary.
- Promote coordination standards and quality assurance



- Encouraging joint advocacy and initiating action
- Promote the use of standardized IM tools and datasets (e.g. Activity Info, consolidated service mapping, 3W, etc)
- Develop as necessary, and in line with existing standards, IM tools and mapping instruments

### **Geographical Coverage**

The LCG is specific for Lubelskie forum for information sharing and open discussion on issues of relevance to the humanitarian response for refugees in Poland. The area of responsibility is limited to the Lubelskie voivodship including key locations along the Lubelskie-Ukrainian border.

### **Principles:**

The LCG is guided in supporting and completing local authorities in the overall humanitarian response and underpinned by the principles of partnership, inclusivity, predictability and transparency.

### **Membership & Chairing Arrangement**

The LCG is chaired by the Governor's Office of Lubelskie with co-facilitation by UNHCR Field Office in Lublin. Additionally, UNHCR will provide secretariat support including but not limited to provision of translation services, drafting of minutes of meeting and maintaining a participant mailing list. Membership to the LCG is open to all key stakeholders actively engaged in the humanitarian response to refugees and/or host communities in Lubelskie voivodship. While staff working in other locations in Poland may participate when relevant or as necessary for specific interventions and coordination.

Each organization is invited to send one or two focal points to attend the LCG meetings. In-person meetings will take place once a month. Additional discussions, coordination and information sharing will take place via the LCG email mailing list and/or a dedicated web portal.

### **Terms of revision**

This Terms of Reference document with LCG responsibilities will be reviewed every six months.

**Recognizing the potential of public-social partnership in activities related to the mitigation of the humanitarian crisis associated with the escalation of the armed conflict on the territory of Ukraine, we take a joint initiative to establish the Lublin Coordination Group, whose goals and tasks are set out in this document.**

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**Head of UNHCR Field Office in Lublin**

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**The Lubelskie Province Governor**



## Declaration of participation in Lubelskie Coordination Group

I have read the concept of the Lublin Coordination Group and am willing to participate in its meetings:

No.	Name of stakeholder	Name of the person signing the declaration on behalf of the entity	Signature
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No.	Name of stakeholder	Name of the person signing the declaration on behalf of the entity	Signature
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No.	Name of stakeholder	Name of the person signing the declaration on behalf of the entity	Signature
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Regional Refugee Response  
for the Ukraine Situation