

Terms of Reference – March 2023

Podkarpackie Communal Shelter Managers Group (CSMG)

Purposes of the CSMG:

The CSMG aims to strengthen effective, coherent and predictable accommodation and related humanitarian services in support of refugees in Podkarpackie. This will be achieved by reinforcing coordination and information exchange with and between communal shelter managers, and as necessary with authorities and humanitarian providers including UN Agencies, international and national NGOs, civil society organizations and other relevant stakeholders. Discussions will focus broadly on communal shelters activities and thus may cover multidisciplinary issues (1) related directly to infrastructural, operational or policy issues affecting accommodation facilities, (2) issues related to services provided within shelters for the benefit of refugees and (3) issues related to the needs and vulnerabilities of persons residing in communal shelters.

Key Functions

The CSMG will seek to achieve the following:

- Raise awareness and facilitate relationship building between communal shelter managers
- Support systematized information sharing on key operational issues impacting communal shelter and activities within
- Promote coordination, harmonization and minimum standards while considering specific communal shelter differences
- Support the routine identification of operational, material/infrastructural and service needs in collective shelters
- Support the identification of training gaps and facilitate capacity building activities
- Support the identification of needs by shelter occupants and promote more effective referrals
- Encourage the development of messaging and advocacy on jointly agreed communal shelter priorities
- Complement and bolster linkages between collective shelter managers and established coordination mechanisms including the regional Podkarpackie Coordination Group (PCG) and national-level mechanisms, such as the Shelter Sector.

Geographical Coverage

The CSMG is a Podkarpackie-specific forum for communal shelter managers or staff on issues of relevance to the humanitarian response for refugees in Poland. The area of responsibility is limited to the voivode of Podkarpackie.

Principles:

The CSMG is guided by the principles of partnership, inclusivity, predictability and transparency.

Chairing Arrangement and Membership

The CSMG is jointly chaired by UNHCR and IOM Podkarpackie field offices with organizational support from the UNHCR Inter-Agency Officer. UNHCR and IOM will ensure adequate secretariat support including preparing meeting agendas, facilitating discussions in timely and effective manner, inviting relevant participants, drafting of minutes of meeting and maintaining a participant mailing list. A key function is also the presentation of key discussions points at the monthly PCG meeting. Membership to the CSMG is open to communal shelter managers and staff actively operating accommodation facilities for refugees in Podkarpackie. Other ad-hoc participants to meetings may include, UN Agency, I/LGNO or authorities as relevant and depending on agenda objectives.

Each recognized communal shelter is invited to send up to two focal points to attend the CSMG meetings.

Frequency of the in-person meetings is to be determined based on feedback from communal shelter managers, with an aim to have the first meeting on 24 March 2023.