

Terms of Reference – May 2024

Przemyśl Area Coordination Meetings

Background:

Poland has displayed extraordinary generosity, hospitality, and solidarity in welcoming individuals fleeing the conflict in Ukraine. It has ensured their fundamental rights and access to essential services, while implementing policies to protect and integrate refugees into host communities. By 23 April 2022, Poland had received over 2.8 million Ukrainian refugees, the highest number among neighboring countries. As these refugees settle, there is a pressing need to address their immediate protection and basic needs, with new arrivals becoming increasingly vulnerable. The majority of these refugees are women and children, the elderly, individuals with disabilities, and unaccompanied or separated children. The strain on Poland's national reception capacities and services has grown, leading the humanitarian community to bolster Poland's efforts. Humanitarian partners, following the Regional Refugee Response Plan (RRP), focus on: (1) ensuring all Ukrainian refugees have access to safety and international protection, (2) providing timely and crucial humanitarian assistance, (3) finding suitable solutions and enhancing social and economic opportunities, and (4) ensuring effective coordination among partners at both national and regional levels to support host countries' initiatives.

Purposes of the Przemyśl Area Coordination Meetings:

Przemyśl Area Coordination Meetings aim to ensure effective, coherent, and predictable humanitarian interventions in support of the Government of Poland and Municipality of Przemyśl through enhanced coordination and information exchange with and between local authorities, and non-governmental service providers in the Przemyśl area, 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, water, sanitation and hygiene, logistics, and cash assistance. These meetings also support information management (IM) to aid effective preparedness and response decision-making.

Key Functions:

The Przemyśl Area Coordination Meetings 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 in Rzeszów, Warsaw and other regional coordination platforms as relevant (e.g., Krakow, Lublin, and Ukraine)

Bolster linkages, coordination, and information exchange with local authorities as necessary

Promote coordination standards and quality assurance

Encourage and facilitate joint advocacy and positions in relation to the Przemyśl area

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 Przemyśl Area Coordination Meetings provide a forum for information sharing and open discussion on issues relevant to the humanitarian response for Ukrainian refugees in the Przemyśl area. The area of responsibility is limited to the Przemyśl region within the Voivodeship of Podkarpackie, including key locations along the Podkarpackie-Ukrainian border.

Principles:

The Przemyśl Area Coordination Meetings support and complement local authorities in the overall humanitarian response, underpinned by the principles of partnership, inclusivity, predictability, and transparency.

Membership & Chairing Arrangement:

The Przemyśl Area Coordination Meetings are chaired by the UNHCR Rzeszow with co-facilitation by the Municipality of Przemyśl. Additionally, UNHCR will provide secretariat support, including but not limited to the provision of interpretation services, drafting of meeting minutes, and maintaining a participant mailing list. Membership to these meetings is open to all key stakeholders actively engaged in the humanitarian response to Ukrainian refugees and/or host communities in the Przemyśl area. Staff working in other locations in Poland may participate when relevant or necessary. Each organization is invited to send one or two focal points to attend the Przemyśl Area Coordination Meetings.

In-person meetings will take place once a month. Additional discussions, coordination, and information sharing will take place via the Przemyśl Area Coordination mailing list.