

MEETING MINUTES

National Sector Working Group:	Site Management Support (SMS)
Date:	12 May 2016
Venue:	UNHCR Office - 91 Michalakopoulou (Athens)
Chair:	Knut Maehlumshagen (National SMS SWG Co)
Participants:	
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Agenda:
<ol style="list-style-type: none"> 1. Review of action points from previous meetings 2. Endorsement of national SMS SWG ToR 3. Standard SWG Indicators for Activity Info 4. Code of Conduct for Volunteers 5. Partner Update 6. Presentation of Communal Kitchen plans 7. AOB

1. Review of action points from previous meetings
<p>*UNHCR to share the profiling tool used to collect data with SMS partners. Done, Presentation of new tool will follow when it is ready</p> <p>*Sharing of 3W template. Pending</p> <p>*Draft indicators to be shared with group. Done</p> <p>*Revised draft ToR to be shared. Done</p> <p>*Oxfam to share with SWG members list of advocacy concerns. Pending</p> <p>*Raise concern about Ramadan in next ISWG. Done</p>

2. Endorsement of national SMS SWG ToR
- Endorsed

3. Standard SWG Indicators for Activity Info
<p>Draft standard indicators shared with group. The following indicators were suggested by the group for further discussion:</p> <ul style="list-style-type: none"> -# of Site Coordination meeting organized -# of Government authorities actively coordinating with humanitarian partners -# of sites with profiles updated on a bi-weekly basis -# of communal structures constructed, improved and maintained (Discuss with Shelter/NFI WG) -# of SMS trainings conducted -# of volunteers/public servants trained on site management issues

For clarification on the content of these minutes, please contact:

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- # of food/NFI distribution to supported (Discuss with Shelter/NFI WG and Food WG)
- Input from NRC by mail:
- # of needs assessments carried out in new sites and shared with SMS SWG
- # of information dissemination products on site-related issues and asylum-seeking legal proceedings created and disseminated (Discuss with CWC working group)
- # of info desk/reporting and feedback mechanisms set up (Discuss with CWC WG)
- # SMS trainers certified after undergoing a ToT

→ Action Point: Knut/Giovanni and Francesco to work on these suggestions and present a list of indicators at next meeting.

4. Code of Conduct (CoC) for Volunteers

Code of conduct produced by the volunteers in Ritsona presented to group. Agreement to try to develop a standard CoC with this as a base. DRC has experience with this from Lesvos and it was agreed that that based on the Ritsona CoC and input from the Group DRC will come up with a draft for next meeting. The draft will then be discussed with the group and then shared with the other sectors for input.

Points that was raised by the sector as important to include:

- No proselytism
- No photo/video in the camp
- Protection of children from being taken out of the site
- No tourism
- Protect privacy of PoC

→ Action Point: DRC to make a draft CoC for next meeting

5. Partner update

- Solidarite: New CCCM person, Maan Hilal, in country
- DRC: Started officially in Skaramagas on Monday
- IOM: Will be involved in the Pre-registration exercise
- Salvation Army: Starting up Greek lessons around Victoria Sq
- UNHCR: Pre-registration exercise will start by the end of May. It could still be moved a bit, but the plan is that the training will start 23rd May and pre-registration 30th May. The team in the North will start in Oreocastro. And in the South in Eliniko.

6. Communal Kitchen presentation

Phoebe Goodwin from the Shelter/NFI working group presented the work so far on communal kitchens. An updated version of the presentation will be shared with the working group early next week. The working group agreed to provide feedback in the next meeting. Especially of how families can share the kitchen facilities in a fair way is an issue SMS input are asked for.

→ Action Point: UNHCR send out the Communal Kitchen plan

7. AOB

UNHCR: Still no SMS actors in Andravidas and Volos

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