



## PURPOSE

The Inter-Sector Coordination Group (ISCG) is the main bridge between the Sectors with their thematic areas (Health; Education; Protection; Economic Inclusion; Shelter, Housing & Accommodation, Child Protection, Gender-Based-Violence (GBV), Working Groups (WGs) such as Basic Needs, Accountability to Affected Population, Cash Based intervention, and Information Management; networks (Protection from Sexual Exploitation and Abuse/PSEA) and the NGO Forum “Razem”. These Sectors, WGs and Networks form the backbone of the coordination of the refugee response in Poland as part of the Regional Refugee Response for the Ukraine situation.

The Polish Government has the primary responsibility for the coordination of the refugee response. Under the Refugee Coordination Model, UNHCR coordinates the complementary activities of humanitarian actors. As such, the ISCG reports to the Refugee Coordinator and Representative of the UNHCR Poland Country Office and consults regularly with other humanitarian leaders. The UNHCR Representative ensures effective consultation and communication with the Government of Poland. The Inter-Agency Coordination Team and the NGO Forum Coordinator meet regularly to ensure complementarity in the response.

The main purposes of the ISCG are to:

- Contribute to making the inter-agency response complementary with the Polish authorities’ response
- Ensure that there is a clearly articulated humanitarian response, reflecting individual sector strategies and priorities.
- Coordinate, identify, process, and elevate relevant topics/issues to the UNHCR Representative, in his capacity as Refugee Coordinator, for strategic decisions and guidance.
- Ensure that activities are coordinated, gaps identified and responded to, and overall operational response is prioritized across sectors.
- Encourage coordination and complementarity of humanitarian activities and systems.
- Facilitate the operational processes and flow of information between Sectors, WGs, Networks and relevant platforms led by national actors, optimizing complementarity between the sector activities.
- Promote adherence by organizations and sectors with humanitarian principles, the Principles of Partnership.
- Ensure cross-cutting issues are properly reflected in all activities (PSEA, roles of national organizations and refugee-led organizations, Accountability to Affected Population, social cohesion, socio-economic inclusion, One-Refugee Approach<sup>1</sup>).

---

<sup>1</sup> As outlined in the 2023 Refugee Response Plan, the One- Refugee Approach seeks to reduce and ultimately eliminate differences in rights and services based on nationality in approaches to protection and assistance. Such approach is in line with the Global Compact on Refugees and the Sustainable Development Goals’ vision of ‘Leave No One Behind’

## OBJECTIVES

In line with the Refugee Response Plan (RRP) for Poland, the main strategic objectives of the ISCG are to support the objectives of the RRP for Poland:

- 1) Ensure refugees' and other affected persons' access to protection status and rights on a non-discriminatory basis.
- 2) Promote equitable access to humanitarian assistance and services through effective information management and information sharing, facilitated by Sector-led reporting.
- 3) Pave the way toward solutions and expand access to social and economic opportunities to facilitate inclusion through a whole-of-society approach and in line with the Global Compact on Refugees, recognizing the critical role played by national and local actors, including NGOs and Refugee-Lead Organizations.
- 4) Ensure that refugees with specific needs continue to have access to targeted support and assistance, while also engaging with and strengthening community-level protective mechanisms.
- 5) Advance social cohesion between refugee and host communities through targeted interventions.

Topics to be explored to support these objectives, could include:

- **Preparedness:** Joint risk analysis, preparation of the contingency plan and preparedness actions (e.g. winterization)
- **Protection strategy:** Ensuring cross-fertilization among the sectors, WGs and Networks.
- **Resource mobilization:** Preparations for the RRP, monitoring of the funding levels, advocacy with donors, and capacity building for local partners.

## MEMBERSHIP

The ISCG is chaired by the UNHCR Senior Inter Agency Coordination Officer.

Core membership of the ISCG includes:

- Sector Coordinators (max. 2) of each Sector and Sub-Sector, Coordinators of each WG (max. 2), and Networks [See Annex 1 for the organogram]. Any change in the organogram should adjust the ISCG membership accordingly.
- The Representative from the NGO Forum 'Razem'.
- UNHCR Inter-Sector Coordinator, who chairs the ISCG.
- 1 representative from each UNHCR Sub-Office/Field-Office.
- 1 representative from IFCR/Polish Red Cross.
- 1 representative from Refugee-led/Diaspora-led or Community-based Organizations.
- 1 representative from organizations representing minorities (e.g. Roma).
- 1 representative from women-led organizations.

- Up to 2 representatives from International NGOs (in addition to those that co-lead sectors or WGs). International NGO representatives will indicate to the ISCG coordinator the name of the organizations participating.
- Up to 3 representatives from National NGOs (in addition to those that co-lead sectors or WGs). The NGO Forum Coordinator will indicate to the ISCG coordinator the name of the organizations participating.
- In addition to those that co-lead sectors or WGs, NGOs can nominate up to 3 representatives from other national NGOs. In the spirit of inclusivity and transparency we encourage International NGOs and national NGOs representing others, to rotate their membership/participation.
- Up to 2 representatives from the Government.

## MODUS OPERANDI

The modus operandi is governed by the Principles of Partnership<sup>2</sup>:

- Other resource persons may be invited to participate/attend the ISCG, when appropriate to the agenda of the meeting.
- UNHCR provides secretariat and information management support to the ISCG, including in relation to the operational data portal (data.unhcr.org) and other common platforms with Inter-Agency branding/identity.
- Meetings will take place once every two months and will be in-person unless meetings are not possible in person due to external circumstances (e.g. public health situation). Should the situation require a change in frequency, the IA team will consult with different coordinators.
- Meetings will be convened by UNHCR Senior Inter Agency Coordination Officer or, upon request, by at least three sectors and one WG.
- The ISCG, through the UNHCR Senior Inter Agency Coordination Officer, will ensure linkages with other humanitarian coordinating bodies across the country (Partners Coordination Groups in Lublin, Rzeszow, and Krakow and the NGO Forum “Razem”).
- The ISCG provides a forum where chairs of sectors, sector WGs, and Networks can discuss common themes and best practices that could be applied across all sectors to strengthen the response.
- The agenda may include a round of updates (with or without ppt support) from the Inter-Agency Coordination Team (also referring to Krakow, Lublin, Rzeszow) and all sectors/WGs/network on key achievements/challenges, lessons learned, relevant process (e.g., winterization, contingency, reporting, etc.) in accordance with the objectives identified by each group.
- Minutes of meetings will be published on the Operational Data Portal page for Poland.

**In addition, the ISCG aims at promoting consistency across RRP coordination bodies by**

- Building on lessons learnt from the previous year, the ISCG will discuss and endorse minimum standards of coordination at the sector level. While exact application may vary from sector to sector, these may include:
  - Ensuring Sectors/WGs/Networks have updated Terms of Reference (ToRs)

---

<sup>2</sup> The relationship between partners in the Partnership is characterized by mutual trust, respect, genuineness, and commitment.

- Encouraging nomination of international and/or national NGO co-chairs.
- Setting a minimum timeframe for production of agendas (in an inclusive manner), for minutes, and uploading these to the portal.
- Ensuring the Operational Data portal pages of sectors (ODP- <https://data.unhcr.org/en/situations/ukraine/location/10781>) are up to date, with latest minutes, assessments, and other documents, and that the meeting calendars are accurate.

## RELEVANT ISCG OUTPUTS

- The ISCG's output is a strengthened coordination, complementary to and in support of the Government, balancing emergency, and solutions. For that and based on the information available (shared with or by coordinators) and reported (i.e., Activity Info), the ISCG will prepare products reflecting the work and achievements of sectors, WGs and networks, accessible to the relevant stakeholders including but not limited to national and local authorities, donors, private sector, academia, and other stakeholders. Key products and responses may include:
  - Quarterly 5W reports, common operational datasets, and maps.
  - Situational analysis and needs overviews
  - Inter-Agency Operational Update
  - Inter-Agency Newsletter
  - Summaries on total funding received by agency under the RRP Poland Chapter
  - Winterization planning
  - Contingencies Preparedness Planning mapping
  - Design, monitoring and reporting on the Refugee Response Plan for Poland
  - Ad-hoc and specific interagency mapping exercises (e.g. collective sites response mapping)

## REPORTING LINES

- The ISCG reports to the UNHCR Representative of the UNHCR Poland Country Office, who in turn reports to the Regional Refugee Coordinator and associated regional coordination fora.
- The ISCG should regularly consult with the humanitarian leadership.
- Chairs of the Sectors, WGs and Networks will keep their sector members and their own organizations informed of ISCG activities in a transparent manner, especially where ISCG activities imply resource or time commitments from these organizations.

## REVIEW AND AMENDMENT

The Terms of Reference should be reviewed or amended on an annual basis or as needed, based on recommendations from the majority of sectors and WGs/network coordinators three sectors, two WGs one network or as requested by the Refugee Coordinator.

# ANNEXES

## Annex 1: Organogram

