Site Management Sector Meeting
Tuesday, August 1, 2023

Agenda

1. Introduction
2. Opening remarks
3. Contact list
4. ToR of the sector
5. Site mapping
6. Partner presence mapping
7. Rapid site assessment tool
8. AoB

Participants

- ACTED
- Conflict Sensitivity Facility (CSF)
- DRC
- International Medical Corps
- IOM
- NRC
- Samaritan's Purse
- Sudan INGO Forum
- UNDP & RCO
- UNHCR

Action Points

Action	Responsible/ Owner	Due date
Selection of the Sector's Co-chair	All sector members	TBD
Fill in online Contact List Form	Sector members	10th August, 2023
Provide feedback on draft final sector ToR.	Sector members	13th August 2023
Provide feedback on the Site Mapping Tool	Sector members	13th August 2023
Development of a 4Ws template for the site management sector	Sector IMO	17th August 2023
Provide feedback on rapid site assessment tool	Sector members	20th August 2023

Minutes

Agenda Item 1: Opening remarks

- The reactivation of the site management sector, which is led by UNHCR, was officially endorsed during the Humanitarian Country Team (HCT) meeting on July 18th, 2023.
- The scope of the Sector encompasses all sites across the country, including those associated with previous displacements mainly in Darfur, Kordofan, and Blue Nile states, as well as new displacements in all locations including Northern State, Sennar, River Nile etc.
- As a part of the coordination team, the process to elect a Co-chair of the sector from either national NGOs or international NGOs will be initiated in the next meeting(s) in a highly consultative and transparent manner.

Agenda Item 2: Contact list

- The online Contact List Form has been created using Kobo, a platform for collecting contact information of the sector members..

- For those facing challenges filling in online form can send their details (Name, Organization, Function, Location, Email and Phone number) to Deograsias Mallya at mallya@unhcr.org.

Agenda Item 3: ToR of the sector

- In pursuit of refining the sector's terms of reference, a preliminary draft was formulated and subsequently shared with key entities such as the INGO Forum, NNGO Forum, and other agencies for their inputs. A draft final version of the ToR has been produced and will be shared to all Sector members for their feedback by 13th August 2023.

Agenda Item 4: Site mapping

- The Kobo-based Site Mapping Tool has been specifically designed to prepare a masterlist of all sites with basic site information. The tool's functionality allows for dynamic updates, ensuring that the list remains up-to-date as new sites are identified or changes occur in the existing ones. Based on feedback provided during the meeting, the name and contact details fo focal person and top three priority needs are included in the tool. Sectors members are requested to provide additional feedback, if any by 13th August 2023.

Agenda Item 5: Partners presence mapping

- A 4Ws template for the site management sector is currently under development and will be shared with sector members by 17th August 2023 for their feedback. This template aims to capture specific activities related to site management in a comprehensive manner.
  The 4Ws template will serve as a standardized reporting tool for all activities associated with site management. It will cover the following key aspects:

  1. **What**: This section will outline the specific activities and tasks carried out in the site management sector. It will provide a clear description of each activity to ensure a common understanding among stakeholders.
  2. **Who**: The "Who" section will identify partner who plan and implement the activity.
  3. **When**: In this section, the timeline or schedule for each activity will be recorded. This will enable effective planning and coordination of site management activities.
  4. **Where**: The "Where" component will specify the location or site where each activity takes place. This information is crucial for eliminating duplication and planning by other memebers.

Agenda Item 6: Rapid site assessment tool

- ACTED has developed a Rapid Site Assessment tool for key informant interviews, focusing on individuals knowledgeable about the needs within IDP hosting areas. They are piloting this tool in Wad Medani and

plan to extend the pilot to Damazine in the week of August 6, 2023, to support and address the needs of IDP communities more effectively. The tool will be shared with the sector members for their feedback by 20th August 2023.

Next meeting: **Tuesday 8th August, 2023 from 1:00PM to 2:30PM.**