

## SITE MANAGEMENT TASK FORCE – MEETING MINUTES

15:00 – 17:00 | 12 FEBRUARY 2019 | UNHCR HERAT CONFERENCE ROOM

**Participants:** DRC, IOM, NRC, HLP Taskforce, OCHA, SNI, UNHCR, ARAA

### Agenda:

1. Communicating with Communities – key messages
2. Site-level meetings and women’s group
3. Land and Eviction (HLP Taskforce)
4. Capacity Building and overall plan
5. AOB

### Action Points

1. TF to draft information outline to share, incorporating the discussion as well as previous messages shared.	SM TF
2. NRC and DRC to share weekly site-level meeting schedule, including women committee’s meetings (NRC) – (kindly update on google spreadsheet)	NRC - DRC
3. SM TF to re-share the link to service mapping google sheet: <a href="https://docs.google.com/spreadsheets/d/1L-bqKJumLtghxNe-eth-25M7-VSQtnoxDmpuTDI3gXo/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1L-bqKJumLtghxNe-eth-25M7-VSQtnoxDmpuTDI3gXo/edit?usp=sharing</a>	SMTF
4. HLP TF to inform SMTF of outcomes from DoRR call with landlord regarding the 90 families to be evicted, and on outcome of investigation regarding land ownership claim for Sharakh-e-Sabs	HLP TF
5. SFTF to inform SMAs regarding planning workshop next week by Thursday	SMTF

### Meeting Notes:

Introduction of Wan Sophonpanich who is here from IOM HQ to support the SMTF for the next few weeks.

#### 1. Communicating with Communities – key messages

- The meeting discussed set of key messages shared ahead of the meeting from NRC and from the community engagement workshop last year.
  - o It was agreed that while there are need for overall messages that apply across the response, many information need to also be site and agency specific
  - o For overall message, this need to be discussed with the clusters
- Suggestion was made that a set of messages could be developed on specific and relevant issues and updated/change as other issues/questions arise or more information become available. As SMAs set up complaint-feedback mechanisms, these should inform the type of questions and messages required for each round.
- The style of messages was noted to also be important to ensure good communication.
- It was generally agreed that better strategy on communicating with communities and overall community engagement is urgently required to ensure response goes smoothly – especially as resources become more and more apparently restricted.
- Regarding security incident last week:

- NRC has postponed distribution for 3 days while they increase community engagement efforts and working with the elders to ensure common understanding regarding safety of humanitarian staff during operations.
- It was agreed that life-saving services had continued, though some agencies have decided to postpone distributions.
- Partners are also reminded that reporting of any security incidents are vital to ensuring safety and continuity of our assistance.

**Action point:** TF to draft information outline to share, incorporating the discussion as well as previous messages shared.

## 2. Site-level Meetings

- As discussed at the last meeting, SMAs are requested to share schedule for site-level meetings, NRC had shared theirs, and DRC will share monthly schedule.
- It was noted that additional site management capacity for DRC will also arrive next week.
- NRC shared that they are currently planning to form women's groups or committees in the site that they are working in and will hope to have the first meetings next week. The schedule for these meetings will also be shared

**Action Point:** NRC and DRC to share weekly site-level meeting schedule, including women committee's meetings (NRC) and update google spreadsheet.

## 3. Land and Eviction (HLP Taskforce)

- The investigation of ownership claim for Sharakh-e-Sabs from the municipality is currently with the DoRR, and so further meeting with them on this is pending

**Action point:** HLP TF to keep SMTF posted on any further development

- HLP TF informed that currently 90 families are under urgent threat of eviction and they have discussed with landlord to allow them 1 week to discuss with DoRR on possible solution.
  - HLP TF also discussed with DoRR, who said they will discuss with landlord for further extension of stay and proposed moving the 90 families to Sharakh-e-Sabs.
  - There were various concerns regarding movement of more families onto the land that is still under dispute, and whether this will be seen as encouraging more families to move there by themselves.
  - NRC has some capacity to support basic plot marking and digging of latrine pits ahead of movement, should DoRR plan to go ahead with the transport of families.

**Action point:** HLP TF to inform SMTF of outcomes from DoRR call with landlord regarding these 90 families

## 4. Capacity Building and overall plan

- IOM shared its plan to carry out capacity building activities in Afghanistan that will cover cross-border as well as drought and other emergency response agencies. It also shared the generic training modules and asked partners regarding their on-going internal capacity building and additional need.
  - It was noted that having common tools and training field staff on these and establishing SoPs for reporting and updating of information is vital.

- DRC mentioned that they have carried out several internal protection-related trainings and would prefer to focus on introduction to site management, roles and responsibilities and governance and participation.
- It was noted that the capacity development effort should be part of the overall response plan and strategy
  - A planning workshop is proposed for early next week (tentatively on Sunday 17<sup>th</sup> or Monday 18<sup>th</sup>)
  - The workshop will ask SMAs to look at overall strategy, likely scenarios, timeline and proposed site management activities and engagement with other sector, including linkage to development actors.

**Action point:** SMTF to share dates and agenda for the workshop by Thursday.

#### **5. AOB**

- SNI presented figures on their progress around SCOPE registration and distribution – at present duplication verification has resulted in around 13.7% rejection.

**Next meeting:** TBC (planning workshop)