

## SITE MANAGEMENT TASK FORCE – MEETING MINUTES

14:00 – 15:30 | 22 JANUARY 2019 | UNHCR HERAT CONFERENCE ROOM

Participants: ARAA, DRC, IOM, NRC, OCHA, UN-Habitat, UNICEF, UNHCR

### Agenda:

1. Briefing on the meetings that discussed relocation in Kabul
2. Findings from the joint site visits and the way forward:
  - a. Major service gaps -Humanitarian Actors service mapping
  - b. Registration issues
  - c. Unoccupied tents
  - d. Number of Families under the risk of eviction
3. Possibility of using IKEA RHU on the different sites by agencies
4. AOB

1. Briefing on the meetings which discussed relocation in Kabul
  - The Government is planning to take responsibility for site development of sites allocated by the government for the relocation of IDPs.
  - The BOQ prepared by the SMTF was shared with the Government on the 21 January, then the Government will discuss their plan with MoRR and other line Ministries.

**Action point 1: SMTF coordination team will share updates on this issue as it come along from Kabul.**

2. Findings from the joint site visits and the way forward
  - a. Major service gaps – Humanitarian actors service mapping
    - The Service Mapping and contact list will be circulated for each humanitarian agencies to fill. For the Service Mapping at each site, the implementing agencies are free to change the section of services provided at each site.
    - Service mapping will serve as one of the monitoring tool for the site management agencies, and facilitate communications with communities about the available services, as well as basis for identifying gaps and advocating for more support.
    - Focal point contact list for all sites will serve as the tool to be used for referrals and information sharing

**Action point 2: All agencies delivering services to provide input to the Service Mapping sheet and focal point contact list by COB, Sunday, 27 January 2019 to [ALSURADI@unhcr.org](mailto:ALSURADI@unhcr.org) and [hueda@iom.int](mailto:hueda@iom.int). The compiled information will be shared with all partners as well as via Cluster website.**

- b. Registration issues
    - The issue of verifying the number of eligible IDPs for assistance continues to be problematic as families are splitting themselves for registration purposes as well as families are moving among informal sites, therefore the ways to avoid duplication must be resolved.



**Action point 3: SMTF coordination team to coordinate with WFP SCOPE team and seek their support on having their list for cross checking with the data gathered by Site Management Agencies by 28 January 2019 and report back to the SMTF.**

c. Unoccupied tents

- Unoccupied tents were found across all sites, which requires further follow-up by the agencies who distributed tents in coordination with site management agencies through Post-Distribution Monitoring.
- This issue must be dealt carefully as it might create tensions among communities.

**Action point 4: ES/NFI Cluster to take lead on coordinating PDM with agencies distributed tents.**

**Action point 5: Site Management Agencies to communicate with communities regarding the unoccupied tents and seeks solutions for reallocating unoccupied tents to those living in makeshift shelter.**

d. Number of Families under the risk of eviction

**Action point 6: Agencies to share the numbers of families who are facing with the risk of eviction with HLP Task Force Focal Point ([naheed.karimi@unhabitat-afg.org](mailto:naheed.karimi@unhabitat-afg.org))**

**Action point 7: HLP Task Force to follow up with landlord and the DoRR regarding the cases.**

3. Possibility of using IKEA RHU on the different sites by agencies

- UNHCR is looking to the possibility of deploying a number of RHU units to Herat and Badghis based on the needs presented by the partners.

**Action point 8: Agencies to provide the number of RHU units required as per attached table by COB, Wednesday, 23 January 2019 to [ALSURADI@unhcr.org](mailto:ALSURADI@unhcr.org) and [azamy@unhcr.org](mailto:azamy@unhcr.org).**

4. AOB

- All agencies conducting any activities on sites must coordinate with Site Management Agencies.
- Haruka from IOM will be present in Herat to support SMTF for the next 2-3 weeks, also NRC has deployed Francesco, the CCCM Specialist to support the site management activities in Herat.

Next meeting will be held at 14-15:30, Tuesday, 29 January 2019 at UNHCR Herat

END