Meeting Title: Site Management Sector SAG Meeting  
Date: 12 November 2019  
Venue: ISCG Conference Room, Cox’s Bazaar  
Chair: Nana Kharbedia, Sector Co-Coordinator  
Participants: IOM, UNHCR, CARE, ACTED, DRC.

AGENDA
1. Site Planning Site Development Information Sharing  
2. Community representation way forward  
3. SPTF-Way forward, proposal to adapt membership and the modality moving forward

DISCUSSION

1. SPSD Information Sharing
   a. SPSD members from UNHCR, IOM and WFP proposed to have a common data sharing platform where the members could access the working files, data, shapefiles, etc. across the organizations. The common tool will help the site planners from different agencies to find the gap, avoid duplication/overlap, plan the activity and track the progress without having to refer the multiple sources. The data will be only accessed by the members of SPSD WG and managed by IM of the respective organization. Participants appreciated the idea as it significantly reduces the time otherwise spent on coordinating and requesting the data and updates. SMSD SAG has endorsed an establishment of a common information sharing platform to allow SD colleagues (including Site Planners of UNHCR and IOM) to share information on four layers (drains, pathways, slope stabilization and roads).
   b. Way forward: Sector to engage WFP to be part of the information sharing platform to allow for more efficient collaboration among the agencies. Sector to discuss with SD colleagues and share a draft SOP to summarize the modality of the platform. IMs of respective organizations with SMSD Sector will be responsible for updating the information.

2. SPTF
   a. Sector proposed not to abolish the SPTF forum noting the importance of the platform in developing relationship. Sector proposed the forum to be limited to SMSD sector as there has not been consistent representation by other sector focal. Preparatory meeting must be held so that the agenda is clear among the participants and everybody is on the same page on what is to be discussed. Additional RRRC to be included in the preparatory meeting.
   b. UNHCR expressed their concerns regarding the forum and noted that it sits outside the current coordination structure. They also expressed that the evaluation is required to check the relevance and its importance if the continuity is required. IOM stressed that the modality must be revised but the continuity must be given to it as this forum provides direct access to the RRRC. UNHCR colleague asked if there has been an evaluation of the forum and questioned if it has added any value to the SMSD members. IOM noted that this forum has contributed to nearly 80% of the Site Planning and Site Development work. It was proposed that HoSOS be engaged in the meeting to focus on advocacy and strategic decisions. UNHCR also noted that most of the sector issues could be addressed effectively if were brought to HoSOS attention to RRRC.
c. **Way Forward:** All agencies present have agreed that a new approach in line with the current political dynamics is needed. Sector co-coordinator will update the HOSOs on the agreement reached that the SPTF will shift towards an advocacy platform for HoSos. Sector will also update the ISCG and ensure that meetings in the future are streamlined, membership is limited, agenda is discussed well ahead of the meeting and representation is at the HoSo level with technical experts in attendance when needed. Sector will share updated TORs based on participant inputs, for their feedback.

3. **Community Representation:**
   a. Governance is important deliverable for the SMSD sector next year. Sector co-coordinator emphasized that having community representation system is extremely important in context of nationalization as well. SMSD sector proposed a formation of Technical working group comprising of CPP, CWC and SMSD members as the current governance taskforce is getting large and not contributing to productive outcomes. The TWG would sit under SM Sector. Sector emphasized it is core site management responsibility and cannot be removed from site management domain. Sector will continue to advocate and focus on pilots.
   
   b. DRC noted that in the current environment where the camp situation is volatile, this might put SMS agency in vulnerable position. IOM noted that there might be reluctance by CiC and RRRC in endorsing the whole exercise. Piloting the electoral system requires CiC's buy in and they are likely to push back the ideas when they are themselves empowering the Majhis. It was also noted that Majhi system will not be abolished as long as military keeps on empowering them. If the governance structure is developed, it would be a parallel mechanism which might keep the power balance in check. Members agreed that if all the SMS agencies push the concept together it is possible to implement the governance system, even though it certainly will not be easy. Members mentioned that we might not face same level of resistance across all camps, some camps might accept the concept more easily. Thus doing due diligence is extremely important. Members noted most of the CiC's are in line with the concept as long as the community is consulted, and they are onboard.
   
   c. **Way Forward:** It was agreed that Governance Task Force will be dissolved and a streamlined Technical Working Group with a mandate of 3 months will be set up under SMSD Sector. Membership will be inter-sectoral (SMSD, CWC and Protection-CBP) and the purpose of the TWG will be to look into common principles for the agencies to agree on. The Technical Working Group will build on the progress made by agencies and the Task Force. It includes discussions with CiCs that had already taken place, reflections on Focus Group discussions and the report that was drafted by the Sector. Draft TORs will be shared with the members.