

COORDINATION MEETING GUIDANCE NOTE

Holding regular field coordination meetings at camp level, co-chaired by the CiC and Site Management Support Agency, is a key site management activity to ensure the coordination of activities in the camps. These meetings should therefore be attended by the relevant partners, conducted in a structured manner and properly reported on. These meetings are an important mechanism in ensuring that all partners are updated on the overall context of the camp, main issues and gaps being identified and what other partners are doing to avoid duplication. It is also an opportunity for SMS agencies and the CiC to get updates on the activities of the service providers within the camps.

Agenda

Having a meeting agenda should help focus the meeting on key priorities. The agenda should be set prior to the meeting and sent along with the invitation, to enable participants to prepare accordingly. It should fit the proposed meeting duration.

- Know the outcome you want and prepare the groundwork.
- Lobby and communicate beforehand with key stakeholders—get their buy-in.
- Avoid overloading the agenda with too many topics.
- Start meeting by clearly stating the agenda, timing and procedures for the meeting.
- Schedule agenda items which are of the highest priority in the beginning of the meeting—to be sure to cover them.
- When possible, use available data from service monitoring, complaints response mechanism, or other sector tools to highlight any urgent needs or gaps at field level.
- Site Management Support Agencies and the CiC should meet before the meeting to finalize the agenda and discuss the structure of the meeting so they are both on the same page while co-chairing.
- In the invitation to the meeting, request that all partners prepare and provide a brief update on their activities at field level, and any planned activities they want to undertake.

Example agenda

- Welcome & introduction
- Review of action points from last meeting
- Updates from operating agencies in the camp
- Update on the training of safety committees on fire response
- Emergency preparedness
- Complaint & feedback mechanisms
- AOB

Attendance

- Ensure to invite the appropriate partners to the meeting, with the appropriate decision-making level and the ones relevant for the intended discussions.
- Arrange for translation if needed.
- Interview key stakeholders beforehand looking for common issues, areas of agreement and dispute, personal agendas. Find out how best to engage them.
- Regularly ask for feedback on the coordination meeting and how to improve it to trusted participants.
- Ensure there no meeting overlap by agreeing on a regular date with key stakeholders.

Facilitation

- See meetings as part of a broader communication and coordination process, which include things you can do before to prepare for the meeting (e.g. circulate agenda, bilateral discussions) things you can do during the meeting (use facilitation skills) and follow-up you can do after the meeting (e.g. ask for feedback on the meeting, disseminate notes). Good coordination comes

as much, if not more, from the work that is done between meetings as is done in meetings themselves.

- Delegate: use small groups to analyze problems, generate options, propose solutions, and take decisions.
- Jointly establish (and ask help in enforcing) minimum meeting ground rules (e.g. one speaker at a time, remaining on subject, time limits for agenda items and for interventions, etc).

Minutes

Minutes of meetings should be taken to document discussions and state action points. These minutes should be disseminated to the attendees and relevant partners. Meeting minutes should have both the SMS agency and RRRC logo on the document

Example of minutes template

MEETING XXX

Date & Time: ... March 2018, 08:30

Location: ...

Present: ...

Apologies: ...

	Action points	Who	Status	Deadline
1.
2.
3.

1. ...
 - ...:
 - ...
 - ...
 - ...:
 - ...
 - ...
2.
 - ...:
 - ...
3. ...
 - ...:
 - ...
 - ...