

## Agenda

1. Review of action points from the previous meetings
2. Final site mapping tool
3. Sub-national working group deliverables
4. Aj Jazirah site mapping
5. Update from partners
6. AoB

## Participants

- ACTED
- ADRA- Sudan
- Conflict Sensitivity Facility (CSF)
- DRC
- International Medical Corps
- IOM
- JASMAR Human Security Organization
- NRC
- OCHA
- REACH
- Samaritan's Purse
- Sudan INGO Forum
- UNDP & RCO
- UNHCR
- USAID/ DART

## Action Points

Action	Responsible/ Owner	Due date
Share the first draft of 4Ws template tool for the site management sector	Sector IMO	17 <sup>th</sup> August 2023
Provide feedback on sub-national working group deliverables	Sector members	27 <sup>th</sup> August 2023
Schedule a meeting between HAC and Sector Organizations at UNHCR Office to Introduce and Implement Site Mapping in Gedaref State	UNHCR, HAC, DRC, ACTED, NRC	17 <sup>th</sup> August 2023
A meeting with interested Partners for coordinated Site Mapping discussions in Aj Jazirah State	UNHCR and Partners	21 <sup>st</sup> August 2023

## Minutes

### Agenda Item 1: Review of action points from the previous meeting

Action	Status	Responsible/ Owner
Fill in online <a href="#">Contact List Form</a> : 10 August 2023	In progress	Sector members
Provide feedback on draft final sector ToR: 13 August 2023	Completed	Sector members
Provide feedback on the <a href="#">Site Mapping Tool</a> : 13 August 2023	Completed	Sector members
Development of a 4Ws template for the site management sector: 17 August 2023	In progress	Sector IMO
Provide feedback on rapid site assessment tool: 20 August 2023 (shared with cluster coord)	In progress	Sector members
Provide feedback on the Sector's Co-chair ToR: 16 August 2023	In progress	Sector members
Discussion/ exploration of the formation of a Subnational Working Group	In this meeting	Sector Coordinator

### Agenda Item 2: Final site mapping tool

- The [Site Mapping Tool](#) has been finalised. Feedback from members within the sector has been thoughtfully integrated, resulting in a comprehensive final version of the tool.
- The information gathered through the tool will reside on the Kobo server. It will then be extracted and documented in an Excel masterlist. Additionally, maps will be generated and distributed to all sector members, inviting their input and engagement.

### Agenda Item 3: Sub-national working group deliverables

- The sub-national working group deliverables were presented and will be shared with the sector members with the partners with a deadline of 27 August 2023.
- The formation of sub-national working groups will be driven by a range of factors, including number of partners, available resources, site count, and considerations of accessibility and so forth.
- A concise document outlining these factors, accompanied by comprehensive details for each point, will be shared with sector members to encourage their valuable feedback.

### Agenda Item 4: Aj Jazirah site mapping by ACTED

- ACTED presented a comprehensive assessment of 49 collective centers and IDP gathering areas situated in and around Wad Madani, Al Jazeera. The data collection occurred in July 2023, employing a condensed iteration of ACTED's Rapid Site Assessment Tool. This involved engaging key informants, conducting interviews with site managers, and engaging in informal dialogues with residents.

**Agenda Item 5: AOB**

- Various partners have expressed their interest in conducting a comprehensive site mapping exercise in the Aj Jazirah state. As a result of these diverse interests, UNHCR will convene a meeting in the upcoming week to ensure that the exercise is well coordinated and there is no duplication of efforts.
- It was agreed in the meeting that the sector meeting at the national level will take place every 2 weeks.

Next meeting: **Tuesday 29<sup>th</sup> August, 2023 at 1:00PM.**