

SITE MANAGEMENT SUPPORT WORKING GROUP FOCAL POINTS

A. General Objective/Scope of Work:

- The Focal Point will act as a liaison and facilitate information sharing between the SMS SWG at national level and Site Managers/SMS agencies at field level.
- The Focal Point is responsible for monitoring population movements in the areas he/she is responsible for and flag them out to the national SMS SWG.
- The Focal Point will help expand the coverage of the SMS SWG through regular monitoring of living conditions and gaps in service provision in the sites within the geographical area he/she is responsible for.
- The SMS SWG Focal Point will liaise with the authorities, volunteer groups and other humanitarian organizations at area level on behalf of the SMS SWG.
- In coordination with other sub-national working group leads, the Focal Point is responsible for promoting discussion around emergency preparedness and contingency planning at area level.
- In coordination with other sub-national working group leads and local authorities, the Focal Point is responsible for exploring options to facilitate the transition from a site-based response to alternative out-of-camp solutions for asylum-seekers in the area he/she is responsible for.

B. Specific responsibilities:

- Information sharing
 - a. On a weekly basis, report to the National SMS SWG on key issues concerning site management by using the reporting tools developed by the National SMS SWG.
 - b. Disseminate information about guidelines, SOPs and best practices shared by the national SMS SWG with Site Managers and SMS organizations operating in the area he/she is responsible for
 - c. Share SOPs and best practices developed at area level by Site Managers and SMS organizations with the National SMS SWG, making sure they are in line with the SMS SWG guidelines.
- Population movement monitoring
 - a. Monitor population movements within the area under his/her responsibility and timely report to the national SMS SWG and the sub-national ISWG.
 - b. Establish a network of contacts who can provide information on population movements within the area under his/her responsibility.
 - c. Collect information on the existence of newly-constituted informal settlements (spontaneous sites and collective centers) within the area under his/her responsibility.
- Monitoring of living conditions and service provision in the sites
 - a. Conduct field visits to assess living conditions in the various sites located within the area under his/her responsibility.
 - b. Establish a constructive relation with Site Managers and main agencies operating in the various sites and support them in identifying needs and gaps.

- c. Report unmet needs and outstanding gaps in the various sites to the national SMS SWG and the sub-national ISWG in the area under his/her responsibility.
- Sector Working Group representation
 - a. Represent the SMS SWG at area level and ensure appropriate links with local authorities and institutions, local civil society groups, and other relevant actors (e.g. Greek Army), as well as appropriate information exchange with them at area level.
 - b. Liaison with other sub-national SWGs' focal persons and ensure appropriate inter-sector information exchange and coordination at area level, including through the participation in sub-national ISWG meetings.
- Emergency preparedness
 - a. In consultation with the national SMS SWG, encourage the sub-national ISWG to conduct a risk assessment exercise and define the scenario agencies might end up grappling with.
 - b. Based on the risk assessment and ensuing scenario, encourage the sub-national ISWG to come up with adequate emergency preparedness measures, including contingency planning should the situation require it.
- Out-of-camp solutions
 - a. Participate in inter-sector efforts to identify potential housing solutions for asylum-seekers outside sites.
 - b. Contribute to inter-sector advocacy efforts aimed at promoting out-of-camp solutions vis-à-vis the authorities and other stakeholders.

C. Geographical coverage:

SMS SWG Focal Points will be respectively responsible for the following geographical areas:

On the mainland:

- Epirus and Western Greece
- Thessaly and Central Greece
- Thrace and Eastern Macedonia

On the islands:

- Lesbos
- Chios
- Samos
- Kos/Leros/Kalymnos

D. Focal Point selection:

The Focal Point selection process is initiated by a call for expression of interest by SMS SWG members issued by the National SMS SWG Coordination. Should there be multiple applicants for the same geographical area, applications a peer review based on the applicants' presence in the area, capacity and level of participation in the SWG's activity will be conducted by the National SMS SWG members.

E. Focal Point term:

The Focal Point term is six months. Every six months the national SMS SWG will reassess the needs for Focal Points and the appropriateness of the geographical division. Should the need for focal points still be present, the selection process will be re-launched and a new call for expression of interest issued.