**Coordination tasks of a Camp Manager**

The main coordination responsibilities of the camp management team are the following:

* Acting as **focal point** for all activities and issues taking place in the camp.
* **Collecting data and managing information** on needs of the camp population.
* Mapping all stakeholders (**Who/What/Where**) and facilitating a clear and agreed division of tasks.
* Maintaining open communication and coordination channels with the **national authorities** (Camp Administration at camp level).
* Promoting and working in accordance with the **Principles of Partnership.**
* Ensuring **strategic planning, implementation and monitoring** of protection and assistance, throughout the camp life cycle.
* Ensuring that **gaps and duplications** in the delivery of assistance and services are **identified and responded to.**
* Ensuring mobilisation and participation of the **camp population and host community** through implementation of a camp governance system including elections, camp population representation and camp committees.
* Ensuring that the **Age, Gender, Diversity Mainstreaming (AGDM) approach** is integrated in all activities in the camp.
* Setting up and ensuring a centralised **complaint and feedback mechanism** that promotes accountability.
* Ensuring **standards are respected** and camp infrastructure maintained.
* Ensuring **good relations with host populations** and their inclusion in work and activities in the camp.
* Committing to an open dialogue with the **CCCM Cluster/ Sector Lead** in relation to support needs and implementation of its decisions at camp level.
* Ensuring all actions undertaken with and for the camp population reflect the **search for durable solutions**.

*Camp Management Toolkit. 2015. Chapter 4. Coordination. Page 61.*