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Office of the United Nations High Commissioner for Refugees, Geneva

Field-Office Memorandum No 20/2006

To /à: All Representatives, Chiefs of Mission and Heads of Offices in the Field
All Heads of Sub-Offices, Field Offices and Liaison Officers in the Field

From /de: Arnauld Akodjenou, Director, Department of Operational Support

**Category /
catégorie:** OPS, Chapt. 04

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Date /date: 15 March 2006

Subject / objet: **Guidance Note on Address Systems for Refugee/IDP Camps**

1. Attached is a guidance note [[PDF](#)] on the generic principles on how to create an address system for the residents living in a camp environment. It is important for all actors (both internal and external) involved in a camp to have a comprehensive and standardised address system usable in their daily work. This contributes to better planning as well as serve as a protection tool to allow for easy identification of families with specific needs. Further, a common address system facilitates sharing of data within the office between different functions, in particular those responsible for site planning, registration, and GIS mapping.
2. Each office is requested to revisit their existing camp addressing systems and to verify whether it is compatible with the guidelines. While challenges may be great to change the existing systems, it is recommended that this be part of the planning for both current and future camps to ensure a standardised approach.
3. Further information and guidance on how to introduce and/or harmonize your existing address systems can be obtained from the Field Information Coordination and Support Section (HQCS00@unhcr.org) and Technical Support Section (HQTS01@unhcr.org) in the Division of Operational Support (DOS). Guidance to adapt the existing camp address in *proGres* should be addressed to *proGres* Support (HQPROSUP@unhcr.org).
4. Thank you for your attention.

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