

NFI Sector Coordination Group – Meeting Action Points – 09 April 2013, Beirut

Meeting			
Name	NFI Sector Coordination Group	Meeting Date	9/04/2013
Meeting Location	UNHCR Beirut	Meeting Time	1:30 p.m.
Chair person(s)	Charlie Higgins , Snr. Supply/Distribution Officer	Meeting Duration	3:00hrs.
Minutes Prepared by	Malak Rahal, Executive Assistant, UNHCR		
Purpose of Meeting	Coordinate NFI assistance provided to newcomers, unregistered and registered refugees		

1.	<p>General Update - Information Management</p> <ul style="list-style-type: none"> • Welcome to Samuel Cheung the new protection officer in UNHCR • Challenges: Identifying & providing basic needs to vulnerables. • 16 % goes to vulnerable host communities • Total of p-codes : 2,800 • Ideal Rapid estimate of unregistered : 1 agency / p-code • Agree between agencies on “location assigned to” <p>Action Points:</p> <ul style="list-style-type: none"> ✓ By end of April : have all New comers reported by all agencies ✓ Agencies to send an email to colleagues in the field and decide by the end of the month on which agency / p-code. ✓ Monthly update of the maps of “rapid estimate of unregistered Refugees” <ul style="list-style-type: none"> • Estimate of Syrian New Comers in March 2013 Map: <ul style="list-style-type: none"> ✓ Beirut & parts of Saida weren’t included in this exercise ✓ The red dots are the New Comers <p>Question to be answered/task:</p> <ul style="list-style-type: none"> ✓ Is the max number of households assisted / month / p-code /agency doable? ✓ Partners to fill the NFI distribution tracking consolidated- only completed work will be shown for new arrivals and unregistered. ✓ Produce a flyer or a public document to donors highlighting what have been done
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2.	New Arrivals Strategy meeting summary
	<p><u>Summary of the arrival kit from DRC meeting minutes</u></p> <ul style="list-style-type: none"> • Up to 4 mattresses / family • 1 blanket / person • 1 hygiene kit (2 buckets for 24 \$) • Baby kit (3 times) provided to families that have babies • Dignity Kit provided by IRC - 195-200 \$ /kit <p><u>Gas stoves & food parcels / hygiene & baby sets / dignity NFIs</u></p> <ul style="list-style-type: none"> • Coordination with the wash sector concluded that the hygiene kit is for 24 \$ and it included bucket • Only a small % of Refugees received gas cookers. • Gas cookers assistance will revert to UNHCR and will be included in RRP5 – Targeted assistance to registered refugees at the point of registration (provided to 34 % of the Registered Population) • Output 2 : includes 34 % of the registered population to receive supplementary NFI kit – Based on needs • In RRP5: Food Parcels to 100 % of New Comers but in reality it’s based on funds received. <p><u>New arrivals home visit ‘assessment’ & referral forms</u></p> <ul style="list-style-type: none"> • All key donors should fund partners in the same way. • The time line between identification & assistance to New Comers is 8 days. <p>Action Points:</p> <ul style="list-style-type: none"> • SOP for assistance of new arrivals by DRC to be shared for comments. • NFI group to contact donors for SOP • Have an agreed “assessment form” within a week. Review and send comments to DRC. <p><u>UNHCR registration information / criteria and process for fast track</u></p> <p>Action Points:</p> <ul style="list-style-type: none"> • Get a new form for registration information notes.
3.	Regional Response Plan (RRP5)
	<p><u>NFI Sector output and standard packages</u></p> <ul style="list-style-type: none"> • 2 activities/ output • Prioritization between activities is done <p>Action Points:</p> <ul style="list-style-type: none"> • NFI RRP5 partners’ submissions : breakdown into separate activities table to track the duplications and gaps / area • Winterization kit is around 47,500,982 \$ and it exceeds expectations

	<ul style="list-style-type: none"> • UNHCR is covering more than 30,000 households; a breakdown is being done under the 12 activities to find the number of assisted refugees and the amount of money needed. • Partners to send comments about the tables for RRP5 to Charles Higgins by Friday. • H.Q/ Gov. /partners will finalize the editing. • Winter assistance will be done jointly with shelter sector and taking into consideration the profiling exercise which will be done in summer. • WFP & UNHCR to provide transparency and more information about the profiling exercise. • NGOs request a technical meeting on the profiling methodology & timeline(supposedly in June) • Need to have a workplan or a list of series of tasks like : SOPs/ Public flyer / standardization of the dignity kit/ RRP5/ data on monthly basis by ngos • Getting the nbs of family households and assistance/ p-code is a challenging task. • DRC will provide the nb. of families assisted @ p-code level • Update a new matrix on the web portal with district level and p-code level (separately) • NFI distribution suggests co-chairing of DRC • Have a joint working group for the winterization kit with shelter • Include a column about the amount of money / person (suggested by different ngos) • <u>Partners that have submitted for RRP5:</u> <ul style="list-style-type: none"> – Caritas/ DRC/GVC/H.I/I.R/M.C/S.I/TDH/UNHCR/W.V/IOCC/CISP/GVC/I.S • 5 vouchers for 20 \$/ month were distributed in winter.
	AOB & Next Meeting
	<ul style="list-style-type: none"> • The next NFI coordination meeting is scheduled from 1:30-3:00 pm on Tue 23April, at WFP offices in ESCWA

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