Minutes of Meeting

Winterization Meeting
Syrian Refugee Response in Jordan

Meeting Location	UNHCR–Large Conference Room	Meeting Date	05.11.2013
Chair Person	Volker Schimmel	Meeting Time	15:30-18:00
Minutes Prepared by	Angeliki Panagoulia		
Purpose of Meeting	Coordination of the Winterization Activities		

1.) Summary of action points

Number of action point or discussion	Action point	Focal Point / Organization
1.)	Production (regular) of 3W dashboard	Volker Schimmel-UNHCR /Hawraa Harkous
2.)	Partners to update information in a timely manner on http://syrianrefugeeresponse.org	All winterization partners
3.)	Presentation of the Winterisation module	Timothy Mutuerandu

4.) Attachments and References

Documents	Location	Contact Person
Winterization dashboard		Volker Schimmel / Hawraa Harkous - UNHCR
RAIS – Winterization module		Volker Schimmel-UNHCR

3.) Minutes

Item	Discussion

Presentation of activities	➔ A recent increase in winterization activities has sparked more than ever the need to ensure that no area in Jordan is "over-served".
	➔ Participants presented their winterization activities, most of them are also already reported on http://syrianrefugeeresponse.org . All partners will ensure that their data is entered in a timely and accurate manner. If any partner does not have access to the site, they should contact Hawraa Harkous (harkous@unhcr.org) or Angeliki Panagoulia (panagoul@unhcr.org).
	➔ A 3W dashboard was produced and will be updated regularly
	➔ 3W Dashboard:
	   • Helps us to identify excess supply (if any) per governorate.
	   • Helps us to identify the gaps.
	   • For partners, 30% of the targeted population should be Jordanians. This should feature in a later iteration of the dashboard, too.

Winterization module	➔ To avoid duplications a utility based on RAIS (raisunhcr.org) has been developed. This module permits to check if a family has already received winterisation assistance and directly assist only those who have not.
	➔ The partner should always check by using the case number (for registered Syrians) or by using the National ID for Jordanians. For non-registered cases the partner will be able to create a case by using a unique identifier, which will be either the MoI card (service card) or the National ID. Partners commit to collecting both during their identification of beneficiaries.
	➔ For families who have left the country, who have returned or where the status has changed (marriage, death, etc.), the case will be on the database but shown as inactive and should not be assisted.
	➔ The organisation can report the assistance provided by choosing the type of assistance:
	   • winterization full cash assistance
	   • winterization complimentary cash assistance
	   • winterization full NFI package
	   • winterization complimentary NFI package
	   • Other (a breakdown of items will be available here)
	➔ UNHCR will upload the cases that are already assisted with cash supplements
	➔ An additional training on the use of RAIS could be organised.
	➔ SOPs will be circulated soon.

Reporting on activities	➔ . Reporting and monitoring will be developed after the module has been rolled out