



NFI Working Group

Syrian Refugee Response In Jordan

Meeting Location	UNHCR–Large Conference Room	Meeting Date	25.11.2013
Chair Person	Maurice Bisau	Meeting Time	14:00-15:00
Minutes Prepared by	Samia Qumri		
Purpose of Meeting	Agencies updates and activities		

1.) Summary of action points

Number of action point or discussion	Action point	Focal Point / Organization
1.)	Agencies update on winterization distributions: (Progress, challenges, action plans).	Maurice Bisau / Hugh Earp
2.)	Agencies new activities and approval process (Sector coordination and camp management).	Maurice Bisau / UNHCR
3.)	Reporting of activities and timeliness	Maurice Bisau / UNHCR
4.)	New winterization gaps: discussions and bridging	Maurice Bisau / UNHCR
5.)	NFI WG -Zaatari Camp: meetings & participation	Maurice Bisau / Hugh Earp

2.) Attachments and References

Documents	Location	Contact Person
RRP6 docs; <ul style="list-style-type: none"> • RRP6 Review Process • 6+6 budget table 		Maurice Bisau/Hugh Earp
NFI WG-3W _ Winterization <ul style="list-style-type: none"> • dashboard 		Maurice Bisau
Activity Info; <ul style="list-style-type: none"> • Distribution of core items • Winterization 		Angeliki Panagoulia/ Hawraa Harkous/ UNHCR

3.) Minutes

Item	Discussion
<p>Trainings</p>	<ul style="list-style-type: none"> ➔ Gender Marker training by Merrin Waterhouse (Gender Capacity Advisor to the IATF) and Samia Qumri (Gender Focal Point for NFI WG) the CP/GBV training by Melanie Megevand (IRC) took place on Sunday 1st December at IRD <p>Please note that UNHCR training unit is organizing a series of trainings on Gender Marker and CP/GBV SOPs and pathways</p> <ul style="list-style-type: none"> ➔ ‘Basic of Coordination’ Capacity Building Training is planned to be held on 8th & 9th December. I will be an invitation for all participating agencies to come together and look at coordination communication and ways to improve. This will be reflected through the two slides of both activity perspective and the technicality. • For more information please contact Ms Angeliki Panagoulia (panagoul@unhcr.org).
<p>Reporting on activities</p>	<ul style="list-style-type: none"> ➔ Reporting of activities in essential for our coordination. All distribution activities should be reported under Activity Info in a monthly basis. If you don’t have access under RRP5 please contact (ASAP) Mrs Angeliki Panagoulia (panagoul@unhcr.org) or Mrs. Hawraa Harkous (Harkous@unhcr.org). Monthly dashboard will be developed based on this information so please respect the deadlines. ➔ It is encouraged , that weekly reporting to be done and upheld by all participating agencies . Distribution activities to be uploaded directly into ActivityInfo on weekly basis by COB Thursdays so as to run the data every Sundays by HCR NFI focal points. Some members have sited the heavy work load and thus not able to report frequently, but the Chair has encouraged members to feed back the information on line weekly into Activity-Info. <ul style="list-style-type: none"> • Weekly upload of distribution figures to promote close to real time data retrieval and status updates/overviews. ➔ Agencies are requested to seek approval of the sector WG for any planned new activities. Proposal submissions are encouraged. ERF assessment form attached to guide the members on the basis of the evaluation by the Committee.
<p>NFI Working Group Survey on Coordination Evaluation</p>	<p>Partners agreed to fill in Survey on the Coordination of the NFI WG so as to have this information be used during the up -coming Coordination training on 8th & 9th Dec. 2013.</p> <p>The results will be used to identify any coordination gaps and to plan further activities to improve our coordination mechanisms.</p> <p>The survey to be completed by COB Thursday, 5th December so that information be collected and compiled.</p> <p>http://unhcr.us6.listmanage1.com/track/click?u=21ac4d661afc676782cbf14bc&id=3224f99e73&e=b2663d91bb</p> <ul style="list-style-type: none"> ➤ For more info please, contact Ms Dalia Al-Awqati (dalia.alawqati@drc-jordan.org) or Ms Angeliki Panagoulia (panagoul@unhcr.org).

Item	Discussion
<p>winterization gaps: discussions and bridging</p>	<p>➔ Winterization is a big challenge. Reporting of winterization activities is also very important. All activities should be also reported under Activity Info in order for us to check any duplication and specify the gaps.</p> <p>For this reason, a meeting was held on 5th Nov. at UNHCR to map all the winterization activities and to establish a mechanism to work against duplication, in an effort to facilitate coordination building on the standard established by sectors of shelter, NFI and cash. Objective of the meeting is twofold:</p> <ul style="list-style-type: none"> • map and, where required, shift surplus supply to areas not covered appropriately at present and • the presentation of a process to check against possible duplication of assistance during the process of identification of beneficiaries. <p>➤ Gum boots, rain coats and women under clothes are in short. Any agency willing to fill in gaps kindly coordinate with the WG</p>
<p>NFI WG -Zaatari Camp: meetings & participation</p>	<ul style="list-style-type: none"> • All Agencies are required to seek camp management approval for all projects in the camp. New organizations coming to Zaatari should coordinate with relevant sectors, but already operating organizations that intend to start new activities should also coordinate to avoid duplications. • All agencies planning to distribute any NFI item in the camp must get prior approval from camp management. Change of scheduled meeting to Tuesdays at 10am, Next meeting 19th Dec 2013 in meeting room 2 at the Zaatari base camp. <p>For any interest and more clarification please contact Mr Matt Byrne (byrne@unhcr.org) or Ms Sobia Oberg (oberg@unhcr.org)</p>
<p>Emerging Issues AOB</p>	<p>➤ Joint procurement</p> <p>Not to proceed as projected for the gas bottles since no much interest recorded from members. Less quantities not viable for joint purchases and thus members encouraged to make their individual purchases.</p>

Item	Discussion
Adjournment	Meeting adjourned at 15:00pm <ul style="list-style-type: none">➤ Next NFI meeting TBC