



Shelter Working Group Meeting Syrian Refugee Response in Jordan

Meeting Location	UNHCR Small Conference Room	Meeting Date	13 January 2014
Chair Person	Werner	Meeting Time	14:00-15:30
Minutes Prepared by	Matthew Richard		
Purpose of Meeting	Shelter WG meeting		
Next Meeting	Thursday 6 March 2014, small conference room, UNHCR office (every 3 weeks)		

1.) Summary of action points

Item	Action point	Focal Point / Organization
1	The Shelter WG requires a new document sharing platform to replace the limited space allocated on Dropbox.	Ru'a Alabweh (UNHCR), Matthew Richard (UNHCR)
2	Zaid Awamrh, civil engineer at PU-AMI, to be the link between WASH and Shelter.	Zaid Awamrh (PU-AMI)
3	The sub-working group will meet to finalise the draft guidelines for RRP6 urban interventions	Ru'a Alabweh (UNHCR), Matthew Richard (UNHCR)
4	The shelter WG will develop a taskforce to review and update the regional and Shelter WG strategies	Werner Schellenberg (UNHCR)
5	Mai Asfour will represent the HCP at the Shelter WG. Annika Hampson will follow-up with NRC management on the suggestion to shift the creation of new housing units from the RRP to the NRP. This should be approved by the ISWG.	Mai Asfour (UNHABITAT), Annika Hampson (NRC), Werner Schellenberg (UNHCR)
6	UNHCR and NRC to review and update responsibilities of chair, co-chair and UNV support	Annika Hampson (NRC), Werner Schellenberg (UNHCR), Matthew Richard (UNHCR)

2.) Attendees of the meeting

Name	Organisation	Contact details
Anthony Dutemple	PU-AMI	jor.progco@pu-ami.org
Annika Hampson	NRC	annika.hampson@nrc.org
Ru'a Alabweh	UNHCR	alabweh@unhcr.org
Rita McIntyre	Medair	dcd-syr@medair.org
Heather Patterson	LWF	proa.jor@lwf-dws.org
Bernice Winkler	Caritas Switzerland	bwinkler@caritas.ch
Matthew Richard	UNHCR	richard@unhcr.org
Laila Bakhit	Caritas Jordan	lailab@caritas.jo
Raffaele Richetti	OCHA	richetti@un.org
Sahar Abdul Raffah	Muslim Aid	sahar.abdulfattah@muslimaid.com
Mai Asfour	UNHABITAT	mai.asfour@unhabitat.org
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Werner Schellenberg	UNHCR	schellenberg@unhcr.org
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3.) Minutes

Item	Discussion
Endorsement of Minutes	<ul style="list-style-type: none"> Annika Hampson (NRC) was introduced to the working group as the new co-chair replacing Martin Suvatne. The Shelter WG Dropbox has problems with allocated space. The SWG chair will apply for a second dropbox to be accessible for information sharing with SWG members.
Follow-up on guidelines for urban interventions	<ul style="list-style-type: none"> The guidelines have been developed and reviewed by the Shelter sub-working group who will meet once more to finalise the draft guidelines. There are still concerns regarding the overlap between WASH and Shelter for shelter interventions under RRP6. It was suggested that a member of the Shelter WG should be represented at the WASH WG meetings. Anthony Dutemple (PU-AMI) nominated Zaid Awamrh, civil engineer at PU-AMI, to be the link between WASH and Shelter.
Setting the Agenda for 2014	<p>RRP 6 feedback on Activity Info (monitoring and reporting)</p> <ul style="list-style-type: none"> Reminder to the Shelter WG to start reporting on Activity Info Activity Info is an online centralised database and coordination tool for partners to report achievements against RRP6 targets. The data will be used to produce monthly dashboards which will be made public with agencies logos. The Activity Info database will also replace the 3/4Ws matrix for improved coordination and gap-filling by sharing detailed information on who is doing what and where. The dashboard was presented and endorsed by the WG. It was suggested to include a map or graphic which can link the dashboard data with the detailed data compiled in Activity Info. The shelter WG strongly recommended the development of two dashboards for the shelter sector; one for camps and one for urban settings. <p>Revision of RRP 6 (May 2014)</p> <p>The RRP6 will be revised by all sectors in May. This includes a revision of the targeted beneficiary numbers in urban and rural settings, budgets, expectations, and activities.</p> <p>Reviewing and updating shelter strategy in view of regional and global shelter strategy and in view of potential repatriation</p> <p>There is a need to review and update the objectives and principles of Jordan's Shelter Sector Strategy in view of objective setting and guiding principles laid-out in the regional strategy, respectively to harmonise the guidelines with those referred to in UNHCR's draft version for a global shelter strategy. The revision aims to harmonise the guidelines and strategic principles to extend possible strategies, with consideration of activities under RRP6. This should be achieved by a separate taskforce who should finalise this before revision of the RRP6 in May. This process will contribute to further extract the specifics of short-term emergency response interventions and development focused response interventions, e.g. interventions in camp settings and interventions such as providing affordable housing units to the market.</p>
NRP vs. RRP 6: Considering Shelter Sector Representation in the Host Community Support Platform	<ul style="list-style-type: none"> The host community platform (HCP)/ national resilience plan (NRP) was introduced to the working group with focus on the housing chapter which was developed by UNHABITAT. Discussion circled around a potential overlap or even duplication of interventions planned under the RRP6 and under the NRP. Mai Asfour (UNHABITAT) explained the different objectives of both planning and pledging approaches, e.g. the NRP is a resilience and capacity-building response to mitigate the long term impact of the refugee crisis in Jordan while the RRP6 is a clear emergency response. The SWG also expressed the need for future coordination and cooperation between the RRP6 and NRP / HCP initiative. The SWG suggested therefore that a representative from the HCP to be present at future SWG meetings and in strategic discussions on shelter and housing issues.



	<p>The chair of the ISWG will be requested to approve this request at the next HCP meeting.</p> <ul style="list-style-type: none"> • The SWG also agreed to nominate two SWG members as focal points to enhance communication between the SWG and the HCP. Mai Asfour (UNHABITAT) was nominated as a representative from the HCP. This proposal however, will require endorsement by the ISWG. • Annika Hampson will follow-up with NRC management on the suggestion to shift the creation of new housing units from the RRP to the NRP.
<p>Briefing on Inter-sector Coordination Issues</p>	<p>Inventory of assessments An inventory of assessments is available on the UNHCR data portal: http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=60 This includes hyperlinks to the documents for easy reference</p> <p>Sharing responsibilities between sector chairs UNHCR and NRC to review and update responsibilities of chair, co-chair and UNV support</p>
<p>AOB</p>	<p>ITS taskforce hand-over to the Shelter WG During the previous ISWG meeting Volker Schimmel suggested that there will be a likely end to the current taskforce work of the Informal Tented Settlement initiative (ITS) and therefore a need for a partial hand-over to other sector working groups concerned including, the SWG. Volker needs to clarify this hand-over and define responsibilities and objectives.</p> <p>Emergency Response Fund (ERF), OCHA As in 2013 there will be need for the SWG to review and endorse project proposals which are submitted by shelter working group members to OCHA for funding support through ERF. This review was achieved in the past through a SWG vetting task force. Now previous taskforce members have either left Jordan or who have engaged in other assignments. Consequently there will be need to re-establish a voluntary vetting group for 2014. The new vetting group will be formed of representatives from UNHCR, NRC, IOCC and LWF. This was endorsed by Raffaele Richetti (OCHA).</p>