



Jordan: Inter-Sector Working Group (ISWG) Meeting

Minutes: 9th February 2014

AGENDA

1. ISWG Update for January
2. Reporting under the RRP6/Activity Info: update from trainings and discussion on dashboard. Confirmation of indicators at sector level.
3. Proposed Nutrition Survey/Proposed Regular Programmatic Intervention
4. Sharing of recent best practices/coordination tips between sectors.
5. How to address arrival of partners who are not approaching sectors/camp coordination
6. Repeat of on-line Survey of Sectors (updating the survey from August 2013 – 6 months later)

REVIEW OF ACTION POINTS FROM 13th JANUARY ISWG MEETING

Action	Responsible	Status
Comments on Workplan	Sector Chairs	Completed
Completion of prototype of the RRP6 Activity Info design and SOPS. Comments by Sector Chairs	Sector Chairs	Completed
Review of indicators to be included in ActivityInfo	Sector Chairs	Completed
Finalization of RRP6 activity info module and training	Info Management	Completed
Coordinated Assessment methodology workshop, facilitated by ACAPS	ISWG/Sector Chairs	Completed
The first three steps of the Referral Networks system will be completed. These are: Creation of a steering committee; concept note and endorsement of Work Plan/Timeline; and finalization of the database on services available-including the endorsement of taxonomy of services/activities.	Protection	Pending
Raise issue of branding of portal with UNHCR HQ	Inter-Sector Coordinator	Pending

SUMMARY OF DISCUSSION

ISWG Update for January

ISWG Update for January was circulated for comments. A paragraph was added to this concerning mental health. Comments should be sent back by 10th February.

Request will be made to IATF to enforce validation by or consultation with sector chairs for future assessments.

An update was provided on the Coordinated Needs Assessment workshop at end January 2014. It was suggested that a coordinated needs assessment section be inserted to provide a means of checking when



assessments are pending. Education have sent round a simple matrix to collect info from their sector in this regard.

Following the workshop, it was decided that all organisations should abide to certain guidelines/code of conduct on when to conduct needs assessments, including the obligation to use secondary sources and only then consider primary data collection. The point when sector chairs should be consulted will also be defined.

UNICEF suggested that a smaller group should be established for follow-up. This group is to be formed in the next two weeks with NRC being responsible for the initial draft guidelines.

A discussion ensued on how this would relate to research. It was agreed that researchers should also follow the same guidelines, including clear ethical clearance from their institutions.

Reporting under the RRP6/ActivityInfo

Four training sessions on RRP6 and ActivityInfo took place on 4th and 6th February. The start date for inputting into the system was 9th February. By 8th of each month the reporting on the previous month is to be published. The information of each sector is to be generated and then compared to the targets which were created during the RRP6 appeal. The results are inserted into the dashboard, which then goes to the sectors for their review. This month there has been a slight delay. It was suggested that the dashboards are to be published by 22nd/23rd February.

UNHCR presented a brief overview on how the database works and how data is input. The guidelines and revised version are to be shared again. The following questions were raised;

Q-If the implementing partner is working throughout the whole country, must the process be repeated for each governorate?

A-Yes because otherwise the 5Ws cannot be generated.

Q-How do we report between January and February? Should it be cumulative?

A- At the moment the default calculation is Sum. The sectors' chairs are to decide how each indicator is worked out. If in January 100 people attend schools, and the number is the same for February then 0 is input.

It was suggested the indicator needs to be worded so it takes into account what type of data is possible to collect. With regard to Health, it was suggested that it should be the number of consultations per month and then throughout the year the average number of consultations. This is also an issue for Food and the amount of tonnes of food provided to people.

Each sector should revert by end February to confirm their indicators, and on whether their indicators should be summed up, averaged etc, between the months.



Dashboard

The dashboard was presented to the ISWG. The sector leads are to agree on the indicators. The dashboard is to be completed by 20th February. Each sector is to pick five indicators. UNHCR will generate the table and then it will be sent back to the sectors for analysis before finally being distributed by UNHCR.

Proposed Nutrition Survey ENN

The multi-sectoral ENN survey was presented. The analysts are to come in late February and March. They plan to conduct fieldwork with refugees as well as the host community. The fieldwork is to last about 3 to 4 weeks. Main aim is to understand beneficiary viewpoints, compile lessons learned, and inform programmatic decisions.

Several concerns were raised from the Health/MHPSS 1) The plans for the assessment do not address a review of the existing assessments. Many of these contain lessons learned. Possible duplication. 2) The questions are duplicative in terms of what has happened and what will happen. 3) There is an ethical question surrounding this team coming in and asking questions of the beneficiaries.

WHO questioned whether this assessment has any link with health. The assessment is primarily focused on NCDs. With regard to Mental Health, it was decided that it is not really necessary, as an assessment has already been carried out. However, for Nutrition there is still a lot unknown and so it is worthwhile.

For NCD and RH, the questions of the assessment are not related and are duplicative. It was decided that the assessment would be good from a Nutrition view point but not for MHPSS.

Comments to be sent to Ann Burton and Yara by end of the week

Sharing of recent best practices/coordination tips between sectors.

Examples were taken from Education and NFI sectors. In NFIs, a division of tasks was presented. For Education, the 'letter of commitment' and Strategic Advisory Groups were considered to be useful methods of coordinating with large groups with inconsistent membership

How to address arrival of partners who are not approaching sectors/camp coordination

Concerns were raised over the numbers of partners joining the operation, in an uncoordinated manner, and when there is not necessarily a gap. A system of verification was proposed, through which the partner presents their plans to the WG. The sector should be responsible for identifying areas/gaps to be carried out based on each sector's priorities. It was suggested that there should be a presentation of the proposed plans to the sector, which can then be endorsed by the members present.

The issue of the approval of projects with the respective Ministry was raised. One mechanism would be to encourage the line ministry to be an active member of the working group. It was suggested that the donors could help solve the issue through better communication on the projects they will be supporting. Collaboration with the government at a higher level would also help.

Repeat of the on-line Survey of Sectors (updating the survey from August 2013-6 months later)



There is to be a repeat of the Survey of Sectors carried out last year. The purpose of the survey is to gather feedback on changes in the performance of sector coordination since the last review.

ITS Task Force

Minutes and summaries to be sent round. This Task Force will be disbanded in a month. It was decided that after its disbandment, each sector will be responsible for the following up of the relevant issues with regard to the ITS. Minimum standards are to be established and will be handed over after a conversation with each sector chair.

Common minimum standards are to be shared with each of the sectors by the beginning of April.

KEY ACTION POINTS: 9th February

Action	Responsible	By When
Follow up meeting on Coordinated Needs Assessments to be organized; guidelines drafted;	Inter-Sector Coordination	End February
The sectors are to decide by the end of February whether they want to change the indicator and to confirm the way the way they would like it to be calculated.	Sector Chairs	End February
January Dashboards to be completed by 20 th February	IM / Sector Chairs	20 th February
Comments on Proposed Regular Programmatic Intervention to be sent to Ann and Yara	Sector Chairs	13 th February
ITS Common minimum standards to be shared with each of the sectors	UNHCR/UNICEF	April

ATTENDANCE: 9th February, at UNICEF HQ, Amman, Jordan.

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