SHELTER WORKING GROUP MEETING
Syrian Refugee Response in Jordan

Meeting Location	UNHCR Khalda Office Executive Meeting Room # 208	Meeting Date	11th May, 2017
Chair Person	Vincent Dupin	Meeting Time	09:00 -11:00
Minutes Prepared by	Maysa Saeidi		
Purpose of Meeting	Shelter Working Group Monthly Meeting		
Next Meeting	13th July 2017 at UNHCR – The House- UN Habitat in Ramtha		

Attendance			
No.	Name	Agency	Email
1	Isabella Vettolani	UNOPS	IsabellaV@unops.org
2	Lara Farah	Red R uk	Lara.farah@redr.org.uk
3	Hala Satari	Help	satari@help-ev.de
4	Ibrahim Ziadi	Help	ziadi @help-ev.de
5	Haitham AlZuraiqi	Habitat for Humanity	haithamzuraiqi@habitatjordan.org
6	Afnan Barqawi	JPS	shelterjps@jpsjo.org
7	Jakub Pajak	ACTED	Jakub.pajak@acted.org
8	Mais Al Suradi	IOCC	malsuradi@iocc.org
9	Tesfay GebregZiabher	UN Habitat	tesfay.gebregziabher@unhabitat.org.jo
10	Hasan Tanyel	ICMC	tanyel@icmc.net
11	Lavinia Traina	INTERSOS	Stage.jordan@intersoso.org
12	Luca Sangalli	INTERSOS	bn.jordan@intersos.org
13	Elias Jourdi	NRC	elias.jourdi@nrc.no
14	Vincent Dupin	UNHCR	dupin@unhcr.org
15	Maysa Saeidi	UNHCR	saeidi@unhcr.org

Summary of Action Points		
Item	Action point	Focal Point / Organization
1.	To invite someone from the Ministry of Interior to attend our next meeting in July and present to the group.	Tesfay (UN Habitat)
2.	To invite Esraa to present the Gender Analysis findings by next Shelter WG meeting in July.	Maysa (UNHCR) & Esraa (HI)
3.	To share invitation for the guideline updates Task Force meeting at Habitat for Humanity office on 24th May (Cash for rent and upgrading substandard shelters).	NRC, UNHCR, Help, IOCC, Habitat for Humanity,
4.	To share the 2017 Work Plan with partners, including the Inter-Sector Linkages.	Maysa (UNHCR)
5.	To share the invitation of visiting one of Jordan Affordable Housing Units in Ramtha before Ramadan.	Maysa (UNHCR)
6.	To organize the next Shelter WG Meeting in July at UN Habitat "The House".	Maysa (UNHCR) & Tesfay (UN Habitat)

Meeting minutes			
Item	**Discussion**	**Focal point/ Organisation**	**Time**
Introduction	Round table introduction from all partners present.	All present partners	2 min
ISWG Updates	**1st Quarter Financial Tracking System** This year the financial tracking covers both refugee and resilience pillar of the 3RP Inter-Agency Appeal. Final version will be posted in the portal site. **Minimum Expenditure Basket MEB** The sector discussion on MEB took place for the past few weeks. Shelter component divided into three aspects; (1) cost of rent, (2) cost of utility, and (3) household assets. What Shelter started to look at is rent and utility cost will be taken from different sectors; water from WASH and electricity from energy. Cost of rent will be calculating individually (per person). Shelter coordinators worked on database of 41,000 households, looking at the reported rent of refugees in different governorates and trying to filter out some of the cases which will cause distortion to the average. Came up with the below table shows the average rent per individual, per governorate for family size. *(table below)* Eventually, what will be taken for the MEB is the average. Since the MEB is not designed per governorate, it`s an average-nation-wide. What is noticeable is that 131 is the average of rent, which is lower than last year 150. Based on the sample we have, we proposed this year 131. Look at the database and compare it with the table, and inform us What is requested from all partners is to look at their agency's database to check if the average rents stated in the above table are comparable with theirs -if there is a significant difference, otherwise the agency should provide the Shelter WG members with the size of their agency's sample.	Maysa (UNHCR) Elias (NRC)	10 min

Governorate	1	2	3	4	5	6	7&+	Average
Ajloun	94	102	104	106	115	118	122	109
Amman	107	126	146	181	181	179	189	144
Aqaba	117	137	107	150	180	210	110	124
Balqa	101	109	121	136	134	145	145	118
Irbid	98	120	127	147	151	148	153	133
Jerash	91	100	103	128	121	122	116	109
Karak	93	99	112	119	128	117	115	110
Maan	93	98	105	111	109	110	104	104
Madaba	119	122	127	125	150	136	149	128
Mafraq	101	108	118	131	135	137	140	119
Tafileh	79	110	99	89	92	113	107	97
Zarqa	98	110	115	137	136	136	132	118
Average	**103**	**118**	**129**	**150**	**153**	**150**	**157**	**131**

Meeting minutes			
Item	**Discussion**	**Focal point/ Organisation**	**Time**
INTERSOS Presentation	A presentation about "INTERSOS" scope of work, services, projects and challenges has been shared with the present partners of the Shelter working group. INTERSOS main services are: - Cash assistance (Regular, Winterization and Cash for Documentation) - Cash for Rent - Emergency NFIs distribution - Informal Education and Life Skills - Psychosocial support - Protection and Child Protection - WASH The presentation along with the Legal Leaflets on Tenant and Landlord Rights and Obligations in Arabic will be attached with the minutes. Referrals to INTERSOS: Majedah Mahasneh, referral.jordan@intersos.org 0795763114 For more info please contact: Luca Sangalli bn.jordan@intersos.org Lavinia Traina Stage.jordan@intersoso.org	Luca (INTERSOSO)	30 min
International Orthodox Christian Charities IOCC Presentation	A presentation about "IOCC" scope of work, services, projects and challenges has been shared with the present partners of the Shelter working group. IOCC main services are: - Shelter Rehabilitation - -Cash-for-Rent - Pilot Shelter/Livelihoods Activities - Community awareness sessions - Distribution of personal hygiene kits - Health/Protection: Persons with Disabilities Referral to IOCC: IOCCJordanReferrals@gmail.com 0791368414 For more info please contact: Mais Al Suradi malsuradi@iocc.org	Mais (IOCC)	20 min
Help Presentation	A presentation about "HELP Shelter Rehabilitation" has been shared with the present partners of the Shelter working group. HELP main activities of Shelter Rehabilitation are: - In cooperation with the governor's offices and with local charities: - Identification of shelters requiring urgent rehabilitation works. - Coordination with shelter owners regarding the conditions and consequences of rehabilitation works (no cancellation of lease and no rent increase for 6-months period). - Works undertaken (where possible with labor contribution from the shelter occupant). For more info please contact: Hala Satari satari@help-ev.de Ibrahim Ziadi ziadi@help-ev.de	Hala & Ibrahim (Help)	20 min

Meeting minutes			
Item	**Discussion**	**Focal point/ Organisation**	**Time**
Shelter Guidelines updates	It was agreed to meet and update the Shelter update the guidelines; CFR, upgrading substandard shelters, and completion of unfinished housing units and cash for work.	Vincent (UNHCR) and All	5 min
Mission to Ramtha	It was agreed to arrange a mission to visit one of Jordan Affordable Housing Units in Ramtha. Following the visit, a brief site meeting will be organized with the relevant parties (developer, contractor, municipality officials, etc.) involved in the project.	Tesfey (UN Habitat), Vincent (UNHCR) & Elias (NRC)	3 min
AOB	As Coordination: - Partners were requested to share their HLP (Housing Land and Property) material to compile in one library accessible to new comers to the sector who may have not the resources to employ a legal advisor. - Hotlines: Partners to share the details of their hotlines and areas of operation – list can be compiled and shared with members of the group for reference - Partners were requested to provide the Inter-Agency Coordination Unit with their agency`s monthly updates to be used at the ISWG Inter-Sector Working Group monthly updates.	Elias (NCR) Maysa (UNHCR)	5 min
Useful links: Shelter Sector Portal page: http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=10 Shelter Dashboard: http://scs.raisunhcr.org/dashboards/Shelter.aspx			
Next meeting will be after Ramadan on **Thursday 13th of July 2017 at 09hrs.** It was suggested to having it at UN Habitat "The House" in Ramtha.			