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| Inter-Agency Coordination Meeting (IAC) Meeting |
| Meeting Subject: | Inter-Agency Coordination Meeting – Kampala, Uganda |
| Time & Place of Meeting: | 10:00 – 12:00, UNHCR Board Room, 9 July 2019 |
| **Meeting Chaired by:** | Rocco Nuri, UNHCR, nuri@unhcr.org  |
| **Minutes Compiled by:**  | Sarah Rubereti, UNHCR rubereti@unhcr.org  |
| Present: | *Attached* |

**Meeting Minutes**

**Agenda**

1. Update on Vulnerability and Essential Needs Assessment (VENA)
2. Reporting requirements
* Cross-cutting indicators on ActivityInfo
* RRP Mid-year reports
* Deadlines
1. AoB

date from the Refugee Settlement Land Taskforce

**Decisions and action points**

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| **Decision** | **Action Item** | **Assigned To** | **Due Date** |
| **Update on VENA** | 1. Review and provide feedback/ comments on the following drafts:* Defining essential needs
* VENA household questionnaire
* VENA Market trader tool

2. Consider the possibility of increasing the VENA sample size3. Reach out to partners and ask whether they can contribute enumerators for the VENA primary data collection (commitment in each location is about 20 days)  | All sector co-leadsATWGAll sector co-leads andUNHCR Ops coordination unit | 12 July 17 July17 JulyOn-goingAsap |
| **ActivityInfo** | 1. Organize bi-lateral discussion between the Livelihoods & Resilience sector and the Environment & Energy sector on cross-cutting indicators 2. Create an ActivityInfo folder for partners/sector co-leads to report on cross-cutting indicators3. Update the cross-cutting indicators/activities overview for Sector Co-leads to review and follow-up with relevant sectors to ensure that there is common understanding and agreement on how cross-cutting indicators/actitivities are tracked   | Livelihoods & Resilience, and Enviroment & Energy sector co-leadsUNHCR IM teamUNHCR IM team to update the document and Sector Co-leads to review and follow-up | On-going |
| **AoB** | 1. All sectors to mainstream Energy and Environment within their planned activities. Reach out to Ranya (E&E Co-lead) for a discussion2. Launching of GSMA’s report “Digital lives of refugees” on 22 July. All sector co-leads invited to participate.3. Finalize and share with the UNHCR Ops Coord team (Rocco) the RRP mid-year reports for South Sudan, DRC and Burundi 4. Next Inter sector meeting will be **10 September** at UNHCR | Sector Co-leads to take noteConnectivity Coordinator (Damjan) to share inviteSector Co-leads to take noteSector Co-leads to take note | By 24 July |