

## Sector Gender Focal Points Network Meeting Minutes

Date/time/venue	Thu, 18 January 2018, 11:30 - 13:30, UNHCR EMOPS Meeting Room
Attendees	12 <sup>1</sup> (from Basic Needs, Education, Protection, WASH, Livelihoods Sectors) Absent: Food Security, Shelter, Health

### Information Management Session: Sector Dashboard

Following a series of Information Management Sessions conducted for the network members throughout the year 2017, the Inter-Sector Working Group Information Management Officer and the Basic Sector Gender Focal Point have provided another practical session. Participants appreciated this opportunity to practice usage of the Sector Dashboard, and they commented that this is very useful when updating their Sector Gender Analysis.

Action Items	Responsible	Deadline
Continue to review the Sector Dashboard and identify the data to use for updating the Sector Gender Analysis during the first half of 2018	All Sector Gender Focal Points	February - March
Provide feedback on the Sector Dashboard to Sector Coordinators/Coordination Associates	All Sector Gender Focal Points	February - March

### Sector Gender Analysis

Protection Sector Coordinators (including Child Protection Sub-Sector Coordinators and SGBV Sub-Sector Coordinator) provided their comments to the draft Protection Sector Gender Analysis. Protection Sector Gender Focal Points will make a presentation during the February monthly meeting and receive feedback from participants.

The Shelter Sector Gender Focal Points have continued to follow up with feedback with Sector Coordinators, so that they will be able to present the final reports to Sector Partners.

These final reports will be uploaded to the portal site, as done for other five sectors.

Livelihoods Sector Focal Points will meet with a UN Women Livelihoods and Gender Expert and discuss on the Gender Analysis on 1 February after the next monthly meeting.

It was reiterated that all the sectors would have to complete updating Sector Gender Analysis in a timely matter during the first half of the year, so that findings and recommendations will inform the next cycle of the planning phase in the mid-year.

Action Items	Responsible	Deadline
Once the reports are endorsed, inform the SGFPN Chair to upload the final reports to portal	Protection and Shelter Gender Focal Points	asap
Discuss with other sector gender focal points to decide (i) which part of the existing Sector Gender Analysis should be updated and (ii) what kind of key information and recommendations should be prioritized to be included in the documents for the next planning phase.	All Sector Gender Focal Points	February - March

### 2018 Work Plan for the Sector Gender Focal Points Network

The Work Plan was endorsed by participants, and it has been uploaded to the portal. <http://data.unhcr.org/syrianrefugees/download.php?id=14946> More detailed calendar for the capacity building activities will be attached to the Work Plan.

In relation to the capacity building, during the previous meeting gender focal points were requested to volunteer to create a small group that would identify the training needs of focal points, decide the contents

<sup>1</sup> 12 attendees include staff from MECI, ARDD, ICMC, Future Pioneers, Save the Children, UN Women and UNHCR.

and modalities of the training. To date Georgia and Rebecca have volunteered to be part of the group. The membership is still open to other interested members.

Action Items	Responsible	Deadline
Volunteer to be part of a small group for capacity building activities, if interested	Gender Focal Points	1 February

#### Inter-Sector Linkages

During the previous monthly meeting in November, Ana Rita proposed to have the Inter-Sector Linkages in the 2018 Work Plan for the Sector Gender Focal Points Network. As follow-up action, the Inter-Sector Working Group has briefed her about the ongoing activities at the Inter-Sector level. At that time Ana Rita volunteered to develop a concept note to be shared with the network members for their consideration.

Action Items	Responsible	Deadline
Draft a concept note for Network members' review	Ana Rita	Asap

#### Visibility

During the November meeting, Ana Rita and Danijel proposed to have activities on visibility of the network. During this month's meeting, Danijel presented an idea to print following materials for the network.

He also suggested to develop some messages. In this connection, it was proposed to create a small group to further discuss concrete actions to materialize the proposed plan. To date Rebecca has volunteered to join the team of Danijel. The membership is still open to other interested members. If any network members are interested, they will need to nominate themselves to be part of the group, by writing to the Chair by the next monthly meeting. The visibility items (pins) have been distributed to the participants.

The Chair has mentioned that the document such as "Sector Gender Focal Point Network in Jordan: Gender Equality Promising Practices – Syrian Refugees in the Middle East and North Africa" is one of examples of visibility. <http://data.unhcr.org/syrianrefugees/download.php?id=14855> The Chair also restated the importance of the Sector Gender Focal Points to update their own sector on a regular basis (i.e. quarterly at least) to increase the visibility of the network and awareness of the gender equality issue.

Action Items	Responsible	Deadline
Volunteer to be part of a small group for capacity building activities, if interested	Gender Focal Points	1 February

#### AOB

Education Sector has started to review the rapid needs assessment forms for emergency preparedness.

**Next SGFPN meeting on Thursday 1 February at 11:30 in UNHCR Khalda (Executive Meeting room on the second floor)**