

Minutes of Meeting Inter-Sector Coordination Group Meeting

Meeting Location	Remotely via Zoom	Meeting Date	5 April 2024
Chairperson	-Stephanie Lana, Inter-Agency Coordination Officer OIC (UNHCR) -Antje Kraft, Inter-Agency Coordinator - Surge (UNDP) -Helena Mazarro Garcia, Deputy Head of Office (OCHA) -Natalie Sarafian, Head of Resident Coordinator's Office (RCO)	Meeting Time	10:00 a.m. 12:00 p.m.
Minutes Prepared by	Jana Nasr, Senior Inter-Agency Coordination Assistant (UNHCR)	Meeting Duration	2.00 hrs.
Participants	Annex 1		
Agenda	<ol style="list-style-type: none"> 1. Opening Remarks 2. Lebanon Response Plan Updates 3. Cross-Sectoral Referrals <ul style="list-style-type: none"> • Review of 2023 Referrals Data by Sectors • Inter-Agency Referral Mechanism, Available Tools, & Upcoming Trainings 4. Reporting, Assessment, and Impact Measurement <ul style="list-style-type: none"> • M&E Framework & LRP Impact Indicators • Feedback from the IMWG and Assessment and Analysis Working Group • VASyR 2024: Process & Timeline • LASER: Lebanon Assessment, Survey & Evaluation Registry • Inter-Sector Products: Sector & IS Annual Work Plans, Dashboards 5. Update on Escalation of Hostilities in South Lebanon <ul style="list-style-type: none"> • Guidance Note for Inter-Sector Enrolment System • Guidance Note on Multipurpose Cash Assistance (MPCA) • Brief on Assessment Updates for the South 6. Mainstreaming: Latest Products on Gender and GBV Risk Mitigation 		

1. Opening Remarks

Antje Kraft, Inter-Agency Coordinator - Surge (UNDP)

Helena Mazarro Garcia, Deputy Head of Office (OCHA)

Natalie Sarafian, Head of Resident Coordinator's Office (RCO)

In their opening remarks, the LRP Co-Chairs welcomed the participants and presented the agenda. They acknowledged that some sectors had recently completed voting for NGO co-leads and that the overall voting process for sector core groups was ongoing.

2. Lebanon Response Plan Updates

Antje Kraft, Inter-Agency Coordinator - Surge (UNDP)

Helena Mazarro Garcia, Deputy Head of Office (OCHA)

Natalie Sarafian, Head of Resident Coordinator's Office (RCO)

The LRP Co-Chairs provided updates on the Lebanon Response Plan (LRP):

- The Inter-ministerial meeting on the LRP took place last week, but the Government of Lebanon has not yet finalized and endorsed the LRP. Endorsement is important especially ahead of the Brussels Conference.
- The Resident Coordinator's Office is advocating and following up with the Prime Minister and other ministries to move the LRP forward.
- As for the escalation of hostilities in south Lebanon, there is a critical need for resources to address the ongoing crisis. This urgency stems from the limited resources currently available and from the fact that the LRP, which incorporates the response plan for the South, has not yet been finalized. Accordingly, a recent briefing was held with donors to emphasize the funding gap.

Stephanie Laba, Inter-Agency Coordination Officer (UNHCR)

- A new branding for the LRP was introduced, including a logo, sector icons, and a photography style. Sector feedback will be incorporated before finalizing the templates.
- The LRP logo features the Lebanese cedar tree alongside the UN symbol, with "LEBANON" prominently displayed at the top and "Response Plan" underneath.
- Notably, the updated color palette includes shades of blue and green as primary colors, aligning with the colors of Lebanon and the UN. Secondary colors have been chosen to convey richness and positivity.

Action Points:

1. Inter-Sector to share the LRP Branding and Communication package with sectors for feedback.
2. Sector coordinators to share their feedback on their sector icons.
3. Inter-Sector to share the finalized package with the Inter-Sector Coordination Group (ISCG).

3. Cross-Sectoral Referrals

Review of 2023 Referrals Data by Sectors

Sophie Etzold, Protection Sector and GBV Working Group Coordinator (UNHCR)

Sophie Etzold provided an overview of 2023 referrals data by sectors:

- The high number of referrals to the Protection sector (71,000) suggests a significant need for services related to safety, security, and well-being. This could be due to ongoing crises or specific vulnerabilities faced by certain populations.
- Mount Lebanon, Bekaa, and the North governorates have the most referrals. This might indicate that these are areas with heightened vulnerability or limited-service availability.
- The data suggests that many referrals aren't being acknowledged or accepted by receiving agencies. This could be due to a lack of capacity, unclear eligibility criteria, or communication issues.
- Sector coordinators are encouraged to analyze referral data and pinpoint sectors with high unmet needs or areas with low referral success rates to inform targeted interventions.

Inter-Agency Referral Mechanism, Available Tools, & Upcoming Trainings

Raffi Kouzoudjian, Assistant Information Management Officer (UNHCR)

Raffi Kouzoudjian introduced key referral tools:

- **Service Mapping:** A comprehensive directory of all available services across different sectors (e.g., healthcare, education, legal aid). Up-to-date service details ensure clients are directed to the most relevant and available resources.
- **Referral Minimum Standards:** A blueprint for conducting effective referrals. It outlines steps such as client assessment and informed consent for referrals, clear communication of client needs to the receiving agency, and follow-up to track the referral's progress. Standardizing the process ensures efficient and client-centered referrals.
- **Referral Form:** A standardized document used to capture all essential client information for a referral. It might include details like client demographics and contact information, nature of the client's needs, and any specific requirements or urgency level. A consistent format ensures all necessary information is communicated for informed decisions by receiving agencies.
- **Referral Monitoring Platform:** A data dashboard that tracks referral trends. Agencies can monitor volume of referrals across sectors, timeframes for referral completion, and acknowledgement/acceptance rates by receiving agencies. This data helps identify bottlenecks in the referral system and areas for improvement.
- The [Lebanon Information Hub](#) is the one-stop-shop to access all the referral tools mentioned. It's crucial for anyone involved in the referral process.

4. Reporting, Assessment, and Impact Measurement

M&E Framework & LRP Impact Indicators

Antje Kraft, Inter-Agency Coordinator - Surge (UNDP)

Antje Kraft highlighted the following on the LRP M&E framework and impact measurement:

- The overall goal is to measure the impact of each LRP strategic objective on vulnerable populations in Lebanon.
- The impact statements and indicators for each of the four strategic objectives are listed on slides 26 to 30 of the presentation [here](#).
- Various data sources have informed the indicators, including UN surveys, government reports, and LRP monitoring tools.
- There will be further discussion on finalizing the framework and data collection methods.
- It is key for LRP sectors to work together to ensure that their measurable interventions are coordinated towards achieving the strategic objectives and maximizing their impact on vulnerable populations.

Feedback from the IMWG and Assessment and Analysis Working Group

Bernadette Dabbak, Information Management Officer (OCHA)

Bernadette Dabbak presented dashboards for LRP reporting in the South, with data at the district and Cadaster level (slide 33 [here](#)) and provided updates from the Information Management (IM) and Access Working Groups:

- On the escalation of hostilities in south Lebanon, most participants preferred bi-weekly flash updates to maintain visibility. However, concerns were raised about the limited changes in quantitative data on a bi-weekly basis. A possible solution could be to maintain bi-weekly reporting for the narrative part, with a lighter version including key updates, and to consider monthly updates for quantitative data.
- Regarding sector Indicators, logframes, and strategies, updates and finalized versions need to be uploaded to the Information Hub website by 10 April 2024.

- As for the Vulnerability Assessment of Syrian Refugees (VASyR), it is in progress, with the questionnaire and analysis plan under review. A concept note is being drafted to assess the needs of all other population groups in Lebanon.

Action Points:

1. OCHA to hold bilateral discussions with sectors to improve data collection and reporting frequency on the escalation of hostilities in south Lebanon.

VASyR 2024: Process & Timeline

Raffi Kouzoudjian, Assistant Information Management Officer (UNHCR)

Raffi presented the process and timeline of the thirteenth annual VASyR survey:

- VASyR assesses the situation of a representative sample of refugee households to identify situational changes and trends.
- It provides insights into all sectors at the governorate and district level. Results are used to revise strategies, log frames, and targets.
- VASyR is a cornerstone of the LRP and programming for many (I)NGO, UN, and development actors.
- The 2024 assessment considers potential access challenges, particularly in the South.
- Data collection visits target 5,000 Syrian households in 2024 over a period of 4 weeks.
- Further details in the fieldwork are available on slide 37 [here](#) and the full timeline is displayed on slide 38 [here](#) aiming to present preliminary findings in October 2024.

Action Points:

1. Sector Coordination Teams to provide inputs on the VASyR Questionnaire and Analysis Plan (link shared via email) by Friday 5 April 2024 COB at the latest.

LASER: Lebanon Assessment, Survey & Evaluation Registry

Raffi Kouzoudjian, Assistant Information Management Officer (UNHCR)

Raffi introduced the purpose and limitations of the Lebanon Assessment Survey Evaluation Registry (LASER):

- LASER is an online registry for planned, ongoing, and completed assessments, surveys, and evaluations in Lebanon. It was established to improve coordination and reduce overlap/duplication of assessments.
- LASER is updated through ActivityInfo.
- Limitations include different interpretations of definitions, varied responses, missing information, and low visibility.
- Moving forward, recommendations include increasing visibility of the LASER registry by presenting at wide LRP partner meetings, including reminders in inter-sector emails for reporting, and monitoring analytics on access and use of the registry.
- The LASER dashboard can be found on the [Lebanon Information Hub](#) under the 'Analysis' tab within the 'Assessment Registry' section or by simply clicking [here](#).

Action Points:

1. Inter-Sector to share LASER guidance and user guide with sector coordinators.
2. Sector Coordinators to facilitate discussions among their sector partners to identify areas for improvement of the LASER registry.

Inter-Sector Products: Sector & IS Annual Work Plans, Dashboards

Stephanie Laba, Inter-Agency Coordination Officer (UNHCR)

Stephanie thanked sectors who submitted their annual workplans and reminded the remaining sectors that the submission deadline has passed but some extensions are granted due to ongoing consultations and upcoming holidays. She also discussed next steps for the sector dashboards:

- Sector focal points are urged to submit their annual work plans as soon as possible.
- Inter-sector and mainstreaming focal points need to review all plans by 10 April 2024 so that all sectors can publish their finalized plans by 12 April 2024.
- The Inter-Sector Annual Work Plan will be finalized and shared next week on the dashboard.
- Based on feedback from sector coordinators, a new approach for dashboards will be implemented in 2024. There will be:
 - Q1 dashboards will highlight the South emergency response, prioritization efforts, and localization.
 - Light versions for Q1 and Q3 dashboards (focusing on key highlights).
 - In-depth versions for Q2 (mid-year) and Q4 (end-of-year) dashboards, including case studies (optional for mid-year).
 - Templates will be slightly modified for the new branding but will largely remain the same.

Action Points:

1. Sector focal points to submit their annual work plans as soon as possible.
2. All partners to report data for Q1 dashboards to ActivityInfo by 15 April 2024. Inter-Sector will provide a few days for data extraction before requesting sectors to finalize their dashboards.
3. Inter-Sector to share the template and reporting calendar for 2024 with all sectors by email.

4. Update on Escalation of Hostilities in South Lebanon

Guidance Note for Inter-Sector Enrollment System

Elissar Samaha, Data Manager (WFP)

Elissar Samaha presented the objectives of the guidance note for the inter-sector enrollment process and explained the data processing steps:

- WFP has developed a streamlined enrollment process to enhance coordination among local actors, sectors, and authorities.
- Objectives of the enrollment system include enhanced coordination, enrollment database, capacity strengthening, and delivery of assistance (described on slide 48 [here](#))
- The process (slide 49 [here](#)) involves:
 - Receiving data from local authorities, including multiple lists of displaced people.
 - Conducting preliminary data cleaning to remove duplicates and incorrect phone numbers.
 - Calling individuals to validate their displacement status and interest in receiving assistance.
 - Inviting interested households to distribution sites for enrollment.
 - Enrolling households with informed consent during distribution, after they receive their first assistance.
 - Enrolled households provide socio-economic and personal information to benefit various sectors (shelter, WASH, etc.).
- WFP receives data from multiple sources and shares it with various partners:
 - Cleaned data is shared with some partners who distribute assistance themselves.
 - Data is also shared with other sectors and security actors.
 - Data sharing agreements and strong due diligence procedures are in place.

- Sectors are requesting the data to go through a vetting process to ensure they have strong data policies and procedures for secure storage and use. Examples of sectors that have received data so far include shelter and WASH.
- WFP will disseminate a guidance note on the enrollment process for endorsement by sector partners and will work on streamlining data sharing:
 - From local authorities to WFP.
 - From WFP to other humanitarian organizations.
 - Feedback loop to relevant actors to ensure a smooth process.

Guidance Note on Multipurpose Cash Assistance (MPCA)

Eyram Dzitrie, Humanitarian Affairs Officer (OCHA)

Eyram Dzitrie discussed multisector cash modalities for the response to the South escalation and highlighted key elements of the guidance document:

- A draft guidance document is being developed for cash assistance modalities in response to the escalation of hostilities in south Lebanon.
- The document is a result of discussions among various sectors and aims to provide a multi-sectoral approach.
- The target population includes people outside of collective shelters and those in hard-to-reach border areas.
- Key elements of the guidance document include:
 - **Verification:** WFP will be presenting on the enrollment process for verification of people in need.
 - **Prioritization:** Criteria are still under discussion, with a focus on the most vulnerable and considering limitations across sectors.
 - **Modalities and Feasibility:** This includes transfer values and delivery mechanisms based on access to markets.
 - **Multi-Sectoral Responses:** The importance of coordinated interventions across sectors is highlighted.
 - **Access:** Challenges due to movement restrictions are acknowledged, and using established access mechanisms is encouraged.
- The draft document will be circulated in the coming week(s) for review. It is not a replacement for existing sector-specific guidance but rather a complementary document.

Brief on Assessment Updates for the South

Bernadette Dabbak, Information Management Officer (OCHA)

Bernadette briefed the participants on assessment updates for south Lebanon including site monitoring updates:

- OCHA is working with UNRWA to include 11 emergency shelters in the Emergency Rapid Needs Assessment (ERNA) area for monitoring.
- A site monitoring section will be added to the ERNA based on the Shelter and Site Management Guidance document. The section will include indicators for each sector, triggering actions based on minimum standards violations.
- Monitoring standard sector trigger indicators is planned to occur on a weekly basis.
- Indicators will be shared today (5 April) for inputs by 10 April 2024 – followed by bilateral meetings with Site Coordination colleagues for finalization.
- Additionally, a pilot program for light touch monitoring in collaboration with REACH, LRC, and OCHA is planned. The program will involve key informant interviews at the catastrophe level, targeting mokhtars, mayors, municipalities, and potentially other profiles (to be determined).
- Interviews will be short (around 20 minutes) and will cover access to services across multiple sectors.

- Updates are planned every 2 weeks to capture changing needs.
- The questionnaire for the interviews will be shared today (5 April) for inputs by 12 April 2024.
- The specific profiles for key informants in the border area monitoring are still under discussion.

Action Points:

1. Sector focal points to provide input on the ERNA site monitoring indicators by 10 April 2024.
2. All participants to review and provide feedback on the light touch monitoring questionnaire by 12 April 2024.

5. Mainstreaming: Latest Products on Gender and GBV Risk Mitigation

For the interest of time, and in agreement with the Focal Points, this agenda item will be moved to the next ISCG meeting.

Annex 1

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