

Meeting on Strategy for New Arrivals – 28 March 2013, Beirut

Meeting Minutes

Name	Strategy for New Arrivals	Date	28/03/2013
Chair-person(s)	Charlie Higgins , Snr. Supply/Distribution Officer, UNHCR Olivier Beucher, Country Director, DRC	Time	1400 hrs
Minutes prepared by	Valentina Stivanello Head of the Emergency Program, DRC Ziad Kmeid, Emergency Response Coordinator, DRC	Duration	3 hours
Purpose of meeting	To coordinate assistance provided to newcomers - at national level	Location	Commodore Hotel, Hamra
1.	Introduction to the purpose of the meeting and expected outcomes		
	<p>Discussions and decisions:</p> <ul style="list-style-type: none"> The chairs of the meeting briefed the participants about the objectives of this one off meeting as a step towards harmonizing the assistance provided to newcomers on a national level in terms of the provision of items and the approach used, in addition to coming up with a common SoP for the assistance of newcomers and a strategic plan to be shared with all the relevant donors and partners. <p>Action Points:</p> <ul style="list-style-type: none"> SOP for the assistance of newcomers and the strategic plan to be shared with the group. A 'flyer' based on this SOP, summarizing the NFI assistance which will be provided to newcomers, with details of all standardized NFI kits, will be prepared for dissemination. 		
2.	New arrival kit		
	<p>Discussions and decisions:</p> <ul style="list-style-type: none"> DRC briefed the participants about the content of the current newcomer kit. After discussing it, the group agreed on the following items as the content of the final newcomer family kit: <ul style="list-style-type: none"> NFIs : <ul style="list-style-type: none"> Up to 4 mattresses per newcomer family 1 blanket per person 1 new arrival hygiene kit 1 kitchen set 1 baby kit (for newcomer families with babies under 2 years old) 		

	<ul style="list-style-type: none"> • 1 set of dignity items <p>Food:</p> <ul style="list-style-type: none"> • 1 food kit per family • 1 gas cooker set per family (unless WFP and UNHCR are unable to provide all the newcomer actors with gas cooker sets to be provided to newcomers refugees. In that case, DRC will stop the distribution of the gas cooker sets and it will be excluded from the newcomer kit) <p>Action Points:</p> <ul style="list-style-type: none"> • Update the content of the standardized New Arrival Kit and share it with the group (Annex 1). • UNHCR confirms that the WASH Working Group has agreed to the removal of the bath towels from the new arrival hygiene kit, and to retain the two plastic buckets plus lids. • UNHCR has verified that WFP does not intend to provide gas cooker sets to newcomers (and in fact this has only been provided on a limited basis through certain partners). • UNHCR still has to determine if it will take over the supply of gas cooker sets, at which moment they will be provided (upon arrival or subsequently, for instance upon registration) and to what percentage of the population they would be provided. • UNHCR has verified that WFP if they will be able to provide all the newcomer actors with food kits and gas cooker sets as part of the new arrival standardized kit. • DRC will cease distributing the gas cooker sets as part of the New Arrivals kit in the case that UNHCR does not take over the provision of gas cooker sets for newcomers. • UNHCR has verified that WFP will continue providing food parcels to newcomers, but that it will be on a targeted basis. • UNHCR has verified through the SGBV Working Group that UNICEF, UNFPA, IRC and other actors are working on standardizing their dignity kits, but that these will not be exactly the dignity kits provided to newcomers, instead a set of dignity items (up to \$8.50 per HH) will be provided within the NFI New Arrivals Kit. • The NFI Sector Working Group will approach ECHO to brief them on standardization of assistance to newcomers and advocate that all partners should be funded accordingly.
3.	<p>Assessment methodology: trends; protection assessment; referral system</p>
	<p>Discussions and decisions:</p> <ul style="list-style-type: none"> • DRC briefed the group regarding the methodology of the assistance of newcomers. This starts with their identification through community focal points, referrals to DRC, cross-checking the referred names with the UNHCR registration list and the UNHCR pending registration list, assessment through a home visit and finally assistance. • Agencies have agreed on this approach and endorsed the house visit for newcomers as mandatory before their assistance. • Agencies will send their feedback regarding the current DRC questionnaire used during the house visits in order to have a common questionnaire to be used by all the newcomer actors. • Agencies have also confirmed that all the newcomer families are eligible for assistance however agencies will exclude item/s from the newcomer standardized kit in case they

- notice during the home visit that the family already have the item/s
- All agencies will be using the same interagency newcomer referral from that is being used in the Bekaa.
 - Agencies have agreed that all nationalities of newcomers who are fleeing Syria because of the conflict are entitled to receive the agreed on newcomer assistance, without differentiation between nationalities.
 - Agencies have agreed that newcomer Syrian refugees inside the Palestinian camps should also be entitled to receive the newcomer assistance.

Action Points:

- **DRC to share the house visit questionnaire with the group (refer to Annex 2), so that the NFI Sector Coordination Group can standardize this form through a sub-working group.**
- **DRC to share the interagency newcomer referral form with the group (refer to Annex 3).**
- **UNHCR to share the contact details of their focal point for agencies which wish to sign the data-sharing agreement in order to have accesses to the UNHCR registration lists.**
- **UNHCR to circulate the registration flyer with the hotline number (on the web portal using the following link: <http://data.unhcr.org/syrianrefugees/download.php?id=1738>).**
- **UNHCR to share the criteria and process for fast-track registration for families which are considered as vulnerable.**

4.

Estimated needs/projections

Discussions and decisions:

- The group agreed to divide the areas of operation relative to the newcomer assistance per district among the different agencies. Then, on field level, agencies will conduct bilateral meetings to agree on the division of villages in each district.

District	Currently assisting New Comers	Intention to assist New Comers
Akkar	IOCC, DRC	HI, NRC
Aley	IR, TBC (AMURT)	CARITAS
Baabda	Islamic Relief, CARITAS	Mercy Corps
Baalbek	Mercy Corps, CARITAS, NRC, DRC, IOCC	Mercy Corps, SVI
Batroun	CARITAS	
Bcharre	CARITAS	GVC
Beirut	CARITAS, Islamic Relief	HI
Bint Jbeil	DRC	INTERSOS
Chouf	AMURT, IR	Mercy Corps, CARITAS
Hasbaya	Mercy Corps	IOCC, INTERSOS, Islamic Relief
Hermel	NRC, GVC, DRC	
Jbeil	Islamic Relief	IOCC
Jezzine		Mercy Corps
Keserwan	CARITAS	IOCC
Koura	CARITAS	IOCC
Marjaayoun	DRC	
Metn	CARITAS	IOCC

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	<p>Action Points:</p> <ul style="list-style-type: none"> • Agencies to conduct bilateral meetings to agree on the division of villages/places in each district they are working in. 																												
5.	Information management:																												
	<p>Discussions and decisions:</p> <ul style="list-style-type: none"> • UNHCR presented the results from mapping of the unregistered and newcomer refugees in Lebanon, which covers only around 40% of the overall UNHCR p-codes. Based on the mapping results, 17,868 newcomer Syrian refugees (persons) arrived in Lebanon in March 2013 (only in 40% of the overall villages). <p>Action Points:</p> <ul style="list-style-type: none"> • Agencies to declare their capacities in these areas and meet with all the other agencies which wish to cover the same areas, to ensure that each place is covered by only one. • Each agency responsible for assisting newcomers in a particular place, will also be responsible for sharing the data on the number of new arrivals in that location, on a monthly basis. • UNHCR to share the PET map with the group and highlight the areas which are not yet covered by any agency for the mapping exercises on newcomers. • UNHCR will also upload a matrix to enable agencies to select which of the 2,800 P-codes they wish to cover for provision of assistance to newcomers. • UNHCR to share the NFI distribution matrix with the agencies; agencies to complete it, update it on a monthly basis and send it to UNHCR. 																												
6.	Field Coordination																												
	<ul style="list-style-type: none"> • Agencies to relay the outcomes of the meeting to their respective field staff. 																												

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