NFI Sector Coordination Group – Meeting Action Points – 21 May 2013, Beirut

Meeting			
Name	NFI Sector Coordination Group	**Meeting Date**	21/05/2013
Meeting Location	ESCWA	**Meeting Time**	1:45 p.m.
Chair person(s)	Charlie Higgins , Snr. Supply/Distribution Officer	**Meeting Duration**	3:45hrs.
Minutes Prepared by	Malak Rahal, Executive Assistant, UNHCR		
Purpose of Meeting	Coordinate NFI assistance provided to newcomers, unregistered and registered refugees		

1.	**General Update**
	• NFI meetings will move to monthly meetings instead of bi-weekly • From June on-ward the meetings will be every 2nd Monday of the month at 9:30 A.M in UNHCR- 8th floor
2.	**Situation Update**

	• Showing and explaining the reporting tool : "Newcomer SOP- NFI Distribution tracking sheet"
	
	• Submissions received from partners for the "Newcomer SOP- NFI Distribution tracking sheet" :
	    ✓ DRC until end of March
	    ✓ TDH until end of April
	    ✓ Intersos until end of April
	    ✓ Islamic Relief until end of January
	
	• UNHCR Beirut will work with the relevant Area Office staff to ensure that they seek to extract the distribution reports from partners on a regular basis (monthly) covering their area. Overall consolidation of the submissions from partners will be done at the National level
	
	• By pushing a standard approach to the fields / area; there will be a clearer picture at the central level about what is happening.
	
	Action Points:
	
	- To avoid duplication in the information collected for the monthly report; collection of the data will be done on an area by area basis then compilation of the data will be done at the National level.
	
	- Wait for the final consolidated sheet "Newcomer SOP-reporting tool" that will come after the WASH workshop in order to do a similar one for the NFI.
	
	- Ngos should send their updates through the designated focal person to field officers, who will forward them to central level (Beirut).
	
	- Inform the 5 designated field officers about the monthly report tool for NFI distribution.

3.	**Rapid Estimation of Unregistered Refugees**

Geo division of p-codes between agencies

- There are 2,800 P-code in total covering the whole country, although some may no longer exist or are very difficult to identify on the ground, especially in the major cities.
- In order to get the number of unwilling or unable to register (the 'un's): total number of refugees – (number of registered refugees + number of refugees awaiting registration = 'un's
- Reporting is only being done in Bekaa; in the South some information available on the newcomers.
- The Government have done an assessment in South and asked the municipalities to give the exact figures for the refugee numbers.

Action Points:

- Assign 1 agency / p-code; 1 agency should be responsible for reporting numbers & assistance given / p-code even if there are many agencies doing assistance in the same place.
- Problems to be resolved:
  - ✓ Ask from the agencies to extend their coverage to the places where nobody wants to work.
  - ✓ Resolve the issue where there are more than 1 agency / p-code working, by designating a lead agency / p-code, with responsibility for reporting.
- Ask the Government share its assessment of numbers in the South.
- UNHCR data-sharing agreement focal point: Samuel Sheung (Senior Protection Officer) – cheung@unhcr.org

4.	**Assessment Forms and SOPs**

- Ziad Kmeid (DRC) is the focal point for the HH assessment form.
- DRC thanked Solidarities & Handicap International for their contributions.
- The Newcomer SOP is being updated and feedback should be sent via email.

 Action Points:

- Assign community or local focal points instead of internationals for better communication.
- The agencies won't be able to conduct home visits therefore there will be 3 levels of assessment:
  1. Regular Newcomer HH assessment form used for the current scale of influx;
  2. Mass Influx Rapid Assessment form (to be used when a certain threshold of newcomer numbers is reached – figure is to be set by the respective area's inter-agency team);
  3. The abbreviated version of the Mass Influx Rapid Assessment form (again, the threshold for using this version of the form is to be set by the respective area inter-agency team).
- OCHA requested that both forms include the following questions about the situation:
  1. What is the humanitarian situation in Syria?
  2. If the war ends, are the refugees willing to go back to Syria?
- Clarification for the SOP: for large families of ≥ 7 members provide them with as many mattresses as there are adult members & 2 hygiene sets (but not 2 kitchen sets).

Finalize the assessment forms, translate them into Arabic, upload them on the web portal and start using them.

		- By tomorrow (22/05/2013) send the feedback on the Mass Influx Rapid Assessment form (group assessment) to Anna Minuto on: minuto@unhcr.org
5.	**Cash Transfers to Refugees – Update**	

- Needs to be done properly to prevent conflict between the Government and Host communities.
- Establish a minimum 'expenditure basket' for Akkar, Bekaa and Tripoli.
- The basis of the assessment sheet is from Save the Children.
- For Akkar (in March) the minimum expenditure was $500 for a family of 5 people, however for Tripoli and Bekaa the basket goes up to $800.

Action Points:

- Set up an inter-agency market monitoring mechanism for the prices to be updated on a regular basis.
- If any organization is monitoring the prices in any area or p-code please share the information
- The exact cost estimation has to be updated and defined.
- Look for focal points for some of the data like shelter (for rent) and health costs.

6.	**VASyL (Profiling) – Update**

- WFP is monitoring the prices of foodstuffs in the shops.
- The aim of this profiling is to better understand vulnerability in order to introduce targeting.
- Caritas and IOCC already have vulnerability criteria and are using them in order to target within the unregistered population at field level.
- The assessment looks at the registered (those registered in the last month, 2-3 months ago, or 6 months ago) and at those pending registration.
- There will be 15 assessment teams with 4 people in each team, and a questionnaire that should not take more than 1 hour/HH.
- Team training will be done this week; data collection starts Mon 27 May and will take 2 weeks.
- HHs will be classified according to their vulnerability for each sector, and the most vulnerable will be the ones who are determined to be the vulnerable across more than one sector.
- Results will be out by end of June.

Action Points:

- All the targeting criteria/ agency/sector should be gathered in order to be included in the assessment.

- Since agencies are working multi-sectorally; they were requested to provide WFP with their inputs or their criteria to determine vulnerability.

7.	Contingency Planning – Update
	• The CP exercise led by UNHCR is meant to result in more of a technical than a political document. • Planning for 3 possible scenarios but the 3rd "a major epidemic outbreak" is a subject for consideration in the overarching UNCT CP, of which 'UNHCR's CP, will be a component. • Scenario 1 : A more massive influx of refugees into Lebanon; • Scenario 2 : Mass internal displacement of refugees + IDPs due to violence within Lebanese territory, causing a displacement within an area or from one area to another. • The UNCT is revising a broader CP that looks at contingencies to cope with a catastrophic natural disaster, with internal conflict or armed action from outside, and it will be finalized at more or less the same time as the 'UNHCR CP, covering refugees and IDPs. Action Point: - Make sure to highlight the need for contingency planning and a build up of stocks through RRP5
8.	AOB & Next Meeting
	• Meetings will occur on a monthly basis instead of bi-weekly, in the UNHCR office. • The next NFI coordination meeting is scheduled from 9:30-11:00 A.M on Monday 10 June in UNHCR's premises.

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