

## NFI Sector Coordination Group – Meeting Action Points – 8 July 2013, Beirut

Meeting			
<b>Name</b>	NFI Sector Coordination Group	<b>Meeting Date</b>	Mon 08/07/2013
<b>Meeting Location</b>	UNHCR	<b>Meeting Time</b>	9:30 A.M
<b>Chair person(s)</b>	Charlie Higgins , Snr. Supply/Distribution Officer	<b>Meeting Duration</b>	2 hours
<b>Minutes Prepared by</b>	Malak Rahal		
<b>Purpose of Meeting</b>	Coordinate NFI assistance provided to newcomers, unregistered and registered refugees		

<b>1.</b>	<b>Situation update (latest figures)</b>
	<p>Current situation: 584,584 registered and awaiting registration. The longest waiting period is in Beirut &amp; Mt Lebanon (38 days); the shortest is in the North (16 days); the average waiting period in all Lebanon is 28 days.</p>
<b>2.</b>	<b>Mass Communication with the Refugees</b>
	<p>UNHCR is trying to improve its communication with the refugees. A Mass Information Officer is working with all sectoral WGs on a table of questions and answers (Q&amp;A) it is thought that all refugees might have, which we should try to answer. The NFI Sector WG Q&amp;A was presented and when finalized it could be the basis of a simple leaflet in English and Arabic explaining what refugees will and will not receive. Discussion points were as follows:</p> <ul style="list-style-type: none"> <li>• Currently every registered refugee HH (should) receive a hygiene kit per family per month, from an NGO implementing partner funded by UNHCR's programme. Each registered refugee family (should) also a Baby Kit per child under 2 years, per month.</li> <li>• Newcomers should not be denied assistance (i.e. the NFI New Arrival Kit) just because they were not assisted in the first 30 days after their arrival. There may be a good reason for this. Even if they are now registered they should be able to approach the NGO that provides newcomer assistance in their area and ask for help. That NGO should then confirm whether or not they still need the NFI New Arrival Kit, using the Newcomer HH Assessment Form. If yes, they should provide one.</li> </ul> <p><b>Action:</b> - Share the mass communication Q&amp;A with the NFI WG members. [DONE]</p>
<b>3.</b>	<b>Vulnerability Assessment (VASyr) – Vulnerability Criteria for the NFI Sector</b>
	<p>The vulnerability profiling exercise (VASyr) is led by WFP and implemented by ACTED. Its purpose is to define vulnerability criteria and the profile of the community for a better assistance. The WG was asked to consider the vulnerability criteria specifically to enable targeting of NFI. Since the only significant NFI distributed (except for the Hygiene and Baby Kits distributed under WASH Sector coordination) are the NFI New Arrival Kits to newcomers, the discussion focused on this. Points raised were as follows:</p> <ul style="list-style-type: none"> <li>• In its simplest terms, refugee HH that do not have the means to acquire basic NFIs, should be considered vulnerable. This implies a criterion based on income, expenditure, savings and/or debt.</li> <li>• Although the fact that HH does not evidently possess basic NFIs is a key factor in determining need,</li> </ul>

	<p>the Newcomer HH Assessment cannot reveal the level of borrowing going on between families. Alternatively, a newcomer HH being assessed might claim that the mattress in their home is borrowed.</p> <ul style="list-style-type: none"> <li>• Newcomers HH which arrived more than a year ago would need scrutiny rather than automatically being provided with NFIs that they seem to lack, to determine how they coped since their arrival.</li> <li>• The newcomer programme funded by ECHO obliges NGOs to define a newcomer as someone who arrived in Lebanon within the last 30 days, and to assist them within that timeframe.</li> <li>• Since we are giving out an NFI kit, although we do increase the number of items the larger the family, small families benefit from the kit approach relatively more than large ones, so large families could be considered more vulnerable.</li> <li>• Families are generally vulnerable if they lack the assets in question or other resources, if they have no income and/or a high debt burden. If the criteria can reflect these factors and profile (i.e. prioritize) the population accordingly, then they will be useful for targeting. If not then there is little alternative but to provide these assets to all families which the HH assessment reveals as not having them.</li> </ul> <p><b>Action:</b></p> <p>- NFI Sector Lead will discuss with the VASyr experts (in WFP &amp; UNHCR) the vulnerability criteria for NFIs and define criteria which incorporate elements of HH income/expenditure level, their possession or lack of basic NFIs, and family size (or composition, particularly the dependency ratio. [DONE]</p>
4.	<p><b>Inter-Agency Contingency Planning</b></p>
	<p>The WG went through the NFI sector preparedness tasks, in order to validate them, assigns responsibilities, tasks and deadlines. Discussion points were as follows:</p> <p>1. <u>Predefine simple targeting criteria for a mass displacement to target NFI the “ New arrival kits”</u></p> <ul style="list-style-type: none"> <li>• WFP and the Food Security Sector also have exactly the same task in their list of preparedness actions, and we should ensure that the targeting of food and of NFIs in a mass influx follow the same approach.</li> <li>• Because the vast majority will not be registered (yet), we cannot use the same criteria as for targeting registered refugees, therefore we need quick and easy vulnerability criteria to enable targeting in a mass influx, i.e. target according to:       <ul style="list-style-type: none"> <li>– Type (and condition) of shelter;</li> <li>– Location (i.e. in Mt Lebanon, in the Bekaa);</li> <li>– Focussing on the bigger concentrations of population.</li> </ul> </li> <li>• Or should we simply say that the large families receive NFI assistance, while the small ones don't (not a very satisfactory method of identifying vulnerability and need)?</li> <li>• Perhaps Masnaa is really the only place where the majority of any mass influx would enter, and this is only likely when Damascus implodes and refugees flood in from there. Therefore should we plan our response around this location. If we really want to avoid the creation of camps, then new arrivals will need immediate assistance there, not so much in terms of an NFI pack as water, sanitation, food, emergency shelter and healthcare (following screening). And the only way to avoid the creation of a vast camp just this side of the border is to set up free transportation to move people away from it.</li> <li>• When trying to define new simple vulnerability criteria to enable targeting, perhaps do not worry so much about the rapid mass influx, of 50,000 individuals crossing in a single day, since this will be such a 'game changer' that it will require a different kind of response. Instead consider more the high but still gradual influx which will result in not 1 but 2 million Syrian refugees in Lebanon by the end of the year.</li> <li>• We need to determine at what threshold we will have to start targeting (using the simple criteria that</li> </ul>

	<p>we don't yet have) – at what rate of influx ? What is the current rate of influx per area – can this be determined from the month-by-month growth/reduction in the number of refugees awaiting appointments (less figure for those who actually had their appointments in that month) ?</p> <ul style="list-style-type: none"> <li>• How should the division of responsibilities be determined, given the existing geo-division of responsibility ?</li> <li>• If the size of the influx is large enough, NGOs will have to give up trying to assist every newcomer family, and try to target based on shelter status/condition. We should therefore utilise the shelter status/condition information collected by the Area Offices and consolidated by the Shelter Sector.</li> </ul> <p>2. <u>Standardize the NFI kit contents &amp; specifications of individual items, provided by all agencies</u></p> <ul style="list-style-type: none"> <li>• We should consider whether the NFI New Arrival Kit is appropriate in these circumstances. Maybe people can survive for a while with one kitchen set shared between a number of families, but maybe each family needs a 20 litre collapsible jerry-can for drinking water immediately.</li> <li>• Cooking stoves are missing from the NFI New Arrival Kits, but refugees in a mass influx will need a means to cook. Some stoves need to be provided, but most likely to groups not to single HHs.</li> </ul> <p>3. <u>Warn donors that contingency stocks requested under RRP5 (for 44,000 HH) by all agencies will be quickly exhausted &amp; make them agree to establish strategic reserves</u></p> <ul style="list-style-type: none"> <li>• Stocks of contingency items – agencies need to submit their (genuine) reserve stocks levels for the overall contingency planning effort. This could also be coordinated through the new Lebanon Logistics Forum, which all NFI WG members would also be welcome to attend, because the reserve stocks should be identified by every relevant sector, not just NFI coordination.</li> </ul> <p><u>Action:</u></p> <p>- Ask the Distribution WGs in the field to identify the locations where they think refugees are most likely to congregate in a mass influx situation.</p>
5.	<p><b>Inter-Agency Lebanon Logistics Forum (LLF) meeting on 3 July</b></p>
	<p>This is not a sector WG, cluster or task force, but a new discussion forum for sharing information on common logistics problems / solutions.</p> <ul style="list-style-type: none"> <li>• Its first initiative is to look at how agencies could accelerate clearance procedures for relief items at the port/airport, as only some UN agencies are registered (UNDP, UNICEF, UNRWA, UNIFIL, UNHCR) although UNHCR does not have a customs/import number, therefore cannot officially import items duty-free yet. WFP, in common with most NGOs, is neither registered nor able to import duty-free.</li> <li>• Following this it will look at warehousing and transportation capacity around the country, in an attempt to avoid all agencies going with one provider without realizing it, and to try to improve the prices paid for standard services.</li> <li>• The subsequent LLF meeting was hosted by DRC on 17 July.</li> </ul> <p><u>Action Point:</u></p> <p>- Circulate the minutes of the LLF meeting on 3 July, and invite NFI Sector WG members to attend if they wish. Copy the minutes of all LLF meetings to the NFI WG, and vice versa. [DONE]</p> <p>- The next meeting will be hosted by UNICEF on 31 July.</p>

6.	<b>Winterization</b>
	<p>Planning for winterization needs to start now if we are not to run out of time for implementation. ECHO is pushing strongly for a coordinated plan. Discussion points were as follows:</p> <ul style="list-style-type: none"> <li>• Last year DRC distributed winter blankets (only) from Oct, and fuel vouchers from Nov-Mar (5 months). DRC considers that the fuel requirement for full time use of the diesel heating stove it distributed was 200 litres per month (diesel costs approx. \$1 per litre), but this assessment of family fuel needs in the winter was done more than 2 years ago.</li> <li>• DRC provided winter blankets and heating stoves to all registered refugees and newcomers in North Lebanon and Bekaa, up to March 2013. Therefore only those refugees who arrived later than March need to be considered for the NFI winterization package this time round.</li> <li>• When it comes to targeting the winterization assistance, targeting by shelter status/conditions and geographical location is not sufficient. Others – the chronically sick or disabled / the very old or very young – also need the support, regardless of whether they live along the coast in a city or in a tent in the mountains, because they are relatively immobile and will suffer more from cold and damp.</li> <li>• When it comes to standardizing the fuel vouchers, winter could be as long as 6 months in some areas (i.e. 15 Oct to 15 Apr). Vouchers (or cash) should not be for refugees only, but provided to PRS, unregistered Syrians, Lebanese returnees, and vulnerable hosting families.</li> </ul> <p><u>Action:</u></p> <ul style="list-style-type: none"> <li>- DRC (Ziad) to dig out the assessment that resulted in an estimate of 200 litres of fuel required by each family per month, and the WG needs to update this assessment to see whether this is still reasonable.</li> <li>- Agencies were requested to email the Sector Lead the items, quantities and locations of the winter assistance they distributed last winter (e.g. winter blankets, heating stoves, etc.).</li> <li>- A Sub-WG of DRC, Islamic Relief, Secours Islamique Français (SIF), WV &amp; UNHCR to work on winterization package, voucher value/no. of months, and division of agency responsibilities, on Friday 12 July at 1200... later rescheduled to Wed 17 July 1300-1500. [DONE and, in the event, these agencies were also joined by CISP, Oxfam, and Save the Children International]</li> </ul>
7.	<b>Assessment Forms and SOPs</b>
	<p>Version 2 of Newcomer Assistance SOP, with the Newcomer HH Assessment form and Multi-Sectoral Rapid Assessment Group form attached, had been shared. ECHO will be urging partners to report to UNHCR what they have distributed, using the NFI Distribution Tracking Template, in the interests of better coordination between sectors.</p> <p><u>Action:</u></p> <ul style="list-style-type: none"> <li>- A minor addition (the refugee's Syrian ID number) will be made to the HH assessment form.</li> <li>- A sub-WG will continue to work on the two assessment forms to look at how data from these assessments can be consolidated and utilized. Ideally an online system is needed in which data is inputted and it would be compiled, consolidated and transformed into products automatically.</li> <li>- Agency staff need to be trained in their use, and the sub-WG will meet to look at this shortly.</li> </ul>
8.	<b>Information Management</b>

	<p>1. <u>NFI distribution tracking</u></p> <ul style="list-style-type: none"> <li>✓ Each agency in the area will send the <u>NFI distribution tracking</u> to the focal points in the fields (list of focal points is provided in sheet 1);</li> <li>✓ Reporting should be from January to June 2013;</li> <li>✓ Baby kits and hygiene kits only for new comers to be reported / agency.</li> </ul> <p>2. <u>Geo division of “P-codes” between agencies</u></p> <ul style="list-style-type: none"> <li>✓ Send the link to the entire NFI WG contact list.</li> </ul> <p>3. <u>Gap map for WASH:</u></p> <ul style="list-style-type: none"> <li>✓ Red area is the area where there are more than 200 registered refugees that don’t have access to water &amp; hygiene; these area the areas which should be prioritized for assistance;</li> <li>✓ Do the same map for the newcomers (gap/area);</li> </ul> <p><u>Action:</u></p> <p>- Deadline for submission of the reports (the NFI Tracking Template V.1.3 &amp; Geo-division) is Fri 12 Jul.</p>
9.	<b>AOB &amp; Next Meeting</b>
	The next NFI coordination meeting is scheduled 9:30-11:00 A.M on Monday 12 August at UNHCR.

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