



Shelter Working Group Meeting Syrian Refugee Response in Jordan

Meeting Location	UNHCR small conference room	Meeting Date	21 November 2013
Chair Person	Werner Schellenberg	Meeting Time	14:00
Minutes Prepared by	Matthew Richard		
Purpose of Meeting	The shelter working group meets every 2 weeks		
Next meeting	Thursday 12 December, 14:00, UNHCR small conference room		

1.) Summary of action points

Item	Action point	Focal Point / Organization
1.)	Development of standardisation document for upgrading of housing units to adequate standards and increased housing units in unfinished buildings.	Matthew Richard (UNHCR), Ru'a Al-Abweh (UNHCR), Zaid Awamrh (PU-AMI), and Celina Heleno (PU-AMI), Khaled El Kouz (IOM), (UNHCR), Emily Beadle (ACTED),
2.)	Amber Savage to share winterisation leaflet developed by CARE.	Amber Savage (CARE)
3.)	Szilard Friccka to provide more information on standards in urban/rural settings.	Szilard Friccka (UNHABITAT)
4.)	3Ws matrix to be shared before the next meeting	Matthew Richard (UNHCR)
5.)	ACTED requested any information on informal settlements.	Kate Holland (ACTED)

2.) Attendees of the meeting

Name	Organisation	Contact details
Nagendra Adikarn	UNHCR	adikarn@unhcr.org
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Hugh Earp	NRC	hugh.earp@nrc.no
Amber Savage	CARE	amber.savage@jo.care.org



3.) Minutes

Item	Discussion
RRP6 progress	The RRP6 appeal has been shared with the regional coordinator and will be launched in mid-December. Following this there will be a protocol on agencies accessing the ActivityInfo. There will be no amendments to entries before the first review in the first quarter of 2014.
Endorsement of apportioned physical interventions	<p>Housing upgrade</p> <ul style="list-style-type: none"> • <u>Housing units upgrade output target: 27.5% of 36,000 vulnerable HHs in urban settings</u> • <u>Home adaptation output target: 37.5% of 36,000 vulnerable HHs in urban settings</u> • Upgrade through winterisation kits. We should standardise the price at US\$300-400 but may fluctuate on case by case basis. We should also link Volkens NFI guideline to standards. • CARE have developed a document in English and Arabic '<i>How to keep warm in the winter</i>' (See annex attached) but we need to have an assessment of the unit costs of equipment such as the mentioned insulation and sheeting. We need evidence to tailor a financial package. <p>Housing units increased</p> <ul style="list-style-type: none"> • <u>Housing units increased output target: 35% of 36,000 vulnerable HHs in urban settings</u> • This has the potential to have both negative and positive spill over impacts on the local community. <p>It would be helpful for the shelter WG to review the 3Ws matrix and they will be circulated with the MoM.</p>
Review of proposed guiding principles	<p>We need to standardise the following interventions in non-camp settings;</p> <ul style="list-style-type: none"> • Housing units upgrade – bathrooms, kitchens, insulation • Housing units increased – maintenance and repairs <p>This document should be prepared before the next WG meeting. Matthew Richard (UNHCR), Rua Al-Alabweh (UNHCR), Khaled Al-Khouz (IOM), Zaid Awamrh (PU-AMI), Celina Heleno (PU-AMI), and Emily Beadle (ACTED) have volunteered to work on this together.</p> <p>CARE have developed a similar guideline for winterisation which outlines information on how families can prepare their non-camp shelters for winter. It is intended to complement information being provided to families on the purchase of NFIs to ensure families are optimising their scarce resources. The list is prioritised with the most important area to address first and is in accordance with Sphere Standards and Global Shelter Cluster best practice.</p>
AOB	Kate Holland (ACTED) requested any information on informal settlements in Jordan.