

Inter Sectoral Meeting 9 December - Minutes

Meeting			
Name	Inter Sectoral Meeting	Meeting Date	Monday , 9 December , 2013
Meeting Location	UNHCR Mt.Lebanon	Meeting Time	1:30 P.M
Chair person	Mr. Jean Nicolas Beuze – Assistant Representative Coordination	Meeting Duration	1.5 Hour
Minutes Prepared by	Malak Rahal : Senior Coordination Associate		
Purpose of Meeting	Inter-agency activity info, contingency plan review & launch of RRP6		

Summary of discussions and action points

1.	<p>RRP6 Monitoring and Reporting System : ACTIVITY-INFO</p> <p>Current situation with the reporting system :</p> <ul style="list-style-type: none"> ✓ Sectors using out-of-date systems (excel, word files) ✓ No common approach ✓ Multiplication of reports (field, sectors, M&E of agencies) ✓ Difficult to consolidate ✓ Limited capacity to analyze ✓ No common definition of indicators <p>Activity info (AI) :</p> <ul style="list-style-type: none"> ✓ An online/offline monitoring tool which collects, manages, maps and analyzes data on indicators ✓ Tracks progress against defined targets ✓ Generates custom reports: charts, tables and maps ✓ It has three main functions: data entry, report and design <p>Points raised and discussed :</p> <ul style="list-style-type: none"> - AI will allow for a monthly reporting lear SOPs and clear data once entered - There should be a help desk; Information management will have a team of people that will follow up directly with the sectors in order to prevent security incidents and filter the correct data - We shouldn't kill the system by overloading it with too much information and details ; it will be limited to the RRP indicators <p>- Recommendations</p> <ul style="list-style-type: none"> ○ IM team to discuss with sector WGs to refine the RRP6 indicators (immediate) ○ Data quality check should be done by sector coordinators ○ Agree within each of the sector WG on the minimum info required (mandatory field) and across the sector of some common attributes ○ Present AI in various fora (steering committee meeting, interagency meeting) ○ On-the-job training for various partners ○ All actors are recommended to invite implementing partners to use activity-info regularly by including a clause in their standard agreements
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	<ul style="list-style-type: none"> ○ AI will not replace reporting requirements included in partnership agreement between partners and donors ○ AI to be opened to all humanitarian partners operating in Lebanon (including those not appealing under the RRP)
2.	Contingency plan review
	<p>- "Alexa" snowstorm is expected to hit Lebanon within the coming days – the CP scenario relates to severe weather conditions resulting in a dramatic deterioration of refugees living conditions</p> <p>- Update the contingency plan; preparedness and response actions for all the sectors, as well as indicating the stock levels by Tuesday 10 December COB.</p>
3.	Weekly/monthly reporting for the I.A update
	<p>- I.A weekly and monthly updates: 2-3 pages highlights per sector prepared by the HCR PI unit from inputs from a small number of partners</p> <p>- It is an important tool for visibility used by donors and the local and international media to report on the achievements of the Syrian crisis</p> <p>Recommendations:</p> <ul style="list-style-type: none"> ✓ As of January 2014, all partners requested to send their inputs to sector coordinators for them to 'screen' info and provide the PI unit with consolidated 'stories on achievements' by Thursday COB
4.	RRP6 Launch
	<p>- The formal launch of RRP6 will take place in Geneva with the High Commissioner and the Emergency Relief Coordinator, and will be simultaneously launched in Lebanon next Monday (16 Dec.)</p> <p>- Government officials, UN, NGOs, diplomats, donors and media will be invited.</p> <p>- The launch will have three parts:</p> <p>Part A (all participants) (40 minutes)</p> <ul style="list-style-type: none"> - Formal launch with Government officials - Testimonies (i.e., what it means to be assisted by the int'l community) by <ul style="list-style-type: none"> ○ Refugee representative ○ Host community representative ○ Local NGO worker regarding WASH sector - Short presentation of the content of the RRP <p>Part B - only for donors/diplomats (15 minutes)</p> <ul style="list-style-type: none"> - QnA with the following panel members: <ul style="list-style-type: none"> ○ MoSA , HC/RC , UNHCR , WFP , UNICEF , UNRWA , LHIF Representative (int'l NGOs) , Amel Representative (national NGOs) <p>Part C - for media (30min)</p> <ul style="list-style-type: none"> - Same panel as under part B with a representative of the int'l community/donors
5.	AOB
	<p>- Launch of the report, "The Situation and Needs of Lebanese Returnees from Syria," prepared by IOM , will take place on 10 December 2013.</p> <p>- A one-day meeting on 12 December will take place in UNHCR regional office (Amman) to discuss a final report on RRP5 + prepare reporting for the Kuwait II conference & discuss reporting on RRP6.</p>