

Jordan: Inter-Sector Working Group (ISWG) Meeting Minutes: 17th December 2013

AGENDA

1. RRP6 launch
2. Informal settlements
3. Gender Equality Monitoring Matrix
4. ISWG update for November
5. ISWG Terms of Reference
6. Common Processes:
 - ActivityInfo and Reporting
 - Vulnerability targeting
 - Urban coordination / referrals
 - Coordinated needs assessments
 - Contingency planning
 - INGO Co-Chair proposal

REVIEW OF ACTION POINTS FROM 4th November ISWG MEETING

Action	Responsible	Status
Provide further information on coordination training by John Telford.	Inter-Sector Coordinator	Completed
ToR/division of labour information document to be shared amongst sector chairs.	Volker Schimmel	Pending
Sector Chairs to confirm when they can participate in SGBV/CP training and contact Amanda with their decision of date, which would preferably be before the end of 2013.	Sector chairs	Completed
IS Coordinator to send revised calendar; get copies of objectives, outputs and indicators discussed at the Regional RRP6 meeting.	Inter-Sector Coordinator	Completed
Sector chairs will prepare comments on the ToRs for the ISWG group and send them to inter-sector coordinator.	Sector chairs	Completed
Inter-sector coordinator to draft and circulate a work-plan for members to consider including training dates, key events etc.	Inter-sector coordinator	Completed

SUMMARY OF DISCUSSION

RRP6 Launch

The launch was held at the Jordan Media institute on the 16th December. The RRP6 products were well received by the media, donors and participating organisations. The SIRF (Regional INGO forum) issued a press statement on the same day, calling for donor support.

The launch emphasized that the RRP6 was a collaborative effort by UN agencies, NGOs and the Jordanian Government. The UNHCR coordination unit will forward around the slideshow and dashboards displayed

at the launch by e-mail. Sector chairs to make comments on the dashboards by 22nd December, after when they will be uploaded to the portal.

A website has been set up for the RRP6 documents (www.unhcr.org/SyriaRRP6). Sector chairs to check the online version and send any comments to Inter-Sector Coordinator re: changes/errors on logos etc. As of early January, UNHCR will hard copies and send to each participating organization.

Informal settlements

Lucio Melandri (UNICEF Emergency Coordinator) gave a presentation to the ISWG on a recent UNICEF/REACH survey of informal tented settlements (ITS). Linked to seasonal migration of Syrian workers, inhabitants of ITS had limited access to services, including education, as well as water and sanitation. Level of vulnerability across the sectors is high.

The full presentation is available from UNICEF. 32 ITS surveyed, covering 678 families – the majority in Mafraq. Primary source of income linked to seasonal labour in agriculture. While there has so far been little threat of eviction, drawing more attention/visibility to these settlements may in turn increase protection risks.

UNICEF calling for creation of a small task force to coordinate who is providing what where, coordinated by one of the agencies. Need rapid but discreet actions to assist these people.

Cash sector: several WGs have done some research but it has not been coordinated. Assistance has been provided - heaters, clothes, baby kits, blankets and mattresses, and in some cases food. UNHCR providing blankets and mattresses. **Health:** access to vaccinations and health care remains a challenge. Many hold Ministry of Interior cards for healthcare but not from area where they were living. **CP:** Based on previous assessments, many families do not want to change their migrant lifestyle – earning income is higher priority than education. **Information Management:** Need to agree on definition of ITS – could use the UNICEF/REACH definition (more than 10 shelters). Cash recommended to focus more on needs, rather than a strict definition.

Dedicated meeting on ITS response agreed for Thursday 19th December.

Gender equality monitoring matrix

IATF Gender Advisor presented the Gender Equality Monitoring matrix for 2014. It is a reflection of all the sector response plan commitments, largely cut and pasted from Sector Response Plans. Gender-related performance indicators will be picked up on ActivityInfo. IATF is interested in receiving updates on gender equality measures, which will be planned on a monthly basis. Gender Advisor ready to support.

A survey will be distributed to canvass views of sector chairs on how the sector gender focal point system has worked

ISWG update for November

The update was reviewed and the group was asked if any issues should be referred to the IATF.

- Request to raise need for advocacy on livelihoods, including through the Host Community Support Platform.
- Winterization - updated version of plans to be sent around. pending Mopic approval. ISWG need to give feedback- can be brought to attention of IATF.
- ISWG ToR to be referred to the IATF.

ISWG ToR

ISWG ToR has been pending since October. Comments received from WFP and Gender Advisor. Discussion ensued on how to report on funds received by sector – whether should be through sector chairs or directly by the ISWG coordination. Agreement that this should be reflected in the ToR, with the details of how exactly tracking of funds to be clarified through subsequent meetings.

The scope of the ISWG is currently defined by the RRP6 objectives. UNICEF asked what would happen should there be a non-refugee related humanitarian situation – such as a natural disaster, and whether the HC's office would then set up a parallel coordination structure. Recommended to include a line in the ToR which allowed for an expansion of the ToRs of the sector coordination should this be necessary, and that this would be done with full consultation with the HC's office.

The ToRs will be amended as above, and will be set up to the IATF for review.

Common Processes into 2014.

Not all the listed common processes could be discussed during the meeting. Several sectors were also absent due to the weather conditions, so it was agreed that UNHCR would develop a work-plan for the first part of 2014, which could then be reviewed and approved by e-mail.

Activity info and reporting

UNHCR IM presented options on how AI could be converted from the RRP6 into a monitoring database. It is also being used for mapping services. In 2014, indicators will be collected on a monthly basis for reporting purposes.

A process of validation was considered essential, before reports are then generated. Validation (whether based on project reports, joint missions, or based on the word of the reporting organization) is necessary. Some participants questioned who could have the right to 'validate' their activities as reported – noting that this was already being done by the donors. The process should not mean that NGOs have to report the same information several times.

IM will send out a 10 bullet-point list of options on possible validation processes.

Vulnerability targeting

A system for assessing vulnerability of households, based on common criteria, was presented. Targeting of assistance is a key commitment under the RRP6. The process is being facilitated by Lynette Larsen of ACAPS. She is building on the work by ACAPS with the cash and health sectors in mid-2013, and on discussions with UN agencies and INGOs on how common vulnerability criteria could be developed. Currently, the vulnerability framework is two stages – a first stage of applying multi-sectoral criteria at the registration stage. A second more detailed stage of assessment would be at the sectoral level.

Lynette is approaching donors, the INGO forum and the ISWG to keep them abreast of developments and discuss potential frameworks. A steering committee of 4 UN agencies; 4 INGOs and 2 donors is being formed to guide the process. Further workshops at the sector level will be organized on the criteria themselves early in 2014.

WFP's Comprehensive Food Security Monitoring Exercise (CFSME) currently being carried out in Jordan will also inform the vulnerability targeting.

Urban coordination / referrals

Not discussed in detail. Inter-Sector Coordinator will produce a draft organogram on required urban coordination structures, and their relationship with sectors, the ISWG and IATF, before the next ISWG meeting.

Coordinated needs assessments

Concerns over the number of assessments being conducted have been raised at previous ISWGs. This does not refer to NGOs doing scoping missions for donors, but more detailed assessments, many of which are taking place without the knowledge of the sectors or camp coordination. There needs to be a structure to manage and coordinate assessments at beginning of 2014 in place.

Assessment proposals need to be taken through Sectors in consultation with sector chairs. The group emphasized the importance of ensuring that inventories of assessments – now ready after the DAT process - are updated and available on the portal.

Needs assessments also have layers - general assessments give limited info. Sector specific assessments are then required, down to a household level. The group discussed whether this overlaps with vulnerability targeting.

REACH has come out with a proposal to do monitoring of the impact of the RRP.

A recent proposal by ACAPS was presented to facilitate a meeting between sector chairs on coordinated needs assessments. Cash felt that the scope of the proposal was too broad, and that the ISWG should not wait for such a meeting before moving ahead. However, the Inter-Sector Coordinator emphasized that some space / time was required to move forward on this issue. The group agreed on setting aside a half day in January, facilitated by ACAPS.

ISWG also agreed they should look into what sort of approval systems are in place in other locations, no need to reinvent the wheel.

UNHCR coordination team agreed to send a request to the donors, asking that any donor funded assessments are reviewed or checked through the sector chairs first. In parallel, an assessment registry system will be developed.

KEY ACTION POINTS: 17th December

Action	Responsible	By When
Put the RRP6 dashboards and the slideshow on the web portal and will send around to the ISWG by e-mail.	Coordination team	By end December
Sector chairs to check RRP6 and send any comments to UNHCR, before printing.	Sector chairs	By end December
Inter-Sector Coordinator to add to ToRs – a section on flexibility and other structures – and then refer to the IATF for review.	Inter-Sector Coordinator	By end December

IM will send out a 10 bullet-point option list for options on creating validation processes.	Coordination team	By next ISWG
Inter-Sector Coordinator will produce an organogram on the urban structures to present to the WG at the next meeting.	Inter-Sector Coordinator	By next ISWG
Inter-Sector Coordinator to produce a work plan calendar for the ISWG to keep track of plans for early next year.	Inter-Sector Coordinator	By next ISWG

ATTENDANCE: 19th September, at UNHCR Office, Amman, Jordan.

Alex Tyler	Inter-Sector Co-ordinator	UNHCR	Tyler@unhcr.org
Ana Belen Anguita	CP / GBV	UNHCR	anguita@unhcr.org
Lynette Larsen	ACAPS	ACAPS	ll@acaps.org
Lucio Melandri	Education	UNICEF	lmelandri@unicef.org
Rua Al-Abweh	Shelter	UNHCR	alabweh@unhcr.org
Edouard Legoupil	Info Management	UNHCR	Legoupil@unhcr.org
Ann Burton	Health	UNHCR	Burton@unhcr.org
Merrin Waterhouse	Gender Advisor	UN Women	merrin.waterhouse@unwomen.org
Jamal Shah	WASH	UNICEF	jshah@unicef.org
Volker Schimmel	Cash	UNHCR	Schimmel@unhcr.org
Angeliki Panagoulia	Inter-Sector Coordination	UNHCR	panagoul@unhcr.org
Yara Maasri	Inter-Sector Coordination	UNHCR	maasri@unhcr.org
Matthew Richard	Inter-Sector Coordination	UNHCR	richard@unhcr.org
Connie Vaughan	Inter-Sector Coordination	UNHCR	vaughanc@unhcr.org
Peter Voegtli	Food Security	WFP	Peter.voegtli@wfp.org
Uma Kaudalayeva	CS Protection	IRD	uma.kaudalayeva@ird-jo.org