

**MINUTES OF MEETING
WASH SECTOR TECHNICAL WORKING GROUP
ERBIL – KURDISTAN / QUSHTAPA**

Venue	UNICEF OFFICE, QUSHTAPA
Date and Time	Wednesday 27 th of November
Contact	DENIEL KARINE / Mobile phone: +964 (0) 7504166828 / Email: wash.coordination.iraq@gmail.com
Participant	DRC, WHO, UNICEF, UNHCR
Chairing	KARINE DENIEL, WASH SECTOR Coordinator UNICEF

Action Points	Responsible	Deadline
Elaboration of Terms of Reference (ToR) for the creation of a WASH committee in QUSTAPA, to ensure the representation of refugees. <ul style="list-style-type: none"> • Consultation of ToR from other camps • Consultation of the Refugee council, camp management and municipality • Ensure the participation of women, girl, men and boy 	DRC with support of UNICEF	18 th of December
Translation of Terms of Reference of the WAHS sector group in Kurdish and Arabic to ensure that all actors have clear understanding	UNICEF (Karine)	10 th of December
Provide layout/Site planning map with the topographic data included to ensure the location of the WASH/ shelter infrastructure	UNHCR (Fernando)	18 th of December
Include the WASH actor missing in the contact list, and for the next meeting (Bazarni Foundation, UPP, Directorate of Sewage, Municipality)	UNICEF (KARINE)	18 th of December
Share 4W Matrix before the next meeting	UNICEF (KARINE)	18 th of December

Decisions:

Lead of WASH SECTOR GROUP of QUSTAPA: DRC (Danish Refugee Council)

SIDONIE HENOCQ : s.henocq@drciraq.dk

Meeting: every 2 weeks at 11:00 AM on Wednesday (Next meeting: Wednesday 18th of December 2013)

Venue: DRC TENT

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SUMMARY

TERMS OF REFERENCE

Presentation of all the points of the TOR
General agreement on the TOR
Pending: participation of the Refugees.

**GAP ANALYSIS 4
WHO, WHAT, WHERE, WHEN**

UNICEF and UNHCR will conduct in the next 2 weeks the gap analysis exercise in QUSTHTAPA, to collect the information of **WHO IS DOING WHAT, WHERE AND WHEN?**

This will include activities related to hygiene promotion, water and sanitation

Decision

The sector of the camps will be used for the gap analysis to ensure that information are capture by sectors

Include winterization activities

CHALLENGES

Site planning including the last topographic survey for the location of the permanent WASH infrastructures.

Without this information, it is really difficult to plan the WASH activities for the permanent WASH infrastructures, which is delaying the planning process

Hygiene kits distribution: Refugee population are running out of consumable from the hygiene kits like soap and shampoo. There is a need for a clear strategy of hygiene top-up kits, which would include a distribution plan for the camps. In this case, information could be shared with the refugee population through a proper communication channel

Water consumption: There is no monitoring system in place to control the water delivery on daily basis from the private company contracted by UNICEF. However, water user survey done by DRC showed that the water delivery is sufficient compared to the demand. Finally, there is no complaint from the refugee.

Water quality monitoring: DRC will increase the FRC monitoring on daily basis from the water trucks to the household level.

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