

## Minutes of the Education Sector Working Group Meeting

The Ministry of Education and Higher Education, 8<sup>th</sup> of January 2014 at 10:00 a.m.

**Participants:**

AVSI, Balamand University, British council, Caritas Lebanon Migrant Centre, Iqra', Relief International, MEHE (minute-taker), NRC, Save the Children, Handicap International, Terre des Hommes Italy, War Child Holland, UNRWA, UNESCO, UNHCR (chair) and UNICEF (co-chair).

	Issue	Action	By Who	When
1	Reporting through activity info: The activity info is an online program replacing the 3 W Matrix. A training will take place at UNHCR on Friday 10 and Wednesday 15. Field officers will be trained at field level. Partners should continue filling the 3W Matrix until further notice. The activity info is the interagency info, it does not replace the narrative and financial reporting	NGOs who did not receive the training invitation, to send an e-mail to Kirsten.  Kirsten to send forward the invitation e-mail.	All partners  Kirsten-UNHCR	Wed- 8 Jan  Wed 8 Jan
2	Weekly interagency update: It is a weekly report created by summarizing reports coming from different organizations. It is mainly about weekly highlights that are used by the media. The EWG is now responsible of preparing it for the Education sector.	Send Kirsten weekly updates every Thursday morning if there is something the organization would like to highlight.	All partners	Every Thursday
3	Dashboard updates: report against the indicators of RRP6. It is a one page report that includes a short narrative of the Education situation. The steering committee members will be responsible of updating the dashboard. The dashboard will be used at the beginning of each EWG meeting as situation review.	Kirsten to send an e-mail of what info is needed for the dashboard	UNHCR	ASAP
4	Financial reporting: the group	Find a way to have a financial	All	ASAP

	should find a way to do financial reporting at the sector level.	unified report at the sector level	partners	
5	Action plan 2014: the sector should put together an action plan with a timeline of the EWG as a group: what we aim to achieve as a group.	Brainstorming for next week  MEHE to set a meeting for the action plan next week	All partners  MEHE	In the coming days  ASAP
6	Non formal Education workshop: UNESCO is chairing a 2 day workshop on non-formal education at the end of January	UNESCO to send the invitation of the workshop.	UNESCO	ASAP
7	Psychosocial Support Group: Because of a lot of previous confusion between recreational activities and Psychosocial support activities, MERCY corps protection team is initiating a group to discuss psychosocial activities, and TORs were developed, and the protection sector is taking the lead of this initiative, but UNICEF advocated for the Education people to participate.	Nathalie to share information about the meeting and 3 people will be representing the EWG: someone from MEHE, UNICEF and IQRAA. MEHE to appoint a focal point to attend the subgroup meetings.	UNICEF-MEHE	ASAP
8	Youth activities: a lot of NGOs are planning youth activities, a subgroup might be created by the EWG group to follow up on youth activities	EWG to discuss the possibility of creating a youth activities subgroup	All partners	ASAP
9	EWG contact lists	Clear the list, and put it on the portal again	UNHCR	ASAP
10	Second shift: The second shift started in most of the schools, but exact details are needed: which partner is working in each school, if the shift opened and the number of students registered and attending. The cost per child is needed for schools that will take more than 250 students, and a sample of the agreement between the school and the NGO is needed to start the payments especially that some NGOs working in the second shift	UNHCR to provide a list of who is working where in second shift and to update us on the second shift (if the schools started or not)  Study the need for more second shift schools  Share the study of the second shift cost in case we have more than 250 students.  Share a sample of agreement between the schools and the NGOs	UNHCR  All partners  MEHE  MEHE	ASAP  ASAP  ASAP

	have expiry dates on their budgets	Share the signed SOPs	MEHE	ASAP
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NEXT MEETING: 5th of February 2014, 10:00 am

Venue: **Ministry of Education, 11<sup>th</sup> floor.**