



NFI Working Group

Syrian Refugee Response In Jordan

Meeting Location	UNHCR–Large Conference Room	Meeting Date	03.02.2014
Chair Person	Hugh Earp	Meeting Time	14:00-15:00
Minutes Prepared by	Angeliki Panagoulia		
Purpose of Meeting	Strategic Priorities for 2014		

1.) Summary of action points

Number of action point or discussion	Action points	Focal Point / Organization
1.)	Strategic priorities for 2014; Sub –working group	Maurice Bisau - UNHCR/ Hugh Earp- NRC
3.)	Vulnerability Assessment project	Lynnette Larsen-ACAPS
4.)	Winterization dashboard for Zaatari	Hawraa Harkous/ Angeliki Panagoulia-UNHCR

2.) Attachments and References

Documents	Location	Contact Person
<ul style="list-style-type: none"> Urban Coordination model 		Alex Tyler- UNHCR
<ul style="list-style-type: none"> Mapping of activities, excel list 		Angeliki Panagoulia-UNHCR
<ul style="list-style-type: none"> List of Strategic Priorities for 2014 		Maurice Bisau - UNHCR/ Hugh Earp- NRC

3.) Minutes

Item	Discussion
<p>Urban Coordination</p>	<p>Alex Tyler (IS Coordinator) presented the new urban coordination model which is under discussion with the INGO forum.</p> <ul style="list-style-type: none"> ➔ Objective: <ul style="list-style-type: none"> • Keep the structures simple • Engage government (including linking to the Host Community Platform and the National Resilience Plan) • Co-charing with INGOs for some fora. • Improve information flow between sectors and camp/urban coordination • Avoid duplication of work in urban coordination meetings and Amman sectorial level ➔ Proposal for: <p>Area-based urban coordination to be structured on a basic two-tiered model. This model will not be applied in every governorate in exactly the same way, nor with the same frequency of meetings.</p> <p>2 meeting:</p> <ol style="list-style-type: none"> a) A Strategic Coordination Group (SCG) – a small group chaired by the <u>Governor’s Office and UNHCR</u>, with the participation of UN agencies, NGOs, government directorates operating in that governorate b) An Operational Coordination Group (OCG) – <u>chaired by UNHCR and an INGO</u>, with the participation of UN agencies, INGOs and national NGOs operating in that governorate.
<p>Referral DB</p>	<p>Presentation on the objectives and next steps regarding the development of a common referral mechanism.</p> <p>Existing referral system (IA referral form, CP/GBV SOPs and pathways, Web based ad hoc referrals tools- winterization/health) have been discussed. Discussions on a common referral system have been initiated in other governorates (Karak). The main objectives are</p> <ul style="list-style-type: none"> -To set up a DB on services available to refugees, -To review referrals Tools and Channels that already exists (IA referral form to be reviewed based on feedback by partners) or develop new tools for non-protection cases, - Finalization of the DB on services available – incl. endorsement of taxonomy of services/activities; All info to be collected by end Feb. -Consultation on web-based referral system + design (sector chairs to be involved). <ul style="list-style-type: none"> ✚ Excel to be circulated to partners to upload their activities and come back with comments. ✚ The matrix will be automatically uploaded on the DB. The DB will be updated in cooperation with the Associate Coordination Officers.
<p>Needs Assessment workshop; updates</p>	<p>A workshop, facilitated by ACAPS, was held in on 29th January for sector chairs and representatives, and the Host Community Support Platform (HCSP).</p> <p>The workshop agreed to set up a coordinated needs assessment structure, but to keep this very light in the initial stages. Follow-up actions included 1) to develop a registry as an on-line tool, which could be common between the HCSP and ISWG; and 2) to draft simple SOPs and guidelines regarding an ‘approval’ process by sector chairs/camp and urban coordination. The results will be discussed in a small group, before presentation to the ISWG/HCSP.</p>

Item	Discussion
<p>Strategic priorities for 2014</p>	<p>Sub-working group to work on specific priorities and come up with proposals that will be discussed and revised by the NFI WG.</p> <ul style="list-style-type: none"> • Task Force 1: (a) Joint methodologies & harmonization of the NFI packages plus distribution process, b) Cash as a methodology; distributing of vouchers. • Task Force 2: Development of a post distribution monitoring mechanism (PDM). <p>➔ Interested partners will be contacted for a sub wg meeting next week.</p>
<p>AOB</p>	<p>Zaatari.</p> <ul style="list-style-type: none"> ➔ Winterization dashboard to reflect distribution in Zaatari is in process. Partners are please to share their information. Contact person: Angeliki Panagoulia (panagoul@unhcr.org). ➔ Low representation of the agencies active in the camp in coordination meetings in Zaatari. Partners are expected to participate in sector meetings in camp level as well as in the Coordination meeting every Tuesday at 14:00. ➔ NFI meeting: <ul style="list-style-type: none"> • Need to map warehouse capacity of agencies in the camp. ACTED has volunteered to come up with a table by next week. • Used tents to be utilised by partners in order for NRC Warehouse to have some space. Interested partners to communicate with Sobia Oberg (Oberg@unhcr.org) or Ahmad Yaghi (ahmad.hussain.yaghi@nrc.no). • Inter sectoral needs assessment to be launched to identify the actual needs in the camp. • At the same time agencies should present a 6 months planning. • Communication campaign to donors in order to regulate private donations and distributions. SOPs to be revised, communication message to direct donation in urban. ➔ Prior to the distribution of NFIs coordination in Amman and Zaatari level should be achieved. SOPs to be followed, quality control and security issues to be taken into account.

Item	Discussion
<p>Adjournment</p>	<p>Meeting adjourned at 15:00pm</p> <ul style="list-style-type: none"> ➤ Next NFI meeting will take place Monday Feb 17th, 2013 14:00 pm at UNHCR BO- large conference room 1st floor.