



Jordan: Inter-Sector Working Group (ISWG) Meeting Minutes: 6th April 2014

AGENDA

1. Review of Action Points from March meeting
2. Update from Gender Focal Point Network
3. Coordinated Needs Assessment Launch
4. Contingency Planning
5. RRP6 Review – discussion and agreement on criteria
6. Sector Survey: Final Feedback on questions
7. Discussion with OCHA ERF on priorities
8. ISWG Update for March

REVIEW OF ACTION POINTS FROM 13th March ISWG MEETING

Action	Responsible	Status
Gender Matrix to be sent round the ISWG for comments	Merrin Waterhouse	Inter-Sector Coordinator to forward document
Ministry approval in online database to be corrected to a Yes/No box	Kaleem ur Rehman	Completed
Each sector is to submit their approval process of assessments for their line ministry to Kaleem.	Sector Chairs	Pending
Contact MoPic about approval process for assessments	Kaleem ur Rehman	Agreed that it will be offline
Clarification on role of Sector in assessment approval in SoPs	Hugh Earp	Completed
NRC to update SoPs and circulate. Comments to be returned by 30 th March.	NRC/Sector Chiars	Completed
All existing assessments to be uploaded onto the database	Inter-Sector Coordinator	Ongoing
Dashboards and 3W maps are to be reviewed by close of business Sunday 16th March	Sector Chairs	Completed
Andy is to circulate a list of potential courses and the ISWG is to respond with a wish list and who would take part. Thoughts about timeframe and time commitment will also be shared.	Sector Chairs	Completed
RRP6 Review to be expanded and elaborated on. To be launched end of April/early May. Comments to be made on this.	Inter-Sector Coordinator	Completed
Online Inter-Sector survey to be sent round for review	Inter-Sector Coordinator	Completed



SUMMARY OF DISCUSSION

Presentation on DG ECHO Gender-Age Marker

A presentation was given by the Gender Focal Point Network, UNICEF and UNHCR, on the DG ECHO Gender-Age Marker. The Gender-Age Marker will be mandatory starting in July 2014. Its purpose is to mainstream gender equality into ECHO supported programmes. The Gender Age-Marker uses four criteria to assess how strongly humanitarian actions integrate gender and age considerations. These four criteria are to be filled out before, during, and at the end of reporting. (See handout circulated at meeting for details on criteria).

The question was raised as to what are the next steps with the ECHO Gender Age Marker, and its relationship with the IASC Gender Marker. The main difference is the focus on age as well as gender and that the ECHO version is for projects, while the IASC Gender Marker was applied to the sector response plan.

The Gender Focal Point Network is available to provide additional briefings to sectors.

Coordinated Needs Assessment Launch

A handout was issued in the meeting on the SOPs for needs assessments, and the 3 key changes explained:

- 1 - the flow chart (See handout Annex 1) is more elaborate, including a timeframe for each of the different steps.
- 2 – the Ethics Checklist (See handout Annex 2) is to be filled in and then submitted to the sector chair
- 3 – login information explained (See handout Annex 3)

The Coordinated Needs Assessment is ready to launch now and is on the portal. It was suggested that it be given a two-month review period. This is the first time a control mechanism has been put in place so problems will inevitably be created.

It was suggested that training/briefing sessions be organized for the ministries to involve them in the process, in relation in particular to the Ministry of Health.

The authority to approve assessments is under sector chairs. The system has been designed to allow it to be adapted for the NRP, should the Ministry of Planning be interested, although for the moment it is focused on the RRP.

The list has been updated with 137 assessments. Sector chairs are to review this list and flag any missing information. Accounts for the Coordinated Needs Assessment Database are to be created for partners and sector chairs. Any planned or unpublished assessments should also be logged online to prevent duplication.

The issue of numerous requests by independent researchers to undertake assessments was raised. There was discussion of drafting a checklist, and the sectors should have the authority to say no to unnecessary assessments. It was also suggested that a meeting be organized with ECHO regarding these independent researchers, and to try to direct people to their national research centres.

The Health Sector has developed guidelines for both internal and external researchers; however these are difficult to enforce. Health will present their advanced model at the next ISWG meeting and will circulate the Research Approval Code before the next ISWG meeting.



Contingency Planning

The Contingency Planning meeting was held two weeks ago with the heads of agencies. Two key processes were highlighted:

- 1 – review of the RRP6 planning figures
- 2 – working out scenarios for large-scale influx/ return.

The 800,000 planning figure was confirmed for the mid-term review, but there is still debate as to whether the figure should be placed at 180,000 or 200,000 in camps. Rough scenarios of returns and large-scale arrivals have been drafted, and are to be sent to sectors who are to draft their response to each scenario.

The question was raised in the Contingency Planning meeting as to whether we should be planning for an unlikely or extreme scenario, such as large-scale arrival, or focusing on a more realistic scenario. The extreme scenario discussed was over 5000 refugees arriving per day. ISWG is to elaborate the scenarios over the next week and after IATF approval these will be sent to sector chairs by the end of the month.

RRP6 Review

The RRP6 was sent around a month ago for comments. Planning figures are in the process of being clarified and a schedule is being added for the review. In April, sector chairs are to check for RRP/NRP duplication and identify projects that could be removed from the RRP. Any problems/ disagreements should be referred to the Inter-Sector Coordinator who will then refer it to the Inter Agency Task Force. Most of government funding is shifting from the RRP to the NRP. It was agreed that a phased transition over several years is the best way to proceed.

By the end of April there should be a Needs Assessment Review and in May, Activity Info will be opened for partners to revise their appeal, in line with the review criteria. By the end of May, the first output tables by sector should be generated. The Review will be given a period of review and the second draft should be ready by mid-June. New partners are welcome but under sector management / clear identification of gaps.

Sector Survey

Most questions in the survey have remained the same. Shelter commented that the survey was very long and there could be more frequent shorter surveys, but it was decided to just have one less frequent longer survey. There was also discussion as to whether the survey should be more qualitative.

The survey is anonymous and sector members are eligible to fill in the survey. If a member works in more than one sector, they can fill in the survey multiple times as the survey is filtered according to sector. Sector chairs are to be given two days for final reviews before the survey is put online and launched later this week. Participants are to be given two weeks to respond, and the results should be available by May.

Discussion with OCHA ERF on priorities

A short presentation was given by the Emergency Response Fund regarding what has been funded so far, what are the current priorities and what is needed from sectors. ERF has had \$73 million contributions to date and is funding 163 projects in Syria, Jordan, Iraq and Lebanon. 19% of their operating budget is allocated to Jordan, which is \$9.74 million. 23% of the Jordan budget is allocated to WASH and 20% to Health. Outside of Syria, their funding focuses on life-saving activities and critical funding gaps.



The ERF is outlining its focus for the next six months. There are two allocation mechanisms, the regular EFR procedure (on a rolling basis) and calls for proposals (on a rotating basis). Sector priorities from the RRP6 are to be sent to OCHA, although the objectives and outputs will largely remain the same. Some of the challenges faced are the bureaucracy of approving projects and the limited number of national NGOs.

The issue of identifying the most urgent priorities as a sector was raised, and it was agreed that the priorities should be in coordination with and in the confines of the RRP, although not to fill gaps in funding of individual projects. Sector Chairs are to send 2/3 priorities to OCHA by Thursday 10th April.

ISWG Update for March

The need for a specific inter agency task force meeting was raised in case of disagreement regarding removal from RRP if it is in NRP. The issue of unregistered refugees was brought up, and Registration are to give a short presentation to the ISWG on registration and to create a fact sheet on the process.

Other Sectors Commenting on Health Issues

Health raised concerns over other sectors commenting on Health issues, such as a sector WG reporting cases of polio, when in reality there have been no cases of polio in Jordan. If there are concerns about health they should be brought directly to the Health Sector.

Vulnerability Assessment Framework

A specific session on this is needed, either in the next IWSG meeting or a special meeting. The framework needs to go back to the INGO group to make sure it is meeting everyone's expectations and requirements. The first week of May is to be the pilot testing, and documents referring to the framework are to be circulated by the Inter-Sector Coordinator.

KEY ACTION POINTS: 6th April

Action	Responsible	By When
Circulate the 3 page ITS Common Minimum Standards document with all sectors in advance of the next ISWG meeting	Volker Schimmel / Lucio Melandri	By next ISWG (early May)
Each sector to submit the Technical Ministry's approval process for Needs Assessments to Kaleem	Sector Chairs	By next ISWG
Review available list of past needs assessments online (on the Needs Assessment Registry), and send any missing assessments.	Sector members	By next ISWG
Kaleem to create a log in for partners and sector chairs	Kaleem ur Rehman	Within one week
Kate to facilitate the heads of the local research groups to start an initial conversation on this issue	Kate Washington	By next ISWG
Health to circulate the research approval code before next ISWG	Health Sector	By next ISWG
Schedule to be added for the RRP6 Review . Alex to send revised criteria paper.	Inter-Sector Coordinator	By 15 th April



In April – Sector chairs to review RRP/NRP duplication, identify projects that could be removed from RRP; contact partners to see if they agree. If disagreement or no strong argument to keep in, then refer to the IATF for decision	Sector Chairs	By next ISWG
In April – Sector chairs to explain review criteria and alert the sector members to prepare.	Sector Chairs	By next ISWG
In April – funding by sector/partner will be collected directly by UNHCR for the first quarter.	Kaleem ur Rehman	By 20 th April
In May – Activity Info will be opened for partners to revise their appeal, in line with the review criteria.	Inter-Sector Coordination	Following next ISWG
Two days for final reviews before the Sector Survey is launched	Sector Chairs	By 8 th April
ERF - Sector chairs are to send 2/3 priorities to OCHA by Thursday	Sector Chairs	By 10 th April
Registration sector to give a presentation on registration to the ISWG.	Inter-Sector Coordination	By next ISWG
Invite the chairs of the urban sectors to come to the next ISWG meeting	Inter-Sector Coordination	By next ISWG
Hold a one-off discussion of partners in the Amman governorate (probably towards the end of April)	Inter-Sector Coordination	By next ISWG

ATTENDANCE: 6th April, at UNHCR Offices, Khalda, Amman, Jordan.

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