

MINUTES OF MEETING

Title	Community Health Task Group (CHTG)		
Date	15 th January 2014	Place	JRCS HQ, Jordan
Chair	Nic Prince , Health Coordinator, IFRC		
Attended	Heba Nemer , Nutrition supervisor, Medair Mashal Al-Hadid, Projects Coordinator, Jordan Red Crescent Pranav Shetty, Medical Coordinator, IMC Nassima Check-Abdoula, Head of Programs, French Red Cross Rana Tannous, Public Health Officer, UNHCR Hiba Hayek, Snr Public Health Asst, UNHCR Paola Paoletti, Mental Health Coordinator, Medicin du Monde	Muna Hamzah, Health Project Manager, IRD Tatiana Gil, Health Advisor, International Rescue Committee Mousa Al Jawaseh, Outreach Officer, Jordan Health Aid Society Ritsuko Arisawa, Project Formulation Advisor, JICA Christina Mikal, Health & Hygiene Coord, Operation Mercy Celina Heleno, Head of Mission, PU-AMI	

ITEM	POINTS	ACTION
Welcome	<ul style="list-style-type: none"> • Introduction and welcome • Previous minutes accepted as a true copy of the meeting 	
Matters arising from minutes	<ul style="list-style-type: none"> • Activity matrix (who is doing what where) still to be completed • UNHCR in communication with MoH for their participation in the CHTG • NCD to be a separate task group and UNHCR awaiting feedback on same from MoH 	Activity matrix to be completed UNHCR to follow on communication with MoH (Dr Saher)
ToR of the community health task group and objectives	UNHCR confirmed that there is no previous ToR for this CH task-group Draft ToR to be developed and shared to members for feedback	ToR for the CHTG to be drafted and shared to CHTG members
Roles and responsibilities –	The development of a generic job description/profile for a community health	Members asked to provide examples

<p>community health volunteer</p>	<p>volunteer (CHV) was in principle agreed. Agencies that focus on specific areas of health, such as mental health, health promotion or outreach treatment/curative can adapt accordingly.</p> <p>Agreed to form a working group to review and develop draft JD/profile. Representatives from UNHCR, IMC, JRCS and IRD agreed to form this working group which will be chaired by IMC.</p> <p>The aim is to have a standardised JD that describes roles and responsibilities and standardised incentive/allowance/stipend so as not to create competition and ensure accountability from the volunteer and the organisation hiring the volunteers.</p> <p>The following considerations for the JD/profile are:</p> <ul style="list-style-type: none"> - Job description for CHV - Incentives/Stipend/Allowance - Training (minimum skills) - Resources (kit) - Safety and Psychological support - Supervision - Data collection - Referral system 	<p>of any existing JD for CHV or CHW or other roles (such as 'outreach volunteer') that perform CH related tasks as well as any motivation/support such as allowances by Monday 20 Jan.</p> <p>IFRC to forward received JD to working group</p> <p>Working group will to review and draft a generic JD for a CHV and share with the CHTG (due by 27 Jan)</p>
<p>Community – Health Strategy</p>	<p>A concept paper on a CH strategy/program was drafted and circulated for feedback. Feedback received from MSF-H, IFRC/FRC, and IMC.</p> <p>It is agreed that this concept note will be used as a reference to the CH strategy. A small working group (IRC/FRC/UNHCR) will be set-up to propose the first draft of the CH strategy.</p>	<p>UNHCR to send the template for the strategy by Monday 20th</p> <p>IRC/ FRC / UNHCR agree to work on a draft - due by 03/02/14</p>
<p>IEC material</p>	<p>A matrix already exists at UNHCR level recording all the IEC material developed by agencies on different topic. Support can be provided by UNHCR to record and harmonize the messages and the IEC material.</p>	<p>Members to bring hard copies of exiting IEC material at the next CHTG to review them and to adapt them to the actual context</p>

AOB	Briefing from UNHCR about RRP6 and agencies who requested funds. IFRC/JRCS is organizing a Community-based Health and First Aid (CBHFA / RC/RC approach about community-based health, including disease prevention, health promotion, first aid, injury, PMER, social mobilization, BCC) training of trainers from 25 th to 31 st of January, in Arabic, in Amman. Chair: Share chairing responsibilities and secretariat on a regular basis	
Next meeting	Next meeting the 19th February, 11 am at JRCS For planning purpose, we propose to have the CHTG meeting each 3 rd Wednesday of the month.	