

# JORDAN REFUGEE RESPONSE

## Inter-Sector Working Group

Meeting Minutes & Action Points  
Sunday, 6<sup>th</sup> March 2016 • UNHCR Office, Amman



### **Agenda**

- Refugee Assistance Information System (RAIS)
- Vulnerability Assessment Framework (VAF)
- Services Advisor
- ActivityInfo Monitoring and Reporting
- Coordinated Needs Assessment SOPs
- AOB

#### **1) Refugee Assistance Information System (RAIS)**

Update on the migration to RAIS v2 was provided to ISWG members. A list of the NGOs who signed up for RAIS v2 was presented. (The list will be also shared by email after the meeting.) Sector chairs have been requested to reach out sector members who are still in the process of signing up the MoU. The users will be granted access, based on the level of access specified by their NGOs. As RAIS and assistance coordination is sector-based and sector-led, there will be meetings with sector chairs to manage the list of assistance types and to create eligible assistance types. Zaatari and Azraq will be allowed to determine eligible assistance types.

#### **2) Vulnerability Assessment Framework (VAF).**

Olivia Cribb was introduced to ISWG as the new VAF focal point for sectors and also the facilitator of the VAF Advisory Board. The VAF work plan for 2016 was presented to ISWG. In March the VAF Advisory Board will be convened. The VAF focal point will also meet the sector chairs and co-chairs, in order to understand how they have used the VAF sector tree, to review the VAF trees and to obtain feedback on the reflection of vulnerability per sector by revising the previous VAF assessment form. WASH Sector was already proactive in exploring the sector tree. After the meeting, VAF work plan will be shared with ISWG members by email.

#### **3) Services Advisor**

The new version of the Services Advisor (a web-based system to map various services available for refugees <http://advisor.unhcr.jo/#/>) was presented to service providers for refugees during the workshops held on 24 – 25 February. The Services Advisor allows users to view available services for refugees on a map and in a service directory, where they can filter by sectors, areas, names of service providers and referral requirements. It is useful for refugee sector working groups to map service provisions for refugees (i.e. 4Ws) and to identify gaps in services. In coming weeks services providers will

continue updating the information about their services available for refugees. The ISWG member will share the recent 3Ws and 4Ws that have been updated by each sector. Services Advisor work plan will be shared with ISWG members by email after the meeting. In coming weeks Coordination Associates and Information Management Team will follow up with each sector to finalize the taxonomy of the services and to provide briefing and training sessions for partners.

#### 4) ActivityInfo Monitoring and Reporting

The reporting on ActivityInfo during January and February have been presented to the ISWG members. It was noted that the reporting during January was very good with minimum errors while problems and discrepancies in the reporting for February were highlighted to the ISWG members. ISWG members will remind partners to meet the deadline of the monthly reporting (Tuesday 8 March).

#### 5) Coordinated Needs Assessment SOPs

In April 2014 the ISWG issued Needs Assessment SOPs for coordinating needs assessments to reduce duplication of efforts and minimizing the assessment fatigue among the refugee community. A need assessment registry has been available at the inter-agency information sharing portal for the assessment conducted in the camp and urban areas. (<http://data.unhcr.org/syrianrefugees/country.php?id=107>) Annex 5 was drafted to provide a guideline for the increasing number of requests from external academic researchers including university students. During the meeting, the importance of obtaining governmental approval by the researcher was highlighted. The final version of the Coordinated Needs Assessment SOPs will be shared with ISWG members by email and posted to the portal site.

#### 6) AOB

- Updates about the joint IATF-MoPIC meeting on 17 February and the process of establishing a livelihoods working group were provided.
- The focus group discussion of the Inter Agency Standing Committee's Gender Hand Book in Humanitarian Action (Women, Girls, Boys and Men - Different Needs, Equal Opportunities) will be conducted on 15 March. Sector chairs and sector gender focal points will be involved in the process.
- WASH sector is in the process of selecting a sector co-chair.

ACTION POINT	RESPONSIBLE	By When?
Share a list of NGOs who signed the RAIS MoU with ISWG members	Senior Inter-Agency Coordination Officer	Sunday, 6 March
Share the VAF work plan with ISWG members	Senior Inter-Agency Coordination Officer	Sunday, 6 March

Share the Services Advisor work plan with ISWG members	Senior Inter-Agency Coordination Officer	Tuesday, 8 March
Deadline for the monthly report on ActivityInfo	All ISWG members	Tuesday, 8 March
Share the final version of the Coordinated Needs Assessment SOPs with ISWG members.	Senior Inter-Agency Coordination Officer	Sunday, 6 March

#### List of Participants:

Name	Sector	Email
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The next Inter-Sector Working Group meeting will take place on Sunday, 3 April 2016 at 2 pm at UNHCR EMOPS room.