

**Winterization Task Force Meeting
 Syrian Refugee Response in Jordan**

Meeting Location	UNHCR Khalda office – EMOPs Room	Meeting Date	01/11/2015
Chair Person	Elias Jourdi- NRC	Meeting Time	12:00- 13:30
Minutes Prepared by	Olivia Cribb		
Purpose of Meeting	Winterization TF Meeting		
Next meeting	TBC		

1.) Summary of action points

Number of action point or discussion	Action point	Focal Point / Organization
1.	Winterization Operational Planning: update and review information in excel sheet as required; JORISS reference numbers to be included for funded activities for holistic joint submission to MOPIC	Everyone to review and submit before next meeting send to cribb@unhcr.org
2.	Winterization SOPs to be updated to include sectors	Volker Schimmel and Elias Jourdi (pending)
3.	MOSD secondary meeting to be held 10/11/15 supplying MOSD with JOD beneficiary request by Governorate	Led by Elias NRC, ICRC, ICMC, UNHC and ACTED
4.	Partner established Harsh Weather Contingency Planning Lessons Learned, TORs, Security and Safety Procedures	ACTED and INTERSOS to send to cribb@unhcr.org for compilation
5.	Winterization Module Training, to be held 12/11/2015 at 9:30-12:00pm venue to be confirmed, users requiring access to be issued to Olivia by COB 10/11/15	cribb@unhcr.org

2.) Attachments and References

Documents	Location	Contact Person
Winterization Meeting Powerpoint	Uploaded to information portal	Olivia Cribb cribb@unhcr.org

3.) Minutes

Item	Discussion
MOPIC accelerated approval process	<p>Background: MOPIC expressed its readiness to support the winterization efforts by expediting the approval process for all winterization related projects (both in and out of camps) through the winterization task force.</p> <ul style="list-style-type: none"> • All agencies with winterization projects upload their projects on JORISS and update the operational planning table with the project reference number. • DEADLINE COB 01/11/15 • Winterization task force will prepare a letter to MOPIC listing all projects with JORISS# requesting approval within 24hours. • DEADLINE COB 02/11/15 • Letter drafted and submitted to MOPIC 03/11/15
MOSD Jordanian Beneficiary list	<p>MOSD general recommendations:</p> <ul style="list-style-type: none"> ▪ MOSD has currently 66 community centers across Jordan available to support the winterization efforts (particularly in-kind distributions). ▪ MOSD definition of vulnerable Jordanians = Income < 185 JD (family of 6) ▪ MOSD recommends targeting of Southern governorates where the need is the largest and limited response. ▪ Interaction with MOSD on beneficiary lists will be at Amman level. MOSD will then coordinate with local branches for compiling lists. ▪ MOSD is willing to participate in home visits and verification exercises, during distributions and joint monitoring. MOSD will share focal points for follow up. <p>Coordination with MOSD on beneficiary lists:</p> <ol style="list-style-type: none"> 1- Winterization Task Force to share with MOSD (Amman) the projected (on phases) Jordanian beneficiary numbers in each of the governorates – (02/11/15) 2- MOSD will compile the lists from the field offices and share with the Task Force. The list will be operated/updated by the task force to avoid duplication 3- Agencies request list internally from Task Force. 4- Agencies complete verification in coordination with MOSD at local level and shares final list of beneficiaries with Task Force. 5- Once assistance provided, agencies will update the Task Force confirming that the beneficiaries received assistance. 6- Task Force will at the end of winterization (march 16) provide MOSD with a list of all distributed assistance to Jordanian beneficiaries.
Harsh Weather	<p>Harsh Weather Contingency Planning – Submission received from ACTED of contingency planning information to be collated with INTERSOS lessons learned from 2014-2015 and integrated in to the Winterization Compendium available on the information portal.</p>

contingency planning	
Timeline, action plan and next meeting	The Winterization task force shall convene every fortnight and less frequently thereafter as the operation picks up momentum. The next proposed Winterization taskforce meeting date is proposed for the 15th of November at 14:00, UNHCR Khalda, EMOPS Room.
AOB	Partners/ Organizations are required to check excel sheet detailing all winterization activities and validate information within sheet to ensure information captured correctly.

Winterization Task Force Members

<i>Sector / Area</i>	<i>Name</i>	<i>Organization</i>	<i>Email</i>
Programme	Emily Lewis	ACTED	Emily.lewis@acted.org
Programme	Toby Ash	ACTED	Toby.ash@acted.org
BN	Zaid Awamreh	PU-AMI	jor.shelternfi@pu-ami.org
Multiple	Mourad Achouri	SIF	homjordan@secours-islamique.org
Protection	Emma Horton	ICMC	horton@icmc.net
Multiple	Osama Al Muhammad	ICMC	almuhammad@icmc.net
Community Engagement	Fadi Hrimat	AVSI	Fadi.hrimat@avsi.org
Multiple	Walter Berier	JIA	Walter.berier@thejohanniter.org
WASH	Pilar Romero-Ardoy	ACTED	pilar.romero-ardoy@acted.org
Health	Ala Alshanti	IRJ	Ala.alshanti@irj.org.jo
Winterization	Hadeel Hassoun	IRJ	Hadeel.hassoun@irj.org.jo
Community Engagement	Adam Mckerrow	ACTED	Adam.mckerrow@acted.org
Protection	Jawad Islam	UNICEF	Jawad.islam@unicef.org
BN	Christina Durschl	GRC	duschl@grcmideast.org
Multiple	Lizzy Robinson	Questscope	lizzy@questscope.org
Program/EFA/CP	Nora Al Saadi	SCJ	Nalsaadi@savethechildren.org.jo
Operation	Mohammad Bloukh	SCJ	MBloukh@Savethechildren.org.jo
Shelter/WASH	Osama Shamleh	TDH	Osama.shamleh@tdh.ch
Multiple	Craig Tucker	DFID	c-tucker@dfid.gov.uk
Shelter	Fadi Wakileh	IOCC	fwakileh@iocc.org
Multiple	Marwan Hennawy	JHCO	marwan.hennawy@jhco.org.jo
Multiple	Mohammed Kilani	JHCO	kilani@jhco.org.jo
Econ Security/ BN	Aslan Bzhikhatlov	ICRC	abzhikhatlov@icrc.org
Multiple	Yasutaka Akimoto	NICCOD	akimoto@kyoto-nicco.org
BN	Carlo Gheradi	NRC	Carlo.gheradi@nrc.no
BN	Alaa Alsaqarat	NRC	Alaa.alsaqarat@nrc.no
BN/ Camp Shelter	Elias Jourdi	NRC	Elias.jourdi@nrc.no
BN	Volker Schimmel	UNHCR	schimmel@unhcr.org
BN/Urban Coord	Olivia Cribb	UNHCR	cribb@unhcr.org
Programme	Emily Hill	UNHCR	hillel@unhcr.org
Programme	Viola Caracciolo	UNHCR	caracci@unhcr.org
BN	Hatim Abbassi	WVI	Hatim.abbasis@wvi.org

ERF	Amani Salah	UNOCHA	salahi@un.org
Shelter	Mohammed Abdel Al	UNHCR	abdelal@unhcr.org
Protection	Frank Roni	UNICEF	Froni@unicef.org
Programme	Sophie Niven	ACF	Fieldmanager-ir@jo.missions
BN	Steve Rous	MEDAIR	Pc-jor@medair.org
BN	Omar Abu Obard	MEDAIR	Lo_jor@medair.org
BN	Lisa Dipangrazio	IRC	Lisa.dipangrazio@rescue.org
BN	Andrew Merat	DRC	Andrew.merat@drc-jordan.org
BN	Mohammed Awamreh	CARE	Mohammed.al-awamreh@jo.care.org
Econ Security/ BN	Zainah Arabyat	ICRC	zarabyat@icrc.org
Country Director	Julie Calafat	ACF	cd@jo-missions.acf.org
BN	Azim Noorani	IFRC	anoorani@redcross.org.uk
Programme	Majdi Sunna	INTERSOS	Procurement.jordan@intersos.org
North Manager	Musa Sharaf	INTERSOS	North.jordan@intersos.org
BN	Husam	MC	hnin@jo.mercy.corps.org
BN	Whitney Elmer	MC	welmer@mercy Corps.org
Programme	Elena Habersky	CRP	Elena.habersky.crp@gmail.com
WASH	Zain Sultan	Oxfam GB	zsultan@oxfam.org.uk

Field Coordination contacts

Field Ops Irbid	Katherine Dunn	UNHCR	Dunnk@unhcr.org
Shelter	Ahmad Afaneh	UNHCR	afaneh@unhcr.org
Field Ops Irbid/Mafraq	Uzie	UNHCR	uzie@unhcr.org
Field Ops Zaatari	Johnson Opoka	UNHCR	opoka@unhcr.org
Field Ops Zaatari	Adem Shaqiri	UNHCR	shaqiri@unhcr.org
Field Ops Azraq	Gamal Yacout	UNHCR	yacout@unhcr.org
Field Ops Azraq	Goze Ozdemir	UNHCR	ozdemirh@unhcr.org
Field Ops Mafraq	Catherine Philipp	UNHCR	philipp@unhcr.org
Camp Management	Hovig Etyemezian	UNHCR	etyemezi@unhcr.org
ISWG Rep.	Alex Tyler	UNHCR	tyler@unhcr.org
FO Amman	Florent Marty	UNHCR	marty@unhcr.org