

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

Meeting Location	UNHCR Khalda office – EMOPs Room	Meeting Date	01/10/2015
Chair Person	Volker Schimmel –UNHCR, Elias Jourdi- NRC	Meeting Time	14:00 – 16:00
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; send to cribb@unhcr.org	Everyone to review and submit before next meeting (check accuracy)
2.	Winterization SOPs to be updated to include sectors	Volker Schimmel and Elias Jourdi
3.	Harsh Weather Contingency Planning Meeting 11/10/2015 UNHCR EMOPS Room 15:00	Led by Musa from Intersos, UNHCR, NRC, ACTED and SCJ.
4.	MOSD Meeting 12/10/2015 14:00 at MOSD Offices	Led by Elias NRC, ICRC, ICMC, UNHC and ACTED
5.	MOPIC consolidated Winterization project submission	All – NRC Elias to lead on standardized format
6.	Partner established Harsh Weather Contingency Planning Lessons Learned, TORs, Security and Safety Procedures	ACTED and INTERSOS to send to cribb@unhcr.org for compilation
7.	Harsh Weather Contingency Planning follow up for emergency assistance: Health care provision, Food distribution, clothing, UNHCR Field Office logistics support capability.	WFP, UNICEF, JHAS, IRC UNHCR Field Offices, UNHCR Urban Health Referrals. Olivia to follow up.

2.) Attachments and References

Documents	Location	Contact Person
Winterization Meeting 17 September Powerpoint	Uploaded to information portal	Olivia Cribb cribb@unhcr.org

Agreed Winterization targeting guidelines	Uploaded to information portal	Olivia Cribb cribb@unhcr.org
UNOCHA ERF Call for Proposal and supporting documents for application	Disseminated to Winterization Task Force Members	Olivia Cribb cribb@unhcr.org

3.) Minutes

Item	Discussion
Update on Interventions and Packages	<p>Partner organizations who have not signed a donor agreement with UNHCR will be expected to in order to fully comply with standards in agreements which they will sign on Winterization. We are currently in the process of mapping which Winterization funds partners and UNHCR have appealed for, what funding is still being applied for, funds awaiting confirmation and what funding is confirmed – for which target beneficiary population, expected number of individuals to be assisted, what winterization assistance and which areas will be assisted vs % of priority beneficiaries by governorate as informed by the VAF. Partners are required to submit their expected Winterization activities and submit all information to the best of their ability to Olivia cribb@unhcr.org as soon as possible including entering the level of detail required.</p> <p>A consolidated Winterization document package will be available on the information portal outlining required standardization of packages, and supporting documentation on operational planning and will continue to be updated periodically as planning progresses.</p>
Finalization of Targeting Guidelines/Prioritization Guide	<p>Winterization Targeting Guidelines/Prioritization Guide reviewed taking in to consideration the feedback provided in previous Winterization Task Force on 17 September. The finalized version includes two mandatory criteria for all members of the task force to comply with:</p> <ol style="list-style-type: none"> 1) Pre-qualification: recommending that before starting assessment to check the case/family/house hold on RAIS. If they are already blocked / had been assisted previously then there is no need to conduct an assessment, and 2) Eligibility: Understanding that all areas of Jordan in which refugees reside are affected by winter and cold temperatures. All refugees are considered to have comparable winterization needs. In camps, these needs will be fully serviced by refugee response entities. In non-camp settings, the extent to which this need can be serviced by each refugee family itself is dependent on the socio-economic ability of each family, i.e. their

	<p>level of welfare. In line with the VAF, using predicted expenditure as a proxy for welfare/poverty, the eligibility criteria for assistance is therefore, whether a family based on the VAF is poor or not.</p> <p>Remainder of document notably best practice.</p> <p>Reminder 4.1) level of assistance full package if you did not receive last year, half package if you did. ACF Package sizes smaller households of 1-2 or 7 and above, exception rather than the rule and mitigation should be maintained by case managers final decision based on family nuclear context and sizing. This remains to be a safeguard that we have already accepted under the VAF.</p> <p>Document endorsed by Winterization Task Force 01/10/2015, and for data on beneficiaries please liaise with Kate from the VAF team for information Washington@unhcr.org.</p>
<p>UNOCHA ERF Call for Proposals for Winterization</p>	<p>The allocation paper provides strategic direction and guidance for the allocation process. A total amount of US\$4 million is available for this round of funding, with the ceiling funding per project at a maximum of USD \$400,000.</p> <p>The objective of the allocation is to target winterization related activities to protect vulnerable population from harsh weather conditions, to respond to winterization needs and address gaps based on priorities identified through the winterization task force, targeting the most vulnerable population, including unregistered refugees and those living in tented settlements.</p> <p>Timeline is as follows: Call open: 6/10/2015 Call closes: 12/10/2015 Review: 20-21/10/2015 Final approval: 20-21/10/2015</p> <p>Pre-requisites for Application and registration process:</p> <p>Use of the Grants Management System (GMS) The use of the Grant Management System (GMS) is a pre-requisite to applying for ERF funding. The GMS supports the full implementation of standard procedures and due diligence processes. It provides support throughout the entire project cycle management. It is the repository of necessary supporting project documents and it ensures timely and effective implementation of control mechanisms to manage and mitigate risks associated to the fund management.</p> <p>Before submitting projects, implementing partners will go through a due diligence process. During the process, partners will request the registration on the GMS and shall</p>

provide a set of information and documentation. The 6 due diligence declaration forms (sent to taskforce members) are to be filled out, signed, dated, stamped and scanned separately.

1. Required information for GMS
2. Declaration of Conflict of Interest
3. Declaration of Non-Support for a United Nations Designated Entity
4. Declaration of recognition of UN compliance activity
5. Declaration of any Previous or Pending Legal Processes or Investigations
6. Declaration of Accurate Information

The following additional documents are to be uploaded to the system along with the supporting proposal:

- An official letter from the bank or a bank statement that clearly states the 1) full name of the organization, 2) account number, 3) account currency 4) IBAN and 5) Swift codes. It is worth noting that the name of the organization on the bank letter and on the GMS should match.
- A biography or CV, and copy of Passport or Identity Card (1st page only) of the legal representative of the organization (i.e. Secretary General or Executive Director for international NGOs)

The above are the key documents that are to be uploaded to the system along with the supporting proposal.

Next step for registration:

1. The following link contains a simple guide to initiate the registration by the partner <https://goo.gl/qPS5q3>
2. Follow the steps in the guide, and submit your registration request by accessing <https://cbpf.unocha.org/>.

Once this step is completed, please notify UNOCHA to approve your request. You will then be granted access to the GMS to complete the online registration and upload the mandatory documents. If you do have any questions regarding the JHRF call for proposals please contact UNOCHA HRF Manager Ms. Amani Salah, salah1@un.org +962 (0) 79 535 4227.

Proposals will be reviewed and by the sector, sector chairs in collaboration with UNOHCA, non- submitting partner members to ensure proposal addresses sector gaps and is complementary to operational objectives/ JRP and 3RP. Expected date of decision 20-21 October, 2015.

<p>MOPIC Project Approval</p>	<p>NRC: MOPIC have made a generous commitment to expedite Project approvals for Winterization pending a condition that all partners come together with a consolidated request for approval, and that approval is to be granted within 24-28 hours.</p> <p>Action Point</p> <p>Technicalities – how to consolidate the projects and project submissions and applications.</p> <p>Entry point remains JORISS, please advise Volker, Elias and Olivia when submissions are entered to enable them to notify the Inter-sector coordinator to follow up direct with MOPIC to expedite approval.</p>
<p>Follow up on Harsh Weather Contingency Plan (Action Point)</p>	<p>As Intersos is the leading agency of the existing consortium between NRC, ICMC and SCJ who are intending again to assist the Harsh Weather Emergency Response there is enough potential to begin prepositioning activities and planning. Intersos have finalized their commitment plan and lessons learned from experience last year/earlier this year and have:</p> <ul style="list-style-type: none"> • identified hard to reach rural areas likely to be affected • had experience with dispatching and mass communication and exchanging of contact numbers in case of emergencies. • had experience organizing and maintaining lines of communication and collaboration with partners across urban and rural areas, and • had operational rooms set up and located in red/ high risk areas. <p>Types of assistance previously provided:</p> <ul style="list-style-type: none"> • UNHCR logistics support, NFIs, plastic sheets and blankets. • High risk shelters with 40-50 people maximum capacity • New mattresses, blankets and sheets • Standard aid kits, and • Dewatering and sealing off kits. <p>Lessons Learned:</p> <ul style="list-style-type: none"> • Improve logistical efforts, vehicles, man power and partner/agency support particularly in hard to reach/rural areas • Obtain check list of beneficiaries to check on them within red areas and provide them with the latest updates / changes of weather / risk notification and • Early dissemination of advice to beneficiaries on who to contact and where to seek assistance • Beneficial to implement nationwide contingency plan, mapping logistical points of warehouses, early identification of key local staff to respond in sub-offices • Improve means of cross checking beneficiaries, previously registration form displaying name and number was sighted • Assist and assess per demand

	<ul style="list-style-type: none"> • Previously no standardization of the aid being provided • Reach for something better than contingency but pre-empt and pre-prepare response to a higher standard than previous years and improve collaboration with partners / determining areas of responsibility and roles • Improve pre-emptive communication mechanisms such as early notification to inform ITS to move to higher ground, and • Establish a simplistic mechanism to relay information to responding partners/ specific teams i.e. dewatering emergency. <p>Intersos have already developed a number of key documents and recommendations to be disseminated to beneficiaries and Urban Harsh Weather Emergency Responders which include TORs for staff, OH&S / safety security standards which can be shared between partners. It was agreed that the taskforce host a few meetings to begin operational planning reflecting on previous years' experiences. Including identifying where local, rural and urban host government first responders; police, ambulance and so forth to play a role.</p>
<p>Jordanian Beneficiaries Winterization Task Force</p>	<p>Jordanian Beneficiaries Winterization TF led by NRC, with participation from ICRC, ICMC and ACTED. Key INGOs to meet 12/10/2015 to discuss and plan communication strategy with MOSD, to establish means to mitigate issues which have arisen in previous years; i.e. it has been problematic to obtain lists of vulnerable Jordanians.</p> <p>Topics for further discussion:</p> <ul style="list-style-type: none"> • What type of information does the ministry have to understand their way of thinking • What classifies a vulnerable Jordanian according to their criteria • What are MOSDs standards for identification and prioritization, is the obligatory criteria –or can criteria and own assessment be conducted and applied? <p>Methodology according to lessons learned, a top down approach should be taken with conversations beginning in Amman and thereafter outwardly to Governorate and Directorate levels as needed.</p> <p>Meeting at MOSD Monday 12th at 14:00.</p> <p>Participants: NRC, ICRC, ICMC, UNHCR, ACTED and MOSD</p>
<p>Timeline, action plan and next meeting</p>	<p>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 1st of October at 14:00, UNHCR Khalda, EMOPS Room.</p> <p>Timeline:</p> <p>4th Submission of partner data due for Operational Planning</p> <p>5th COB Winterization Criteria for UNOCHA Call for Proposals</p>

	<p>6th UNOCHA ERF Call for proposals Open</p> <p>11th Volker, Elias and Olivia to reach out to partners to ascertain who is submitting, 3 volunteers req'd – ICRC, CARE and ... TBA</p> <p>11th Harsh Weather Contingency Planning Meeting at UNHCR 15:00: Intersos, UNHCR, NRC, ACTED at 15:00 – First session initial planning and lessons learned, request participation WFP and UNICEF</p> <p>12th Jordanian Beneficiary / MOSD Meeting – Led by Elias NRC, Zainah ICRC, Osama ICMC and ACTED Mohie.</p> <p>12th UNOCHA ERF Close of Proposals COB</p> <p>14th Meeting at UNOCHA 14:00 – 17:00, Amani, Volker, Elias and partners not submitting to review full package of submissions.</p> <p>18th Winterization Module training and feedback on RAIS 2 rollout (Regional Office, Diego/Wadih availability TBC – user guides etc.)</p> <p>20-21 October Decision to be made on UNOCHA Call for proposals and outcome notification to partners.</p> <p>29th Winterization TF reconvening (time TBA)</p>
AOB	<p>Partners/ Organizations are required to submit feedback on the captured Winterization operationalization planning components and provide additional information as required prior to next meeting.</p>

Winterization Task Force Members

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