

JORDAN REFUGEE RESPONSE

Inter-Sector Working Group

Meeting Minutes and Action Points
Sunday, 4 June 2017 • UNHCR Office, Amman



1. Follow up from the previous meeting

Action Points:

- A session on inter-agency appeal process will be included in the upcoming Coordination Skills Training on 5 July as well as at the next ISWG meeting on Sunday 9 July at 2 pm.
- Protection Sector Coordinators will continue to follow up with other Sector Coordinators to discuss the issues related to registration and service provision.
- Sector Coordinators who have not provided updates yet will need to send the information to the SGBV Sub-Sector Coordinators. Coordination Associates will follow up their respective Sector Coordinators.
- Sector Coordinators will add the Sector Dashboard as one of agenda items in coming meetings for gap analysis.
- The Information Management Team will have a work session with UNICEF M&E Specialist for establishing sector outcome indicators throughout June.

2. Contextual sector analysis for the first quarter

The Inter-Sector Coordinator has highlighted the importance of having contextual analysis for each sector on a quarterly basis. In this relation, Coordination Associates have approached Sector Coordinators to discuss the issues related to reporting rates, reasons for low implementing rates, revision of target figures. It is important to further discuss these issues with partners during the sector working group meetings on a quarterly basis. Final version of the first quarter analysis will be uploaded to the portal site after Sector Coordinators' review. The second quarter analysis will be prepared in end July-early August.

Action Point:

- Sector Coordinators and Coordination Associates will finalize the contextual analysis and discuss revision of targets as needed.

3. Coordination Skills Training on 4-5 July

The Inter-Sector Coordination Unit has sent an email to request nomination of participants. Priority will be given to new coordinators who have not participated in the training last year.

Action Point:

- Sector Coordinators will need to nominate themselves by 8 June.

4. Information Management Updates: Services Advisor, Sector Dashboards

The Information Management Team updated the status of Services Advisor and the project location maps.

Action Point:

- The Information Management Team will provide (i) a list of agencies that have inputted their services in the Services Advisor and (ii) a list of agencies that have not entered the information of their services on a monthly basis. The first list will be provided by mid-June.

5. Coordinated Needs Assessment SOP

The Inter-Sector Coordination Unit has revised the SOP based on the earlier discussions in the ISWG meeting and follow-up with Zaatari Camp.

Action Point:

- Sector Coordinators will need to provide final comments if any by 8 June. The final version will be uploaded to the portal.

6. Sector Gender Focal Points Network Updates

The Network has organized the Gender Equality in Humanitarian Action Training in May. Focal points facilitated the sessions by themselves. The main focus is to finalize Sector Gender Analysis by the end of June. The analysis will be presented to Sector Coordinators and sector partners for further discussion, so that the information will be utilized for the upcoming planning phase. Sector Gender Focal Points will be ready to support the project reviewing process for the second call for the proposals of the Jordan Humanitarian Funds.

Action Point:

- Sector Coordinators will consider a possibility to include the SGFPN updates as one of regular agenda items of the sector working group meeting.
- In case of a sector gender focal point' turn over, a new gender focal point will need to be nominated in order to avoid gaps.

8. AOB

- The Education Sector will start the back to school campaign in July this year.
- The Basic Needs Sector will continue to work closely with the Livelihoods Sector.
- The Protection Sector will have the next meeting on 6 June at 9 am at UNNHCR EMOPS room to have discussion on the Youth Assessment Results.
- The second quarter Financial Tracking System will be conducted through the Excel Sheet.

The next ISWG meeting will be held on Sunday, 9 July at 2pm in UNHCR EMOPS Meeting Room.

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