

Sector Gender Focal Points Network Meeting Minutes			
Date/time/venue		Thu, 7 Dec 2017, 11:30 - 13:30, UNHCR EMOPS Meeting Room	
Attendees		12 ¹ (from Basic Needs, Education, Health, Protection, WASH, Livelihoods Sectors) Absent: Food Security, Shelter	
Sector Gender Analysis			
The Protection Sector and the Shelter Sector have recently completed the final drafts of the Sector Gender Analysis and shared them with their Sector Coordinators. They will continue to follow up with any feedback with Sector Coordinators, so that they will be able to present the final reports to Sector Partners. The final reports will be uploaded to the portal site, as done for other five sectors.			
Action Items		Responsible	Deadline
Follow up with Sector Coordinators on their feedback; Ask Sector Coordinators if the draft could be circulated to other sector partners; Once the reports are endorsed, inform the SGFPN Chair to upload the final reports to portal		Protection and Shelter Gender Focal Points	15 December
2018 Work Plan for the Sector Gender Focal Points Network			
In relation to the Sector Gender Analysis, participants agreed to update the existing Sector Gender Analysis in 2018.			
With regard to the activities to review the sex and age disaggregated data in Sector Dashboard, some participants proposed to include gender analysis in the Quarterly Sector Analytical Reports. The Basic Needs Sector Gender Focal Point will pilot this activity for the fourth quarter and will share it with other Gender Focal Points for their consideration to decide whether this could be replicated to all the sectors.			
Concerning the activity to keep the data portal active, participants requested to create the DropBox for the network members, in addition to the existing the data portal site for the network.			
In relation to the capacity building, it was proposed to create a small group that will identify the training needs of focal points, decide the contents and modalities of the training. If Focal Points are interested to join this small group to discuss training needs, they will need to write to Chair by 11 January. UN Women mentioned their available resources for training and interest to discuss training needs in this group.			
The Chair will share the draft 2018 Work Plan with network members for their comments to be sent by end of December. During the next monthly meeting in January, the 2018 Work Plan will be endorsed. Once it is finalized, the Chair will also share it with Sector Coordinators by the Inter-Sector Working Group mailing list and present it during the Inter-Sector Working Group meeting.			
Action Items		Responsible	Deadline
Share the draft 2018 Work Plan with members		Chair	13 December
Provide comments to the draft 2018 Work Plan, if any		All Gender Focal Points	28 December
Create DropBox for the network members and inform them with the link		Chair	11 January
Volunteer to be part of a small group for capacity building activities, if interested		Gender Focal Points	11 January
Inter-Sector Linkages			
During the previous monthly meeting, Ana Rita proposed to have the Inter-Sector Linkages in the 2018 Work Plan for the Sector Gender Focal Points Network. As follow-up action, the Inter-Sector Working Group has briefed her about the ongoing activities at the Inter-Sector level. At that time Ana Rita volunteered to develop a concept note to be shared with the network members for their consideration.			

¹ 12 attendees include staff from MECI, Relief International, JHAS, ICMC, ACTED, Future Pioneers, Save the Children, UN Women and UNHCR.

Action Items	Responsible	Deadline
Draft a concept note for Network members' review	Ana Rita	Asap

Visibility

During the previous monthly meeting, Ana Rita and Danijel proposed to have activities on visibility of the network. During this month's meeting, Danijel presented an idea to print following materials for the network.

- Notebooks
- Pins
- 2 banners/role ups
- Folders
- Pager/leaflet/brochure (to be printed at later point)

He also suggested to develop some messages. In this connection, it was proposed to create a small group to further discuss concrete actions to materialize the proposed plan. If any network members are interested, they will need to nominate themselves to be part of the group, by writing to the Chair by the next monthly meeting.

The Chair also reiterated the importance of the Sector Gender Focal Points to update their own sector on a regular basis (i.e. quarterly at least) to increase the visibility of the network and awareness of the gender equality issue.

Action Items	Responsible	Deadline
Share the draft email message to be sent to the Network	Danijel/Chair	11 Dec
Nominate themselves if they are interested in being part of the Visibility Group	Gender Focal Points, if interested	11 Jan
Provide inputs to Daniel's email	Gender Focal Points if interested	11 Jan

Information Management Session: Sector Dashboard

Information Management Sessions were conducted for the network members for several times throughout the year. As requested during the previous monthly meeting, Inter-Sector Working Group Information Management Team has provided another session for the network members, by taking an example of the Basic Needs Sector. See the powerpoint presentation provided by the IM Officer and the Basic Needs Sector Gender Focal Point as reference. During the next monthly meeting, members will practice on their own sectors.

Action Items	Responsible	Deadline
Share the step-by-step guide on how to analyze the Sector Dashboard	IM Officer and Basic Needs Gender Focal Points	28 Dec

AOB

Next SGFPN meeting on Thursday 18 January at 11:30 in UNHCR Khaldia (EMOPS room)