**Title:** Back to School Meeting

**Date:** Monday July 4, 2016

**Place:** UNICEF Office, Beirut

**Participants:** UNICEF, UNHCR, UNESCO

**Minutes**

Present: Joanna, Julliane, Aoife, Karim, Zeina, Lykke, Lisa. Rana, Shereen, Cezar, Iman, Jerome, Gemma

**Agenda**

1. Feedback on outreach workshops and mapping conducted
2. Planning for training for outreach partners
3. Planning and next steps

**Outreach workshops**

* Workshops T-5, Qobayat, Tyre, Zahle, ML from 9:00– 15:00.
* Outline agenda: Introduction, C4D, planning and mapping of outreach per cadasters/villages and NGO’s. Decided to do the mapping per villages instead of the cadasters.
* The sector/field coordinators will follow up with partners for the mapping of outreach partners
* We need an information session for all partners once we have all the information regarding the new school year
* Issue of access to certain areas came up during the several workshops
* Follow-up/action points:
  1. Field coordinators to send email with draft mapping and finalize the mapping
  2. UNICEF, UNHCR and UNESCO to finalize the mapping and all the documents (Q&A and guidelines)
  3. 20 July: UNICEF, UNESCO and UNHCR to meet with MEHE to present the outreach mapping and draft documents
  4. MEHE to organize a follow-up meetings with partners on SOP’s, Q&A, etc
  5. Field coordinators to organize follow up workshops in the field in July to present mapping and documents
  6. Joanne to draft email for Sonia with a summary of the outreach workshops to be send on behalf of UNICEF, UNHCR, UNESCO and Katya to send by this week.
     + Joanne send draft today, input by tomorrow, Katya to send on Wednesday.
  7. IM: Aoife adding all the information from the maps into an excel. The list will be split out by partners and by type of outreach. Sheet will be send out and partners need to confirm
     + 8 July: Aoife to send out excel sheets together with all the other documents
     + 11-15 July: Validation
     + 20 July: Finalize
  8. Aoife to set up/organize small IM support group (Georges and Jad) for IM support for the BTS campaign
  9. Liaison officers from UNHCR can help to facilitate access. Joanne to send the areas where this is and the NGO’s that need assistance to Lykke, Lykke to follow up.

**Planning for training**

* There will be training of trainers and training of frontline workers. UNHCR will get three slots per ToT, UNESCO 3 in total
* Date training 18-22 July till mid-September
* Child-level data collection and monitoring is part of the training, so we need to decide how to train the non-UN implementing partners
* Follow-up/action points:
  1. Julienne: let us know the dates when she has them and share the training material when ready.
  2. IM: Aoife to follow-up on the child-level data collection form with the other IMs and suggest how to train partners

**UNHCR (Jerome) Concerns for the Back to School outreach**

* Will have 3 slots in the ToT per region. Trainers will escalate down a customized training for 1 day including best good practices on outreach modalities
* Concerns they have: persuasion part is very sensitive for some population groups, they will not use loud-speakers, as they need to work low-profile vis a vis avoiding raising expectations (unanswered queries, no feedback follow up, etc), operational partners have limited engagement since no monitor system
* Hotlines: Concern of refugees calling UNHCR hotlines. Inter-agency call center with support of UNHCR
* Feedback: need to have a harmonized system to collect feedback from refugees and reply back. UNHCR suggests identification of community focal points, ongoing contact on whatsapp and data entry into surveymonkey. Focal points will be on ongoing basis be part of the training.
* Follow-up/action points:
  1. Jerome to send email regarding the call center meeting coming Friday and UNICEF and UNESCO to send one of two staff to join
  2. Juliane to set up meeting with AUB, and UNHCR to join

**AOB**

* Commitment of UNICEF/UNHCR and UNESCO:
  + UNICEF requested what commitment UNHCR and UNESCO can make. UNICEF has committed to train partners and provide monetary support.
  + UNHCR will get three slots in each ToT and will train partners as well using the UNICEF material
  + UNESCO will get three slots in total in the ToT
* UNESCO and UNHCR worked on Q&A on higher education. This Q&A should be complementary to the Q&A for the BTS campaign
* Finalize documents: Q&A, advocacy kit and frontliner kit
* Second shift schools: field meetings on-going.
* Follow-up/action points:
  1. UNHCR will talk to community services in Beirut so everyone can draw on the ROVs and the CSMCs (committees in the informal settlements). They will also see if they can increase the number of hours of the ROVs.
  2. Julienne to send the budget of the training to UNESCO, so they can see where they can pitch in
  3. UNESCO and UNHCR to share the Q&A on higher education
  4. Next meeting to finalize the documents: Friday 8 July 12:30 at UNHCR
  5. Next BTS meeting: 18 July 10:00-12:00 UNICEF.
  6. Present second shift schools during meeting at MEHE on 20 July

**Meeting with UNICEF Communication Team ( Soha & Salam )**

* Last academic year 2015-2016 it was come register. Education is free. Tagline “ Paid” ( Wasel in Arabic)
* This academic year 2016-2017 all issues to encourage children to register in school
* This Academic year Tagline “ I am present, I am ready”; ( Ana Hader in Arabic)
* Remind people of why it is important for children to be in public schools
* Communication is preparing a concept note for the 30 seconds Public Service Announcement (PSA )
* The “concept note” will be shared with MEHE it is concept note only. The characters will NOT look “ Lebanese”
* A Whatsapp compatible video will be developed
* The concept PSA ( Public Sector Announcement ) will be ready in two weeks
* A visual mock up will be ready
* The target are parents, children and teachers
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* The Official launching is the first week of September 2016
* There will be a Cash assistance for education only in Mt. Lebanon and Akkar ( Internal Not to be shared)
* In order to get free advertising space the PSA will target every child in Lebanon
* Questions & Answers ( Q & A) will be developed
* We expect to face a challenging political environment this academic year. We also have to deal with “ Tolerance Issues , negative experience with public school last academic year
* We have challenges related to Skepticism, cynicism, people are afraid of the security issues. Parents of Host community may not want Syrian children in public schools
* The message is Education is important, Children need to be protected and safe in public schools.
* UNICEF Communication colleagues want to share the concept notes for the PSA directly to the Minister of Education

**Action Points**

-Salam ( Communications UNICEF ) will share every two weeks updates of where we are

-Donor list from UNHCR need to be shared before September 2016