



SHELTER WORKING GROUP MEETING

Syrian Refugee Response in Jordan

Meeting Location	UNHCR Office- Terrace Room	Meeting Date	25th April, 2018
Chair Person	Elias Jourdi	Meeting Time	09:00 -10:00
Minutes Prepared by	Maysa Saeidi		
Purpose of Meeting	Shelter Working Group Monthly Meeting		
Next Meeting	6 June 2018 at UNHCR @09:00		

Attendance				
No.	Name	Agency	Mobile	Email
1	Hala Satari	Help	0797059467	satari@help-ev.de
2	Farah Shouli	Habitat For Humanity International	0798587801	farah.shouli@habitatjordan.org
3	Luca Sangalli	INTERSOS	0796928797	bn.jordan@intersos.org
4	Elias Jourdi	NRC	0798966385	elias.jourdi@nrc.no
5	Firas Alsagban	UNHCR	0796664719	alsagban@unhcr.org
6	Maysa Saeidi	UNHCR	0797412943	saeidi@unhcr.org

Summary of Action Points		
Item	Action point	Focal Point / Organization
1.	To share the Financial Tracking System for Q1 with partners.	Maysa (UNHCR)
2.	To share the Service Advisor presentation, Guide and the Shelter Sector taxonomy with partners.	Maysa (UNHCR)
3.	To create Service Advisor access to the present partners.	Firas (UNHCR)
4	To follow up on collecting inputs from partners on the 1st Quarter Sector Analytical Report	Maysa (UNHCR)
	To circulate a call for a focal point to present the Shelter Sector at the Sector Gender Focal Point Network SGFPN.	Maysa (UNHCR)



Meeting minutes			
Item	Discussion	Focal point/ Organisation	Time
Introduction	Round table introduction from all partners present.	All present partners	1 min
ISWG Updates	<p>Inter Sector Working Group, is a group includes the Inter-Agency Coordination Unit, UNHCR Information and Sectors Coordinators who meet on first Sunday each month, to discuss the Inter-Agency Coordination issues among all sectors.</p> <p><u>April Updates:</u></p> <p>Jordan Humanitarian Fund (JHF) The call for proposal will be closed on the 26 of April and therefore we need to start preparing for the technical review. We will be sharing with you the proposals received on the 30 of April and the technical review should be concluded by the 7 of May.</p> <p>Strategic and Technical Projects Reviewing Committees: Members of the respective review committees should be nominated from the active members of the relevant sectors. The committees should ensure an equitable representation of UN and NGOs.</p> <p>Financial Tracking System (FTS) The Inter-Agency Coordination and IM Unit collected the data for the FTS- Q1 by using an on-line too, which was piloted this year 2018. Final FTS will be shared with partners by first week of May and will be used in drafting the Q1 Report.</p>	Maysa (UNHCR)	5 min
Presentation on Service Advisor Tool	<p>A presentation about “Service Advisor Tool” has been shared with the present partners of the Shelter working group.</p> <p>A training was conducted to the Shelter and WASH Sectors partners on the Service Advisor on the 8th March.</p> <p>The Services Advisor is a simple, intuitive web app for Refugees, Humanitarian Organizations and Coordinating bodies, which provides up-to-date information about availability of humanitarian services.</p> <p>Services Advisor allows people to view available services on a map and in a service directory, where they can filter by category/sector, region, service provider and other features.</p> <p>For more info, please contact: Firas Alsagban UNHCR Inter-Agency Coordination and IM Unit alsagban@unhcr.org 0796145731</p>	Firas (UNHCR)	25 min
AOB	<ul style="list-style-type: none"> 1st Quarter Sector Analytical Report: The Inter-Agency Coordination Unit will draft the 1st Quarter Sector Analytical Report and to be shared with the sector’s chairs for their review and inputs. Final report will be uploaded on Shelter Sector Portal page by 2nd week of May. Sector Gender Focal Point Network SGFPN: It was discussed with the present partners to have a focal point presenting the Shelter WG. Thanks for NRC, who nominated David Hattar david.hattar@nrc.no to present he Shelter Sector at the network. 	Elias (NRC) & Maysa (UNHCR)	10 min



Meeting minutes			
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Useful links:			
Shelter Sector Portal page: http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=10			
Shelter Dashboard: http://scs.raisunhcr.org/dashboards/Shelter.aspx			
Service Advisor: http://jordan.servicesadvisor.org/			
Indicator Dashboard: http://scs.raisunhcr.org/dashboards/indDashboard.aspx			
ActivityInfo: https://www.activityinfo.org/			
ActivityInfo Partners Focal Points			
Agency	Name	Email	Mobile
Caritas	Laith Bsharat	laithb@caritasjordan.org.jo	
ICMC	Ghalia Rawashdeh	rawashdeh@icmc.net	0779711434
INTERSOS	Wa'el N. Twal	me.jordan@intersos.org	0798424029
NRC	Shahd Mehiar	shahd.mehiar@nrc.no	0790052654
Help	Sarah Mashal	mashal@help-ev.de	0797204986
Habitat for Humanity	Fadi Ladaa	fadiladaa@habitatjordan.org	0798645457
IOCC	Osama Daibes	odaibes@ioccc.org	0777794459
UNHCR	Maysa Saeidi	saeidi@unhcr.org	0797412943
Next Meeting will be held on Wednesday 6 June at 09:00 am at UNHCR.			