



## SHELTER WORKING GROUP MEETING

### Syrian Refugee Response in Jordan

<b>Meeting Location</b>	UNHCR Office- Terrace Room	<b>Meeting Date</b>	12th July, 2018
<b>Chair Person</b>	Vincent Dupin & Shada Qahoush	<b>Meeting Time</b>	09:00 -10:30
<b>Minutes Prepared by</b>	Maysa Saeidi		
<b>Purpose of Meeting</b>	Shelter Working Group Monthly Meeting		
<b>Next Meeting</b>	30 August 2018 at UNHCR @09:00		

Attendance				
No.	Name	Agency	Mobile	Email
1	Farah Shouli	Habitat For Humanity International	0798587801	farah.shouli@habitatjordan.org
2	Emilee Pelletier	IRC	0777963674	pelle291@newschool.edu
3	Sarah Mashal	Help	0797204986	mashal@help-ev.de
4	Hala Satari	Help	0797059467	satari@help-ev.de
5	Osama Daibes	IOCC	0777794459	odaibes@iocc.org
6	David Hattar	NRC	0777963674	david.hattar@nrc.no
7	Shada Qahoush	NRC	0770497953	shada.qahoush@nrc.no
8	Vincent Dupin	UNHCR	0796466523	dupin@unhcr.org
9	Harry Brown	UNHCR	0792936283	brownha@unhcr.org
10	Mais Alsuradi	UNHCR	0795568993	alsuradi@unhcr.org
11	Maysa Saeidi	UNHCR	0797412943	saeidi@unhcr.org

Summary of Action Points		
Item	Action point	Focal Point / Organization
1.	To share the 3Ws Matrix with the sector partners for completion.	Maysa (UNHCR) and all partners
2.	To share the ActivityInfo reporting Jan-Jun 2018.	Maysa (UNHCR)
3.	To share the MEB documents with partners.	Maysa (UNHCR)
4.	To call for new Sector Gender focal point supporting the Shelter Sector.	Maysa (UNHCR)
5.	To collaborate with David (SGFPN/ Shelter) on the Gender Analysis.	All partners
6.	To share the final endorsed guidelines: CfR and HLP with partners (after the chairs final review).	Sector chairs and Maysa (UNHCR)
7.	To share any relevant reports, Focus group discussion, M&E report on Gender 2107-2018 with David (NRC).	All partners



Meeting minutes			
Item	Discussion	Focal point/ Organisation	Time
<b>Introduction</b>	Round table introduction from all partners present.	All present partners	1 min
<b>Sector Working Group Updates</b>	<p><b>4Ws Matrix:</b> The matrix was shared with the present partners and we agreed to remove the When Colum and replace it with the Focal point Colum, and become as 3Ws. And to be completed with the sector partners.</p> <p><b>ActivityInfo Reporting:</b> A reporting covers the duration between Jan- Jun 2017 was shared with the present partners and indicated the partners who did/didn't report on the shelter sector project indicators. The table will be shared along with the minutes.</p>	Vincent & Maysa (UNHCR)	15 min
<b>Minimum Expenditure Basket (MEB) clarification</b>	<p>On June, the sector started the discussion about updating the MEB document for Shelter. The MEB documents including the Guidance note and UNHCR Shelter Data were shared with the present partners and discussed. The actions required:</p> <ul style="list-style-type: none"> <li>• Review the old calculation methodology and values, with focusing on:                             <ul style="list-style-type: none"> <li>- Data sources, if still relevant or not?</li> <li>- Items, if still the MEB relevant and complete?</li> <li>- Values – Do the old values 'feel right'? With taking into consideration the changes in things like market trends, taxes, other legislation, complimentary or contradictory reports.</li> <li>- Methodology – What data transformations are used? Are they documented clearly so that they can be reproduced next year?</li> </ul> </li> <li>• Update the values</li> <li>• Update the methodology and data source documentation where required</li> </ul> <p>The Shelter data provided by UNHCR includes the following:</p> <ul style="list-style-type: none"> <li>- Assessment Date</li> <li>- Case Size Governorate</li> <li>- District</li> <li>- Type of Shelter</li> <li>- Number of Rooms</li> <li>- Total Monthly Expenditure</li> <li>- Monthly Rent Expenditure</li> </ul> <p>For more info, please contact: Harry Brown, UNHCR <a href="mailto:brownha@unhcr.org">brownha@unhcr.org</a> 0792936283</p>	Harry & Vincent (UNHCR), and Shada (NRC)	20 min
<b>Shelter Gender Analysis</b>	<p>The Shelter Gender Analysis should be started by July. David the Shelter Sector Gender Focal point requested partners to share any relevant documents, also he will be in contact with the UN Women Consultant for support in terms of the geographical locations, focus group discussion, timeframe, methodology and work plan. Nidal Dalgamouni was the other Sector Gender Focal Point for Shelter Sector working with David. He is working in Irbid now and can't be the focal anymore. It was requested from partners to nominate a new focal point.</p> <p>For more info, please contact Sector Gender Focal Point- Shelter Sector: David Hattar, NRC</p>	David, Shada (NRC) and Vincent (UNHCR)	10 min



Meeting minutes			
Item	Discussion	Focal point/ Organisation	Time
	<a href="mailto:david.hattar@nrc.no">david.hattar@nrc.no</a> 0777963674		
<b>Technical Guidelines Revision</b>	<p><b>Revised Cash for Rent CfR:</b> The CfR doc was revised by Annette (ICMC). No major changes since the doc was revised in 2017. This year, we include the Annexes:</p> <ul style="list-style-type: none"> <li>- Lease agreement</li> <li>- Outcome monitoring Questionnaire and excel sheet</li> </ul> <p><b>Housing, Lands and Property HLP:</b> Luca (INTERSOS) chaired the group who revised the SOP on May- June. We include the Annex:</p> <ul style="list-style-type: none"> <li>- National Framework doc by NRC</li> <li>- A Guide to Regulations governing Upgrading and Construction of Residential Properties in Irbid</li> </ul> <p>Next Step: The two guidelines will be revised by the sector chairs for their final review and endorsement.</p>	Maysa, Vincent (UNHCR) &	10 min
<b>AOB</b>	<p><b>Capacity building trainings:</b> In September-October the sector will be conducting a training session on excel (pivot table) for the shelter sector members.</p>	Vincent (UNHCR)	5 min

#### Useful links:

Shelter Sector Portal page:

[http://data.unhcr.org/syrianrefugees/working\\_group.php?Page=Country&LocationId=107&Id=10](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	<a href="mailto:laithb@caritasjordan.org.jo">laithb@caritasjordan.org.jo</a>	
ICMC	Ghalia Rawashdeh	<a href="mailto:rawashdeh@icmc.net">rawashdeh@icmc.net</a>	0779711434
INTERSOS	Wa'el N. Twal	<a href="mailto:me.jordan@intersos.org">me.jordan@intersos.org</a>	0798424029
NRC	Shahd Mehiar	<a href="mailto:shahd.mehiar@nrc.no">shahd.mehiar@nrc.no</a>	0790052654
Help	Sarah Mashal	<a href="mailto:mashal@help-ev.de">mashal@help-ev.de</a>	0797204986
Habitat for Humanity	Fadi Ladaa	<a href="mailto:fadiladaa@habitatjordan.org">fadiladaa@habitatjordan.org</a>	0798645457
IOCC	Osama Daibes	<a href="mailto:odaibes@iocc.org">odaibes@iocc.org</a>	0777794459
UNHCR	Maysa Saeidi	<a href="mailto:saeidi@unhcr.org">saeidi@unhcr.org</a>	0797412943

**Next Meeting will be held on Thursday 30 August at 09:00 am at UNHCR.**