Date/time/venue	Monday, 22 October 2018, 10:00 – 12:00, UNHCR EMOPS Conference Room
Attendees	ISWG Coordinator, MoPIC representatives, Embassies of Australia and Netherlands, JIF, OCHA, Sector Coordinators and representatives from WASH, Health, Basic Needs, Shelter, Livelihoods, Education, UNHCR Inter-Agency Coordination and Information Management, Inter-Sector Associates, UNHCR Assistant Representative Operations, UNHCR Mafraq Coordinator.

Meeting Note and Action Points

1. Project approval Process

Project approval process and other concerns from MoPIC as explained below:

- Agencies upload projects onto JORISS (electronic system where partners can upload their project action plan, clear activities and interventions, budget breakdown and area of work). JORISS requires a cover letter from the implementing agency, commitment letter from donor, and a copy of the agency's registration documents.
- The project activities must be linked with the JRP, and organizations are asked to use the correct terminologies, which are subject to further discussions, for the projects activities as well as correct translation from English to Arabic and vice versa.
- After submitting the abovementioned requirements, projects will be reviewed by MoPIC and then sent to the Inter-Ministerial Coordination Committee (IMCC), to be eventually sent to the cabinet for final endorsement according to the law of foreign fund for NGOs or INGOs.
  - o Final approval takes maximum three weeks; after project submission and amendments (when needed) occur after they are reviewed by MoPIC and IMCC.

MoPIC lists delays/challenges are a result of the following:

- The use of incorrect terminology/s for a project in English as well as the translation from English to Arabic.
- Number of activities do not match - high budgets/unrealistic budgets.
- Budgets do not indicate the differentiation of staff salary (for implementing projects) from activities, which is a reason project budgets do not correlate.
- Project budget breakdown does not reflect the actual activities and cost, e.g. 3 million USD project consists of one or two activities.
- Repetition of conducting an assessment already completed and available/published.
- Repetition of the same activities conducted by current/previous NGOs and INGOs.
- Several projects included infrastructure element, which should be limited to the shelter sector.

- Repetition of the geographical areas where projects are implemented. For example, the majority of NGOs and INGOs prefers to work in Amman and surrounding Amman.

Recommendations of MoPIC:

- NGOs must be attentive to deadlines when applying projects to avoid delays.
  - Organizations are requested to be aware of the end date of their project and can ask for extension of previous year's project at least 1-2 months prior when needed if the new year's project is not approved to avoid a gap.
- Focus on the infrastructure projects to accommodate the high needs in various sectors rather than soft component projects (psychosocial and awareness campaign).

Recommendations/concerns raised by ISWG members:

- Preparation of a guidance note on project approval containing a list of correct terminology, type of projects/activates that is approved by MOPIC.
- Where possible language used should be official translations as in some instances projects were unclear due to using google translate
- An updated template/guideline on project submission (translation support, needed documents) to ensure consistency.
- Identify the project approval process in the camps; e.g. identify the no cost extension project. Reason being: approval process in the camps is closely linked to the access of the organization in the camp, and sometimes the delayed approval leads to a situation where the organization cannot have access to the camp and is not able to continue with the activities. This directly affects the beneficiaries.
- Clear instructions of the regulations of MOPIC in terms of the required documents to be uploaded on JORISS.
- Limit the number of times IMCC can ask questions and return documents.
- If there are questions with regards to the budget MoPIC offered to meet with INGO to get more clarity, particularly with regards to human resource intense projects.
- JIF is willing to work with PMU at MOPIC to ensure the quality of projects implemented.
- A guidance explaining interaction for agencies between MoPIC and line ministries.
  - MoPIC responded by requesting NGOs and INGO's to send an official letter when addressing any complaints about delays and communication with line ministries.
- Harmonize the MoU templates requested by the line ministries.
- Create and disseminate a list of focal points in line ministries and guidance on approach.
- Delays are causing budgets to be allocated into other projects and countries.
- UNHCR proposed facilitating the logistics for a MoPIC conducted JORISS training.

2. JHF projects of the first semester 2018 (1st Allocation)

Only one project has been approved out of 10 selected projects from the first call launched in April 2018 of the JHF. The rest are still under process to obtain approval. As for the second call, the Advisory Board will conduct a meeting on October 22nd to review the submitted applications.

3. JRP 2019

The progress timeline of all sectors and where they each stand was shared with the attendees. A slight delay on the scheduled deadline of mid-Oct. MoPIC and UNHCR will continue to follow up and support sectors in order to finalize the JRP process. New deadline TBA by MoPIC.

4. Action Points

Action Points	Responsible Person	Timeframe
Work on the recommendations listed under the project approval point	MoPIC / Inter-Sector Coordinator	Immediately/Ongoing 1st November
Share a full list with project reference numbers for the pending approval projects from the 1st allocation in 2018 with MoPIC.	Inter-Sector Coordinator / OCHA	Immediately/Ongoing 1st November
List of focal points in each line ministries to be shared with JRP partners (to discuss projects before submitting them)	MOPIC	Immediately/Ongoing 1st November
UNHCR to support MoPIC in hosting a JORISS training session to train partners on how to update their data and using the right terminology when choosing each project details	UNHCR/MoPIC	Ongoing 1st November

5. Next Meeting

The next ISWG meeting will be held on <u>Sunday, 4 November at 14:00</u> in UNHCR EMOPS room.