



SHELTER WORKING GROUP MEETING

Syrian Refugee Response in Jordan

Meeting Location	UNHCR Office - Green Meeting Room	Meeting Date	02 February 2020
Chair Person	Vincent Dupin & Dina Dabash	Meeting Time	09:30 – 11:00
Minutes Prepared by	Ehab Haddad		
Purpose of Meeting	Shelter Working Group Meeting		
Next Meeting	(TBD)		

Attendance				
No.	Name	Agency	Email	Phone Number
1	Kristin Chase	ICMC	chase@icmc.net	0798346524
2	Tina Hakim	UN-Habitat	Tina.hakim@unhabitat.org.jo	0799017264
3	Loren Hyatt	IOCC	lhyatt@iocc.org	0790220592
4	Meg Mcmanus	IOCC	mmcmanus@iocc.org	-
5	Mai Dababneh	Caritas Jordan	maid@caritasjordan.org.jo	0770488066
6	Haitham Alzuraiqi	Habitat for Humanity	haithamzuraiqi@habitatjordan.org	0795015570
7	Samer Al-Omari	Aurantis	S.alomari@auranitis.org	0799259986
8	Arwa Abu Hudib	JHCO	a.abuhudib@jhco.org.jo	0795068942
9	Hala AL Zubai	JHCO	hala.zoubi@jhco.org.jo	0795068942
10	Dina Dabash	NRC	Dina.dabash@nrc.no	0779940222
11	Nathalia Watanabe	NRC	Nathalia.Watanabe@nrc.co	0778303776
12	Vincent Dupin	UNHCR	dupin@unhcr.org	-
13	Ehab Haddad	UNHCR	haddade@unhcr.org	0791109747

Summary of Action Points		
Item	Action point	Focal Point / Organization
1.	Refresher session for ActivityInfo, JFT, Service Advisor and RAIS (If need be)	Ehab/ UNHCR
2.	Share the link for the service Advisor, data portal, and other useful links.	Ehab/ UNHCR
3.	Send Expression of Interest for Co-Chairing to partners, along with expected responsibilities	Ehab + New Shelter Chair/ UNHCR
4.	Partners to send updates about their projects (Budgets, targets and locations)	All Present Partners
5.	Video project for the Shelter Sector.	Shelter Co-Chairs + ER Unit/ UNHCR

Meeting minutes		
Item	Discussion	Focal point/ Organisation
Introduction	- Round table introduction from all partners present.	All present partners



Meeting minutes		
Item	Discussion	Focal point/ Organisation
JRP/3RP Planning Review	<ul style="list-style-type: none"> - JRP planning phase is still ongoing, the official launch is still not confirmed. - Partners are encouraged to send updates about their projects (Budgets, targets and locations) - JRP final drafts are submitted and currently waiting for government approval and endorsement. - 3RP Planning phase is about to start, as it is the main funding mechanism for most of the agencies (Inter-Agency Appeal) 	Vincent/UNHCR
Partners Activities	<ul style="list-style-type: none"> - Partners gave a brief presentation of their current activities in the Shelter Sector. - NRC implements shelter repair/construction and distributions in camps, Cash for Rent and a FLEX modality in Urban, in addition to the solar water heaters project and water connections in Ramtha. Major geographical presence in Irbid and Mafraq. - Caritas has 2 shelter projects, Cash for Rent, and Shelter Rehabilitation and both are in Urban areas. - UN-Habitat Will be conducting a workshop with HUDC to build the capacity of some government officials. Some areas of operation for the activities are Ramtha, Sahab and Mafraq. - ICMC has 1 shelter project funded by PRM. The main modality is Cash for Rent. - IOCC has 2 projects, the first is Cash for Rent and the second is the seasonal shelter repair for winter, under the JHF OCHA Fund. In addition, they have other non-shelter projects in the camps (Disabilities, medical, ... etc) - Habitat for Humanity talked about the 2 main projects that they are implementing to support refugees and host communities. Mainly operating in Jizah area. Planning to move to Amman. - Aurantis are mainly working inside Syria, and now looking for opportunities in Jordan. Their main projects in Syria included Shelter Rehabilitation. 	All present partners
OCHA JHF First Call 2020	<ul style="list-style-type: none"> - After the second call of the JHF in 2019, it is expected to have the first call of 2020 around April. - For the second call of 2019, 3 shelter partners received the funds (NRC, IOCC and Caritas) - The need for shelter repairs, whether in the camps or the urban areas, is still a big need in the sector, and the focus should be more into implementing hard components, like Shelter Rehabilitation, instead of soft components, like Cash for Rent. - One of the main criteria for selection is the adherence to the sector coordination working group. Partners are encouraged to attend all the sector meetings to ensure they are not disqualified. 	Vincent/UNHCR
Shelter Sector Video	<ul style="list-style-type: none"> - The idea of having a video about the shelter sector and its activities might be a good idea to increase the funding for the sector, since it's one of the least funded sectors in Jordan. - The idea was firstly discussed in December 2019. - The External Relations team at UNHCR can help the sector create this video. A script is needed, in addition to all the other preparations. - Everyone should have an equal chance in the video. - UNHCR to start coordinating these efforts, once the new chair from UNHCR arrives. 	All present partners



Meeting minutes		
Item	Discussion	Focal point/ Organisation
Reporting	<ul style="list-style-type: none"> - The Quarterly Sector Dashboard is a document that is produced on a quarterly basis and partners are encouraged to share their updates so we can update the narrative part with their inputs. - For the reporting of 2020, partners are encouraged to share their information and SitRep with the Co-Chairs so that it's an inclusive process. - The Dashboard will only include logos of partners who are reporting on ActivityInfo. - The deadline for partners to provide their input is one week after the quarter finishes. - All partners are encouraged to update their information on Service Advisor, as it is a useful tool for the refugees to see all the services in one place. (Link below) - One suggestion is to have the Ministry of Interior (Shelter Task Force Chair) endorse the quarterly sector dashboard each quarter so that they can stay in the loop, which can help in future planning. - Quarterly updates of the financial tracking on the Jordan Financial Tracking (JFT) system is very important. All partners are required to update their Financial Tracking within the first week after the end of the quarter. - ActivityInfo Databases for 2020 are not yet ready, but partners are required to save their entries until the databases go live, where they can fill in all the information retroactively. 	All present partners
AOB	<ul style="list-style-type: none"> - Co-Chair nomination: - Elections for the co-chairs need to happen every 2 years at the most. - Partners who are interested in co-chairing are invited to submit an Expression of Interest to the sector lead. - Elections can be held once the new chair arrives to UNHCR. 	
<p>Useful links:</p> <p>Shelter Sector Portal page: https://data2.unhcr.org/en/working-group/52?sv=4&geo=36</p> <p>Registration Link for the Mailing List: https://unhcr.us6.list-manage.com/subscribe?u=21ac4d661afc676782cbf14bc&id=2ee325c2b3</p> <p>Service Advisor: http://jordan.servicesadvisor.org/</p> <p>ActivityInfo: https://www.activityinfo.org/</p> <p>Inter-Agency Coordination Unit Tools: http://scs.raisunhcr.org/</p>		
<p>Next meeting date and time TBD.</p>		