SHELTER WORKING GROUP MEETING
Syrian Refugee Response in Jordan

Meeting Location	Online Zoom Meeting	**Meeting Date**	21 April 2020
Chairperson	Roelof Wentzel & Nathalia Watanabe	**Meeting Time**	13:00 – 14:00
Minutes Prepared by	Ehab Haddad		
Purpose of Meeting	Shelter Working Group Meeting		
Next Meeting	(TBD)		

Attendance		
No.	**Name**	**Agency**
1	Kholud	PRM
2	Manal	Johud
3	Ahmad	ICMC
4	Meg Mcmanus	IOCC
5	Dina Dabash	NRC
6	Nathalia Watanabe	NRC
7	Veena Krishnamoorthy	UNHCR
8	Roelof Wentzel	UNHCR
9	Ehab Haddad	UNHCR

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

COVID-19 coordination mechanism (CRTF/Basic Needs package, Refugee Response updates, 4W, UNHCR contingency plan, 3RP appeal)	• CRTF/Basic Needs Package
	- 28 organizations from Basic Needs and Protection joined hands to develop a strategy to see how the COVID-19 response would look like. Consequently, a task force was formed called the COVD Response Task Force (CRTF)
	- The General Principals of this task force were as follows:
	   o Help refugee families previously working in low-paid or informal seasonal /day labour get through the crisis without incurring high levels of debt.
	   o Emergency funding should not replace existing Basic Needs programs – address an autonomous 'expanded Population
	   o Existing cash programs should not be re-labelled "COVID" funds.
	   o Align with the plans of the Ministry of Social Development and NAF
	- 48,831 families were identified from the existing data of home assessments from the VAF population data. Target households were those that have lost usual source of livelihood.
	- The prioritization is based on 3 categories: people with disabilities and severe medical conditions, elderly, and the ones with higher dependency ratio.
	- The safety net package was developed and is similar to the Minimum Expenditure Basket (MEB) and it contains rent, utilities and water.
	- Food Assistance was taken out of the Safety Net package because WFP joined the task force and decided to provide food assistance to those currently not under their case load.
		Veena/ UNHCR Basic Needs
		
		Roelof and Nathalia/ UNHCR & NRC/ Shelter Co-Chairs

Meeting minutes		
Item	**Discussion**	**Focal point/ Organisation**

	- 18,000 families out of the 48,000 that were identified do not receive food assistance currently, and they expanded their budget to allocate funds for these families.
	- MoSD will be providing assistance to Jordanian families as well.
	- Additional coordination efforts will include:
	   o The use of RAIS to avoid any duplication in the assistance provided. There will be advanced booking of cases and the recording of assistance after delivery.
	   o Exit strategy is developed as assistance can't be provided indefinitely. Economic recovery indicators were used to develop the strategy.
	   o Communication Strategy was developed to ensure everyone was using the same language and the same communication tools to ensure no conflicting information is provided.
	
	• UNHCR Contingency Plan (shared as annex)
	- UNHCR has developed a contingency plan for the COVID-19 response, which includes multiple scenarios and how the response should be done, and it includes multiple sectors and how the collaboration can be done between them.
	- It also includes different ways of how to avoid disruptions of service, including the camps, and acts as a general guidance for the response to the COVID-19 situation.
	
	• Refugee Response Updates
	- Weekly update provided to the Inter-Agency Coordination Unit that compiles all the responses partners are doing from all the different sectors towards the COVID-19 situation. It acts as a weekly SitRep for all the sectors.
	- Partners are requested to send their weekly updates to the sector co-chairs for compilation.
	
	• 4WS (Access Online sheet here)
	- A live document that captures the specific activities partners are doing in response to the COVID-19 situation, including Who, What, Where and When.
	- Partners are requested to send their weekly updates to the sector co-chairs for compilation.
	
	• 3RP Appeal for COVID-19
	- Capturing the appeal of partners for funding to implement COVID-19 response activities. This appeal is separate from the usual 3RP appeal.
	- Total appeal for Shelter Sector: 13,210,000	

COVID-19 updates from partners	- Ahmad - ICMC: Staff Working from home doing assessment through phone and distributing hygiene messages for beneficiaries. Cash for Rent is planned in May. - Manal - Johud: Protection program, information sharing through an online magazine, 2-way communication with beneficiaries, POCs requesting C4R and BN assistance. - Meg - IOCC: OCHA project for rehabilitation, but as a response to COVID-19 around 25% will be reprogrammed towards cash assistance for Syrians and vulnerable Jordanians.	All Present Partners

Meeting minutes		
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	- Nathalia - NRC: Field operations in the Host Community is temporarily stopped due to the lockdown. First assessments for shelter renovation are still being conducted over the phone. Reactivate payments for landlords through a Hawala system. Diverging extra funds towards multi-purpose cash assistance as a response to COVID-19 situation. Distribution centres in camps are working but with limited capacity, partners who wish to do distributions in the camps can contact NRC to do it through their distribution centres. In cooperation with UNHCR, establishing isolation areas for people returning to camps from the Host Community. Shelter maintenance and winterization is on hold as there is a limited number of staff going to the camps.	
Skype group for active shelter partners	- A faster way of communication instead of emails. Mainly to share updates and requests. - Partners interested in joining the Skype Group for active shelter partners can join in this link https://join.skype.com/jSFFRRgqKJEt	Roelof and Nathalia/ UNHCR & NRC
AOB	• ActivityInfo update: - Partners are requested to go into the ActivityInfo platform and register to be added to the planning database, where they will be able to input their planning figures. - After the planning phase is complete, partners will be able to go into the monitoring database to add their monthly achievements and progress against targets. • Cash for Rent guidance: - An initiative to have a harmonized approach for the shelter sector in terms of the Cash for Rent support that the partners are providing. - Partners to share inputs to create a draft - Partners to reply by email on interest to develop Cash for Rent guidance	Ehab/ UNHCR Nathalia/ NRC

Useful links:

Shelter Sector Portal page:
https://data2.unhcr.org/en/working-group/52?sv=4&geo=36

Registration Link for the Mailing List:
https://unhcr.us6.list-manage.com/subscribe?u=21ac4d661afc676782cbf14bc&id=2ee325c2b3

Service Advisor:
http://jordan.servicesadvisor.org/

ActivityInfo:
https://v4.activityinfo.org/app

Inter-Agency Coordination Unit Tools:
http://scs.raisunhcr.org/

Next meeting date and time TBD.