WASH Sector, National Coordination Meeting, 18 Dec 2013, Beirut Meeting Notes

Meeting Location	UNHCR Office, Lea Building, L3, Beirut	Meeting Time	13.15 – 15:00
Chair person	David Adams (dadams@unicef.org)	Meeting Duration	1hr 45 mins
Minutes Prepared by	Aoife Long (along@unicef.org) & David Adams (dadams@unicef.org)		

The presentation made during the meeting is attached below these notes.

Review of Last Meeting Action Points

- Proposed to meet mid January regarding coordination of communal level / Stabilization activities proposed and planned.
- Proposed to update WASH contingency stock National list.
- Agreement to be made on Health/WASH responsibilities regarding outbreaks.

New Information Management system; "Activity Info" (AI)

Presentation by Hyrar (UNICEF M&E) for IM working group on activity info
Discussion and Qs raised:

- % of wash actors are regularly updating 5W – 80 to 90 %
- Inclusion of observers/non-RRP6 actors. Any agency can be included and should report, if not, they can coordinate informally (e.g. ICRC only case in Leb).
- Concern over whether Donors are supportive of AI. Has apparently been endorsed at RRP6 steering committed level thus far.
- AI is to be adopted across all sectors.
- Currently 5W reporting has 2 components:
  Sheet A- 65 activity types with quantities and beneficiaries reached reported at Caza/District level (useful for reporting, to keep track of progress against targets, relative quantities of activities, etc)
  Sheet B- 3 activity types reported at site level, e.g Informal Settlement (useful for geographic coordination of activities and agencies, gaps/overlaps, coverage, etc.)
- Reporting to down to site level would be ideal for the WASH sector as Informal Settlement and Collective Centres are a priority.
- Input is easier to measure than impact, more difficult to define indicators to measure impact
- Noted that AI is tied to RRP6 to a large degree.
- As mainly impact indicators, covering sets of activities, are proposed it is a significant change to reporting methodology compared to the 5W.
- Question over whether narrative reporting can be included; yes but limited.
- Accountability of data?; Each agency is accountable for their own data/reporting, however there are discussions on finding the most appropriate solution for verification and quality control.
- Can activity info solve issues such as double counting of hygiene kits; this will depend on agreements made between sectors and use of common indicators.
- No formal objections were made to adopting Activity Info as a reporting tool for the WASH sector.

Proposed to meet the following day (19th Dec) or those available & interested to review and agree on indicators, etc. Based on this a proposal set of indicators and other parameters for AI would be shared with whole sector for review.

WatSan maps and other maps

- The latest WatSan (January – November) maps have been produced and will be uploaded to the Web Portal, but can be downloaded, in the interim, from the WASH drop box here: https://www.dropbox.com/sh/wwfre56ystxl6w9/4Fcw-vRD3a
- There are five maps (National, Bekaa, North, South, Mt Lebanon & Beirut).
- Each map shows 225 areas across the country where 85% of registered refugees and 67% of poor Lebanese are located. These are priority areas for WASH actors to undertake their response. Focusing on these areas the maps show where Water and Sanitation activities have been undertaken between January and November. It also shows where there has been no activity to date therefore highlighting where agencies and field offices should investigate/assess to determine if there are real needs that are not being addressed.
- The information is based on reporting to the 5W in sheet B and thus relies on input and verification by WASH actors and WASH focal points.

WASH steering committee

- To ensure more participation and representation (across the sector) in decision-making and the direction for the WASH Sector it was proposed to set up a steering committee.
- Consisting of approximately 6 members who represent NGOs, UN and ideally also GoL. Members should ideally be Beirut based or able to attend meetings at short notice. They should come from agencies that have a considerable stake in the WASH Sector (relatively significant funding/activities). Chairing and membership may need to be rotated.
- The following individuals expressed interested in being part of the steering committee:
    1. Maurizio Peselj (INTERSOS, WASH Expert)
    2. Miguel d'Arcangues (Solidarités International, WASH & Shelter Coordinator)
    3. Jessica Moujabber (World Vision International, Programme Officer)
    4. Nicole Klaesener-Metzner (UNRWA, WASH Expert)
    5. Alice Arrenberg (ACTED, WASH and Shelter Programme Manager)

ECHO priorities + discussion

Robin Lloyd from ECHO Regional Office in Amman led a discussion on ECHO priorities and concerns.
- Informal settlements and Collective shelters remain priorities. In general ECHO prioritizes reaching the most beneficiaries and most vulnerable with the most basic type interventions.
- Based on recent site visits, bilateral discussions with implementing agencies and experience to date of the response Robin commented on some aspects that could be strengthened:
    - WASH/Shelter Inter-sector coordination of site improvements and drainage works.
    - WASH/Health Inter-sector coordination in general.
    - WASH and coordination with other sectors in terms of referrals, for example Hygiene Promoters due to the close contact with beneficiaries referring protection issues to Protection sector.
- Commented that there will be an increasing need of repairs, maintenance and replenishments moving into 2014.
- Noted that ECHO is cautious on supporting local infrastructure improvements.
- Recommended sector consider undertaking Emergency Market Mapping and Analysis (EMMA) as this is proving highly useful where it has been undertaken in other parts of the region.
- Interested in the success or otherwise of unconditional cash –affects WASH in distribution of H Kits. Look forward to feedback.
- Mapping of Informal Settlements really needs to be updated: currently uncoordinated, slow. Mentioned that there is a group working on a solution in conjunction with the IM working group that will be universal.

Winterisation for WASH

- Concerns from the North and the Bekaa have been raised regarding freezing of pipes, fittings and water tanks restricting access to water. This and other issues related to winter and WASH were discussed. It was proposed to share issues and ideas/solutions through email chain. Suggested that information from region could be helpful.

Action Points

	Action	By Who	By When
1	Organize meeting to share ideas and coordinate communal level projects.	Coordination	End of January
2	Update WASH National contingency stock list.	Agencies contributing and storing stock	Next meeting
3	Public Health to share health morbidities related to WASH to WASH sector	Public Health Officer, UNHCR (to be shared monthly)	ASAP
4	Mtg for Health/WASH responsibilities regarding outbreaks to be arranged.	Coordination	ASAP
5	Meeting to review and agree on draft parameters (indicators, level of reporting, etc) for Activity Info (AI)	All interested	19th Dec
6	Share with sector proposed draft set of parameters for AI	Coordination	End of year
7	Share winter WASH issues and ideas/solutions + regional input. Collate and share any feedback.	Coordination	Ongoing

Next meeting=
13:00hrs, 22 January at L3, UNHCR Leah Bld, Beirut

WASH Sector
National Coordination Meeting
18 Dec 2013, Beirut

AGENDA

- Introductions (5min),
- Review of action points from last meeting (5min),
- Introduction of new Information Management system; "Activity Info" (30min),
- WatSan maps and other maps - what do people want/need (10min),
- Formation of WASH steering committee (15min),
- ECHO presentation of it's strategy and priorities + discussion & question time (30min),
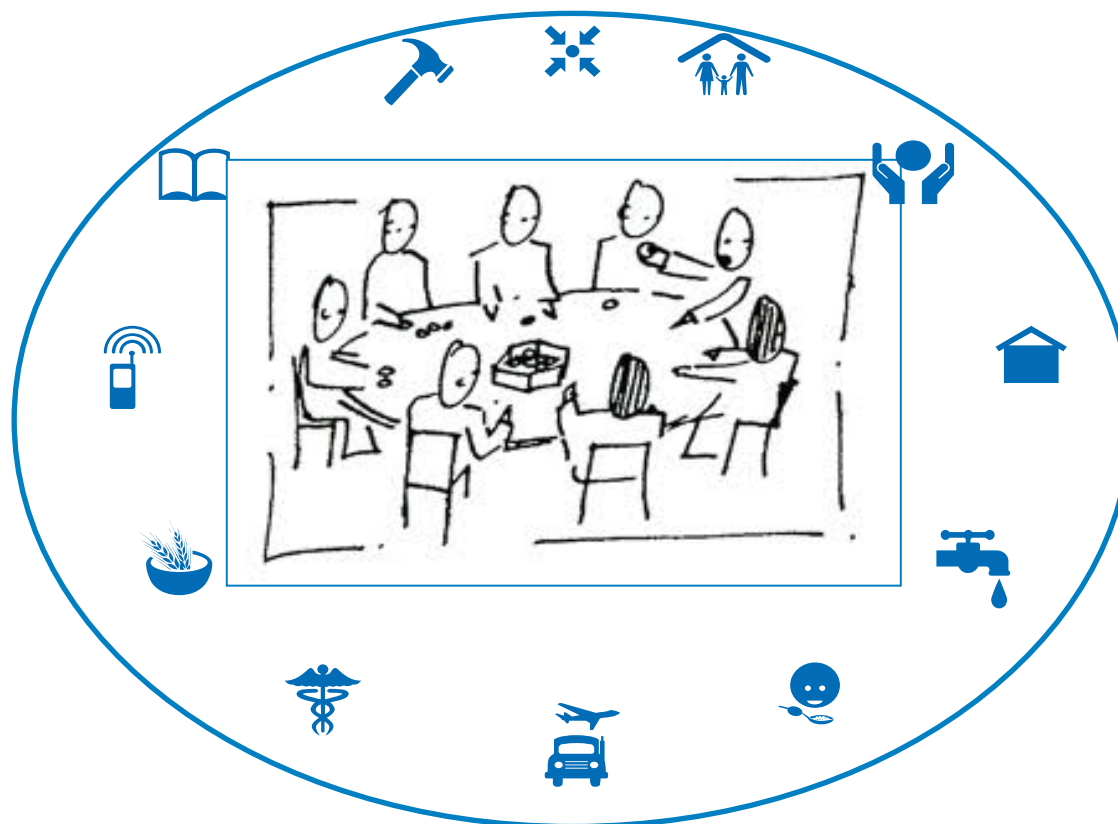- AOB

Action points

	Action	By who	Status
1	Review of activities to highlight which fall under stabilization	Partners who have submitted-RRP6	Some agencies elaborated on the activities in their submission. *Proposed to meet mid January regarding this.*
2	Send comments on Hygiene Promotion briefing paper to Helen	Members of hygiene Promotion TWiG	Some comments shared during last meeting and also submitted.
3	Partners to advise sector of contingency stocks	ALL Partners	Some agencies have submitted this information to field offices. *WASH National contingency stock list should be updated.*
4	Public Health will share health morbidities related to WASH to WASH sector	Public Health Officer, UNHCR (to be shared monthly)	Still pending. *Mtg for Health/WASH responsibilities regarding outbreaks to be arranged.*

…ACTIVITY INFO…

- What is Activity Info?

- Reporting parameters to be agreed (indicators, level of reporting, etc)
  - so that it works for the WASH sector

- Small working group to agree and propose parameters by end of week

Monitoring and Reporting on Syrian Crisis in Lebanon
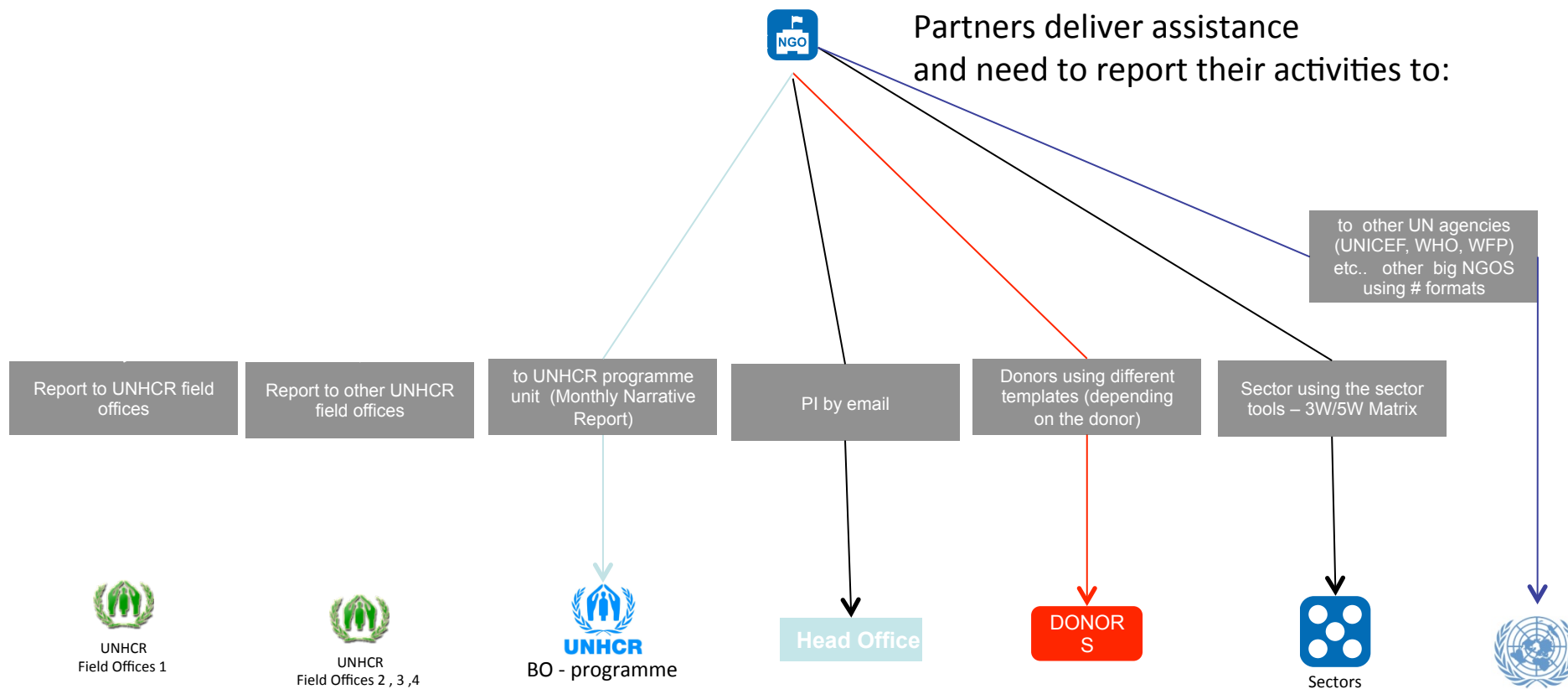# ACTIVITY-INFO

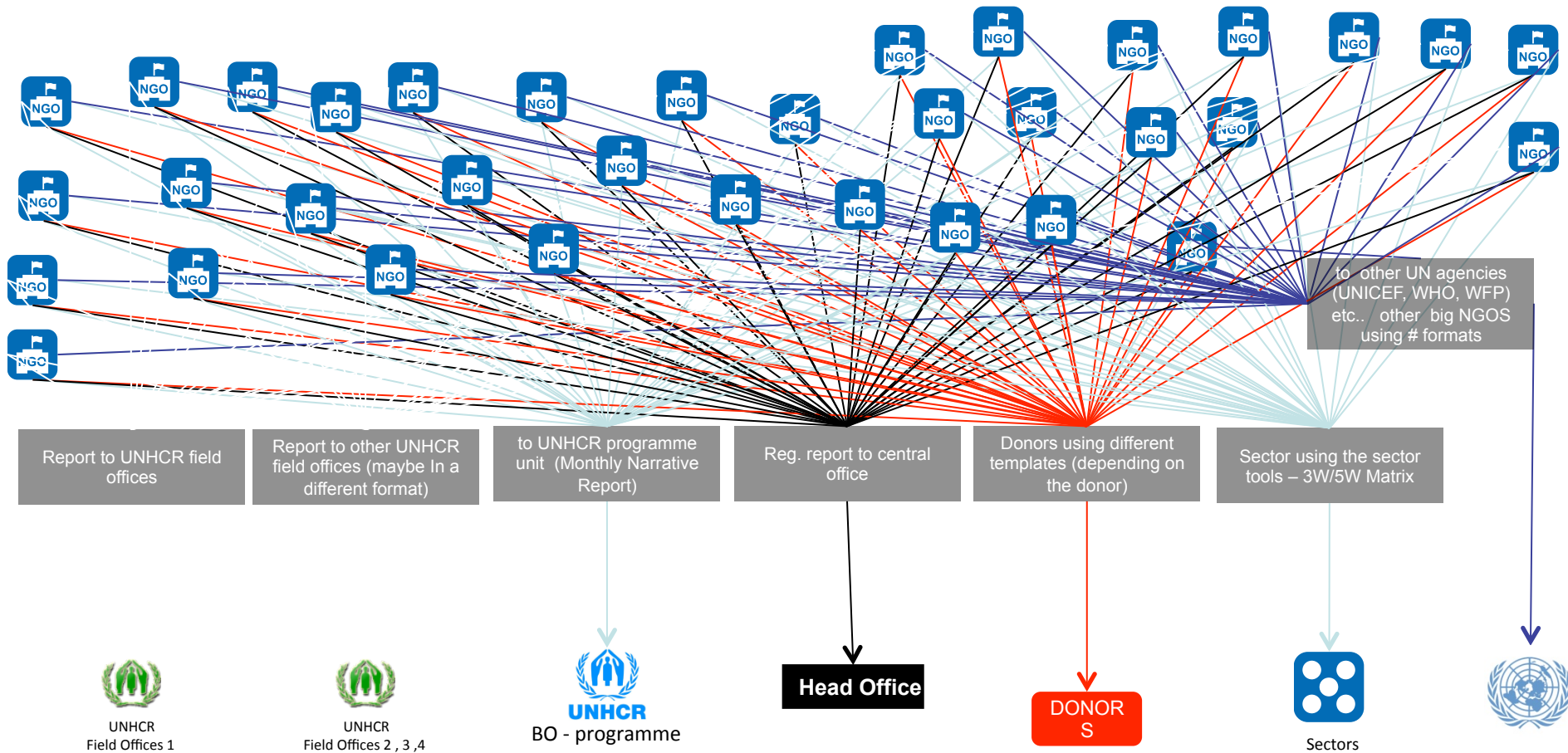**December 2013**

Information Management Working Group

The current situation

- Sectors using archaic systems (excel, word files)

- No common approach

- Multiplication of reports (field, sectors, M&E of agencies)

- Difficult to consolidate

- Limited capacity to analyse

- No common definition of indicators

The current situation

Partners deliver assistance
and need to report their activities to:

to other UN agencies
(UNICEF, WHO, WFP)
etc.. other big NGOS
using # formats

| Report to UNHCR field offices | Report to other UNHCR field offices | to UNHCR programme unit (Monthly Narrative Report) | PI by email | Donors using different templates (depending on the donor) | Sector using the sector tools – 3W/5W Matrix |

UNHCR
Field Offices 1

UNHCR
Field Offices 2 , 3 ,4

UNHCR
BO - programme

Head Office

DONOR S

Sectors

Report to UNHCR field offices

Report to other UNHCR field offices (maybe In a different format)

to UNHCR programme unit (Monthly Narrative Report)

Reg. report to central office

Donors using different templates (depending on the donor)

Sector using the sector tools – 3W/5W Matrix

to other UN agencies (UNICEF, WHO, WFP) etc.. other big NGOS using # formats

UNHCR Field Offices 1

UNHCR Field Offices 2 , 3 ,4

UNHCR
BO - programme

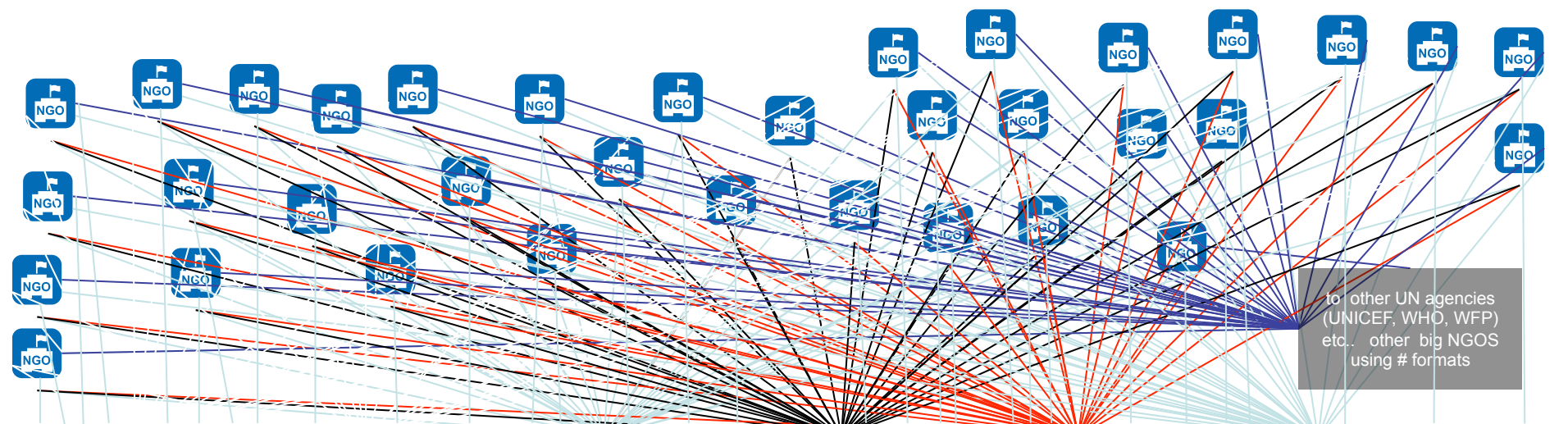Head Office
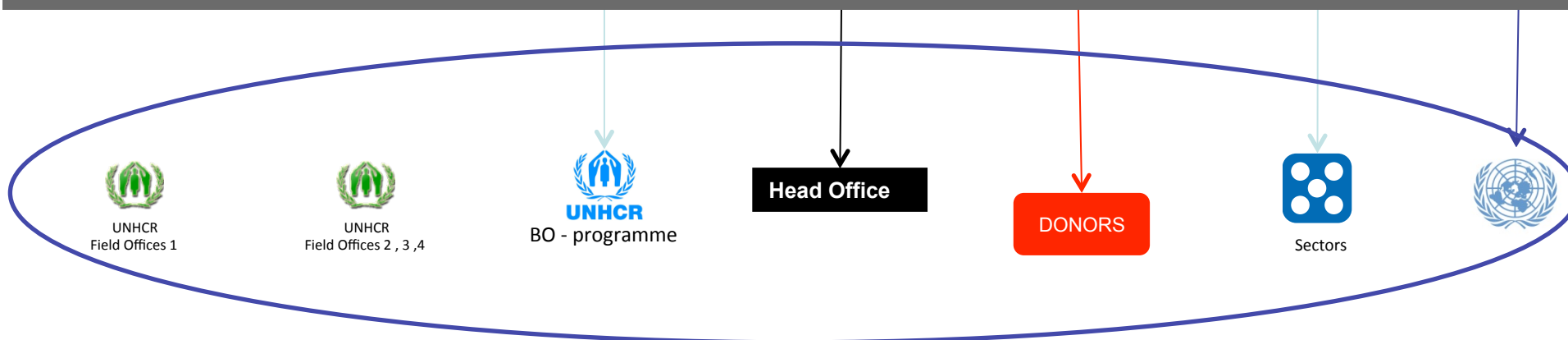
DONORS

Sectors

UNHCR Lebanon has 34 implementing partners

There are over 100 actors in Lebanon

Users of reports still need to compile and analyse all this data
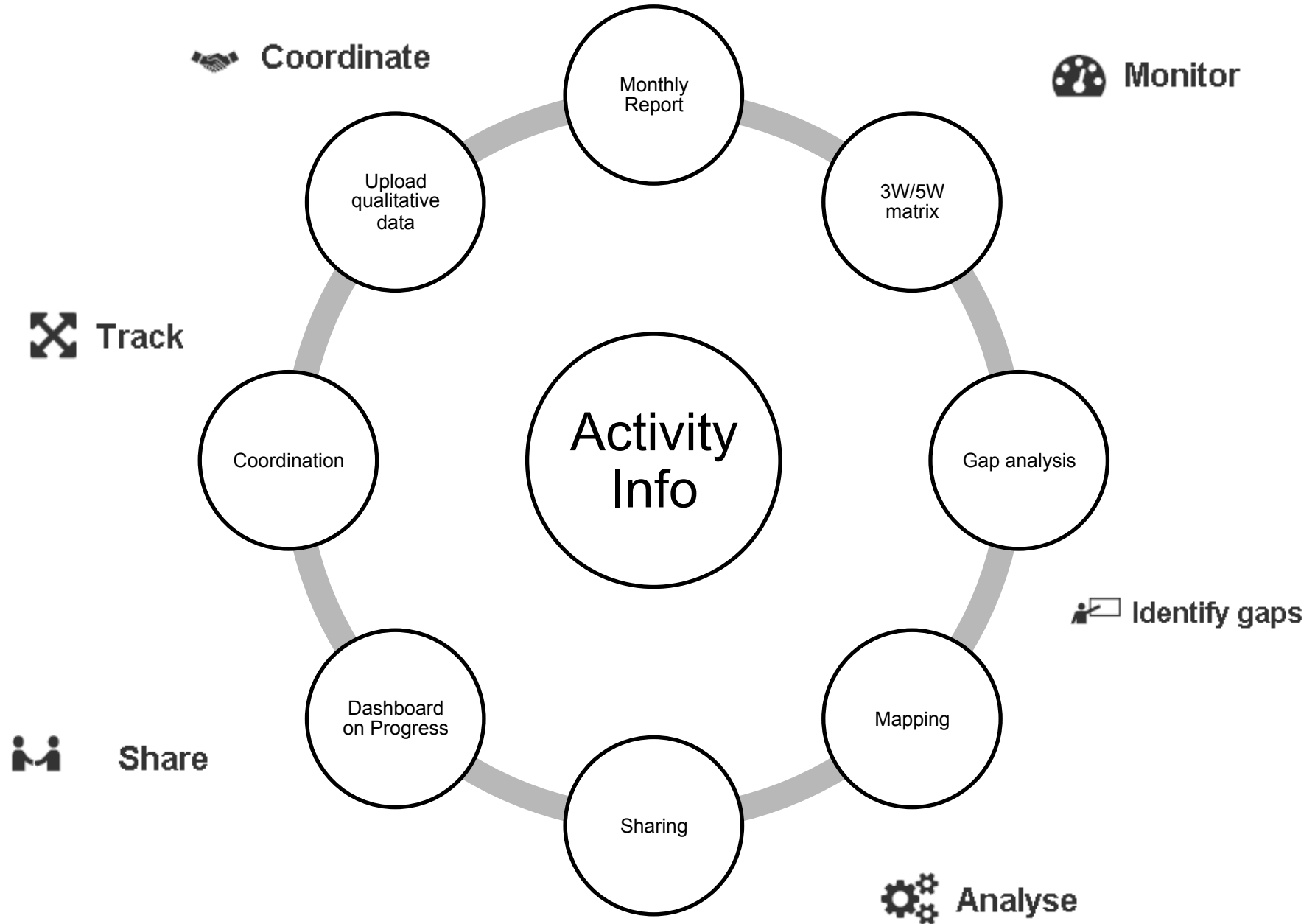
How can we simplify the system?

to other UN agencies (UNICEF, WHO, WFP) etc... other big NGOS using # formats

A REPORTING INTERFACE BETWEEN ACTORS AND USERS

UNHCR
Field Offices 1

UNHCR
Field Offices 2 , 3 ,4

UNHCR
BO - programme

Head Office

DONORS

Sectors

WHAT IS ACTIVITY-INFO?

- An online/offline monitoring tool which collects, manages, maps and analyzes data on indicators

- Tracks progress against defined targets

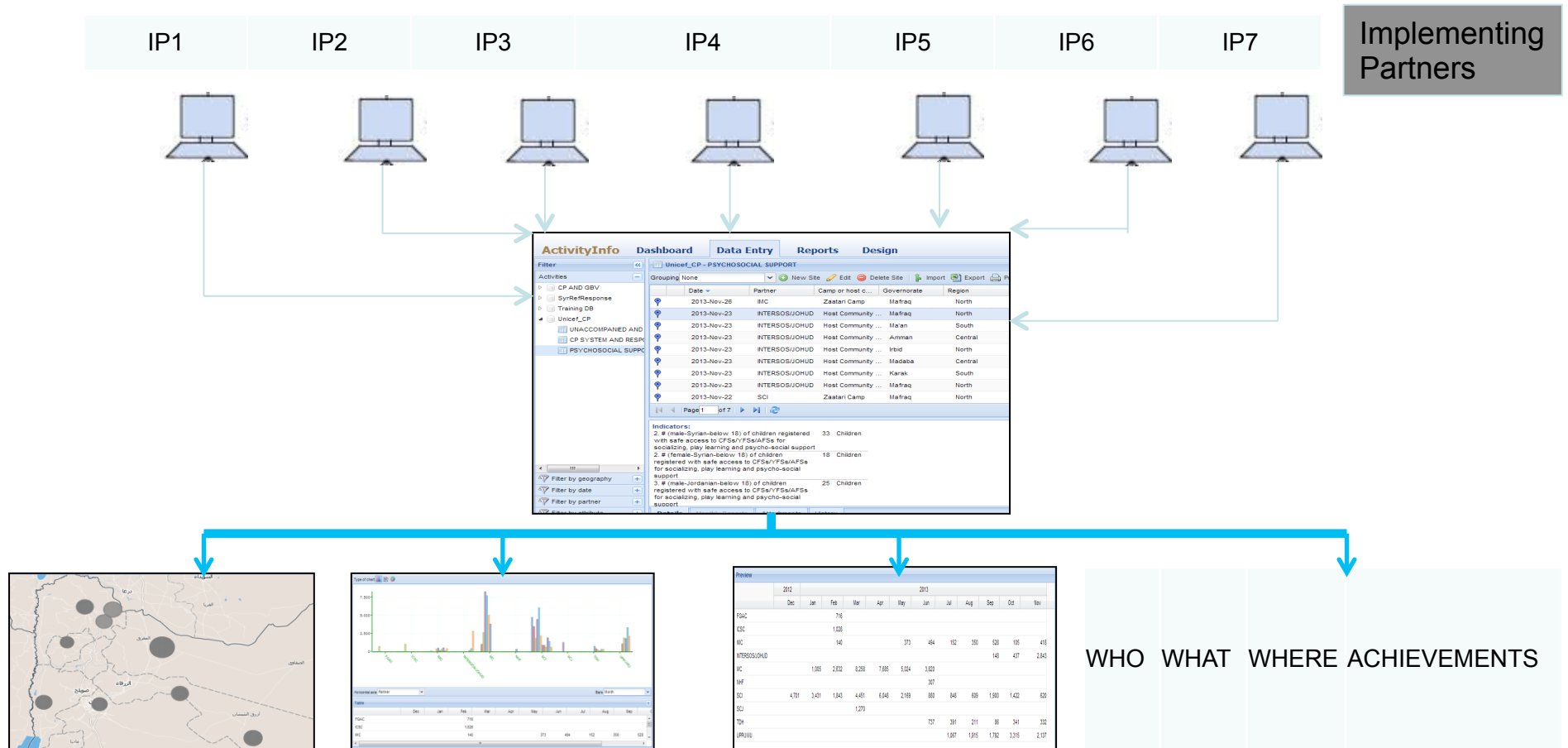- Generates custom reports: charts, tables and maps

One-Stop Shop!

Coordinate

Monitor

Track

Share

Identify gaps

Analyse

Activity Info

- Monthly Report
- 3W/5W matrix
- Gap analysis
- Mapping
- Sharing
- Dashboard on Progress
- Coordination
- Upload qualitative data

What can be solved by AI?

- Overload of reporting

- Different systems in different sectors

- Incoherent data

- Dedicated staffing constantly required

- Delayed reporting

What cannot be solved by AI?

- Data collection by partners (solution work-in-progress)
- Validity and reliability of data
- Unwillingness of partners to report

How it works

It has three main functions: data entry, report and design.

Next steps for WASH

- Current AI status: www.activityinfo.org
- Require agreement on:
  - Indicators, definitions and targets
  - Level of disaggregation required
  - Level of reporting (geographical)
- Following steps
  - Zonal workshops on AI and piloting of the system in parallel, composition of the attendees would be advised to be reports, MnE or IM officers of relevant IP's (13-20 January)
  - Pilot reporting for the month of January done on AI with the continuous support of IM WG

Objectives	Outputs	Level of activity	Activity and Deliverables	Dissagregation (proposed by UNICEF)	Indicator (red = proposed by UNICEF to be included in Activity Info)	Key indicator (for RRP6)
WATER	Storage	Individual/HH	Provision of water storage capacity at Household level: Buckets, Jerrycans, 1m3 tanks, etc.	Syrian Refugee only (no dissagregation needed)	# individuals with necessary/std storage containers	1
		Communal	Provision of water storage capacity at communal level: construction/ rehabilitation of large (>5m3) water storage tanks, reservoirs, etc.		capacity (in m3) constructed/ rehabilitated	
	Supply	Individual/HH	Ensuring household water supply: Water trucking/vouchers, installation of taps, connection to existing network, etc. (including private wells for ITS)	Syrian Refugee only (no dissagregation needed)	# individuals accessing minimum standard of water quantity/day	
		Communal	Rehabilitation/construction of water source (public springs, wells) and distribution network, provision of equipment (pumps, gensets, tools, pipeline), fuel for pumping stations, donation of generators, etc.	Syrian Ref, Lebanese Host, PRS, LR	# individuals with improved water supply at an adequate level of service	1
	Quality	test	Testing at source/collection point and household level (bacteriological and chemical testing)		# individuals covered through tests	
		quality	HH treatment (distribution of water filters, purification tablets, etc), treatment at source (installation of chlorine dosers, etc)		# individuals with a means to treat water to agreed standards of quality	
	Water management	Communal	Capacity building and support for Municipalities, Union of Municipalities, WE and MoEW: Training of technicians, donating equipment, seconding of staff.		# equipments donated	
SANITATION	Facilities	Individual/HH	Construction/rehabilitation of latrines/toilets and showers in all contexts (in ITS, Large & small shelters, rent/hosted, etc.)	Syrian Ref, Lebanese Host, PRS, LR	# of individuals with access to improved sanitation facilities	1
		Communal	Construction/rehabilitation of latrines/toilets and showers in institution (in schools, PHCs, Religious Bldgs, etc.) and segregated by sex	No dissagregation	# of facilities constructed/ rehabilitated	
	Drainage	Communal	Flood risk minimisation measures in low lying flood prone ITS : water-proofing and elevation of latrine holding tanks, elevation of latrines & water storage, labour intensive (machine assisted) drainage improvements.	Syrian Refugee only (no dissagregation needed)	# individuals with reduced risk of flooding	1
	Wastewater management	Individual/HH	Provision of temporary services for collection and storage and disposal of wastewater at HH level; connection to sewage systems, holding tanks, septic systems, etc.	Syrian Refugee only (no dissagregation needed)	# individuals with access to safe wastewater disposal	
		Communal	Collection, treatment and disposal of wastewater: augmentation/rehabilitation of wastewater collection and treatment facilities. Institutional capacity development and advocacy to improve sustainability of wastewater disposal services delivered by Municipalities & WEs. Sludge disposal to STPs.	Syrian Ref, Lebanese Host, PRS, LR	# individuals with (improved) access to communal wastewater facilities	
	Solid waste management	Individual/HH	Provision of solid waste storage facilities (garbage bin distribution), recycling facilities, collection services		# individuals with necessary means to safely dispose of solid waste	
		Communal	Provision of solid waste facilities and transportation (e.g. garbage trucks with appropriate containers for collection). Provision of recycling facilities. Institutional capacity development and technical innovations to improve the sustainability of solid waste disposal services delivered by Municipalities.	Syrian Ref, Lebanese Host, PRS, LR	# equipments/facilities donated	
	Vector Control	Communal	Vector Control Awareness campaign, Clear/remove vector breeding & resting sites.		# individuals benefiting from spraying campaigns	
HYGIENE	Hygiene promotion	Individual/HH	Hygiene Promotion implementation HH visits. Propose that this is combined with the indicator below for Activity Info	Syrian Ref, Lebanese Host, PRS, LR	# individuals who have experienced an HP session	
		Communal	Hygiene promotion in institutions. General campaigns, sessions during kit distribution. Gender, age focused. Propose that this is combined with the indicator below for Activity Info			1
	Hygiene items	Individual/HH	Hygiene kit distributions (including hygiene kits, menstrual hygiene kits & baby kits) for the most vulnerable refugee and host community populations.	Syrian Ref, Lebanese Host, PRS, LR	# individuals with access to hygiene items	

WatSan maps and other products

- Latest: Jan-Nov from 5W reporting, for
  - National,
  - North, South, Bekaa & Mt Leb/Beirut
- Feedback on usefulness of these maps??
- What other maps and products are required that might be provided through Activity Info or otherwise??

Steering group

- Proposal: form group of ~6 person steering committee.
  - Representation of sector: from large INGOs, UNHCR, UNICEF, GoL (preferably Beirut based staff)
  - Meet once/month or as required
  - Make urgent decisions for sector
  - Make proposals, provide direction for sector
- Purpose: ensure more 'collective' decision making and direction for the WASH Sector

ECHO

Robin Lloyd (ECHO, Regional Office)…

AOB

- ## Winterisation for WASH

  - Freezing of water in pipes/tanks, lack of warm water for bathing.

  - Solutions? (e.g. increase HH storage, fuel for stoves)

- ## Inter-Agency Weekly Updates

  - Agreed, from January, Agencies to send updates to sector leads for collation.

- ## Next Meeting: 22nd January