



NFI Working Group

Syrian Refugee Response In Jordan

Meeting Location	UNHCR–Large Conference Room	Meeting Date	16.12.2013
Chair Person	Maurice Bisau, Hugh Earp	Meeting Time	14:00-15:00
Minutes Prepared by	Angeliki Panagoulia		
Purpose of Meeting	Winterization updates key priorities for 2014		

1.) Summary of action points

Number of action point or discussion	Action point	Focal Point / Organization
1.)	ITS Task Force meeting on the 17 th Dec at 11:00.	Maurice Bisau - UNHCR/ Hugh Earp- NRC/ Volker Schimmel
2.)	Coordination assessment feedback	Dalia Al-Awqati- DRC
3.)	Information on the distribution of core items and distribution of winterization items (presentation of the 3W forms).	Maurice Bisau /UNHCR
4.)	RRP 5 reporting for October activities.	Maurice Bisau / UNHCR

2.) Attachments and References

Documents	Location	Contact Person
<ul style="list-style-type: none"> Winterization dashboard (8 Dec 2013) 		Maurice Bisau/Hugh Earp
<ul style="list-style-type: none"> NFI Dashboard (Nov 2013) 		Hawraa Harkous/ Angeliki Panagoulia
<ul style="list-style-type: none"> Results from the Coordination Assessment 		Dalia Al-Awqati- DRC

3.) Minutes

Item	Discussion
OCHA ERF proposals	<p>OCHA review of ERF proposals</p> <ul style="list-style-type: none"> ➔ In early December a meeting with Amani Salah from OCHA (Emergency Response Fund Manager for Syria) took place. ➔ All members are strongly encouraged to first coordinate with the WG before submitting any proposal. ➔ All proposals must be approved by the WG before being proceeded by OCHA's Committee. ➔ A Review Committee will be established based in geographical representation of the partners. We are looking for at least four volunteers. <p>✚ ERF template is attached to guide the members on the basis of the evaluation by the Committee.</p>
Priorities for 2014	<p>NFI Strategy for 2014</p> <ul style="list-style-type: none"> ➔ NFI WG members should come with an agenda on key priorities for 2014. ➔ Issues that have been recently raised in ISWG are the development of common mechanisms such as a tool to coordinate needs assessments. ➔ In addition to that, Lynnette Larsen from ACAP is supporting the coordination procedure by developing in close collaboration with the WG a set of vulnerability criteria that aim to capture the overall vulnerability of a family and determine the type of assistance to be offered. ➔ The INGO forum will determine representation of the INGOs. If there are questions or concerns regarding this particular process, partners are invited to consult with Alex Tyler (tyler@unhcr.org)
Winterization	<p>Mapping of activities-Winterization dashboard</p> <ul style="list-style-type: none"> ➔ Winterization standards available on the portal and on the dashboard. ➔ The Dashboard shows the total number of registered refugees, the projected assistance (ActivityInfo) and the actual assistance provided (RAIS). ➔ In order to document implementation, all partners are asked to submit their interventions in a timely manner to RAIS. ➔ Accurate reporting of activities is necessary; all information should be uploaded under the ActivityInfo for Cash assistance and NFI. Corrections – any problems should be flagged to Angeliki Panagoulia (panagoul@unhcr.org) ➔ The module on RAIS serves primarily to prevent duplication. If partners face technical problems or if access to the module is needed, please contact Murad Al-Samhoui (alsamhou@unhcr.org), for any additional information or additional training please contact Angeliki Panagoulia (panagoul@unhcr.org) <p>Important Note: This is not a referral tool is up to the organisation to contact the sector chair or the organisation that provides the necessary assistance and coordinate</p>

Item	Discussion
Informal tented settlements	<p>UNICEF has conducted an assessment on ITS in Mafrag, Balqa and Irbid.</p> <ul style="list-style-type: none"> ➔ Interesting for all sectors, cash needs have been included. ➔ There is an urgent need for winterisation. ➔ A Task force will be set up to deal with this issue. A meeting is planned for Thursday 19 December. NGOs that have contingency stocks or available assistance are asked to join the meeting.
AOB	<p>Agencies are committed to on time reporting of activities.</p> <ul style="list-style-type: none"> ➔ From 2014 all reporting activities will be directly linked to the Activity Info. A toll will be prepared in addition to the existing database. Training for partners will be available. <p>Updates from agencies:</p> <ul style="list-style-type: none"> ➔ NICCOD reported that new families of Syrian refugees have been identified in Zaraq. <p>Coordination of private donors and charity organisations:</p> <ul style="list-style-type: none"> ➔ All actors should coordinate with the Sector and wait for approval before the implementation of their activities. ➔ In Zaatari they should coordinate with the WG as well as with the camp management team and primarily with Sobia Oberg (Oberg@unhcr.org). Conduction of needs assessments and distribution of NFIs needs permission by the WG.

Item	Discussion
Adjournment	<p>Meeting adjourned at 14:00pm</p> <ul style="list-style-type: none"> ➤ Next NFI meeting will take place Monday Jan 6th, 2014 14:00 pm at UNHCR BO- large conference room 1st floor.

