

NFI Sector Coordination Group meeting – 7 January 2014, Beirut

Name	NFI Sector Coordination Group	Meeting Date	07/01/2013
Meeting Location	UNHCR – Khater Bldg	Meeting Time	9:30 AM
Chair person Co-Chair	Charles Higgins – UNHCR Josef Lozej – DRC	Meeting Duration	1 hour 30 min
Minutes Prepared by	Chadi Ghajar – UNHCR		

	Agenda
	<ol style="list-style-type: none"> 1. Introduction / Situation Update (latest figures) 2. Progress of winterization distribution activities 3. Progress of the verification exercise 4. Post Distribution Monitoring 5. AOB & Next Meeting

Summary of discussions and action points

1.	Situation Update (latest figures)
	<p>Total number registered until 02 January 2014: 860,160</p> <p>Total number awaiting registration until 02 January 2014: 52,220</p>
2.	Progress of winterization distribution activities
	<p>Winterization activities are still ongoing.</p> <p>The distribution figures reported by UNHCR Implementing Partners for 2013 show that winterization reached around 93% of the planned number of households for 2013, and around 75% of the number planned for the entire winter of 2013-2014 (i.e.: end of March 2014).</p> <p>The compiled figures reported from all agencies assisting different groups of beneficiaries including Unregistered, Palestine Refugees form Syrian and Lebanese winterization beneficiaries, show that</p>

	<p>around 64 % of the planned households for the entire winter of 2013-2014 were assisted by end-December 2013.</p> <p>The last percentage is mostly due to under-reporting from the part of Cooperating Partners about their winterization activities, so they are urged to improve where they could.</p> <p>UNHCR still has resources for winterization that can be allocated for Agencies if they identify additional beneficiaries in need of winterization that may have been missed.</p> <p>UNHCR received a large in-kind winterization donation through the Qatari Red Crescent including stoves, blankets, mattresses, hygiene kits, plastic sheets and fuel for heating (vouchers) sufficient to support 24,000 households for the entire winter.</p> <p>UNHCR will be working on identifying new beneficiaries for this assistance, who will be mainly the vulnerable households who were not targeted by winterization because they live below 500 meter altitude and not included in the Informal Tented Settlement residents category or in the 10% vulnerability margin category that was identified by partners and already included in the winterization assistance project.</p> <p>Agencies who are interested to be amongst the implementing partners for this winterization project are invited to submit proposals suggesting areas of operation, beneficiaries and a time frame that does not go beyond end of March 2014. All reasonable proposals that do not duplicate assistance to the same beneficiaries are welcomed for consideration.</p> <p>Action points:</p> <p>UNHCR to disseminate the updated consolidated winterization report tables for agencies to check and confirm. UNHCR will map winterization achievements to date.</p> <p>Agencies to keep sending reports of winterization activities, kindly addressed to Chadi Ghajar on ghajar@unhcr.org</p>
3.	<p>Progress of the verification exercise and Cash through ATM cards modality</p>
	<p>Some agencies already started the Verification activity late in December 2013. Other agencies are getting ready to start the verification in January 2014.</p> <p>UNHCR has provided the required training, equipment (cameras, laptops, barcode readers) and software to some Implementing Partners and is ready to provide the same to all IPs as soon as possible. Cooperating Partners are also encouraged to launch the verification activity and UNHCR would make the system available to them as well, though not the physical resources (e.g. laptops, etc.)</p> <p>The verification activity is a prerequisite for the handover of the management of the UNHCR funded CSC cards from DRC to UNHCR, which is due to take place by 01 February 2014. The same card management system will also then, be used to manage the data for the unconditional cash assistance programme that will be launched by UNHCR after the winter.</p> <p>Since cash is an assistance modality used by many sectors and actors and with the move towards a more cross-sectoral cash grant in 2014, a broad-based platform for all sectors and a consolidated management system need to be established. To support this process, the CTP WG is recruiting a dedicated coordinator and specialist, advisor. The process will be managed under the inter-agency coordination structure.</p>

	<p>Newcomers who receive a CSC card upon arrival should not receive another one from a different agency once they become registered. The management of the same card should be transferred to the principal agency which will be assisting them after they are registered, and other agencies should still be able to provide assistance through the same card as well.</p> <p>An ATM machine will be installed in Wadi Khaled area very soon, meaning that DRC can distribute CSC cards to the targeted beneficiaries in this area, replacing fuel vouchers.</p> <p><u>Action point:</u></p> <p>Concerned Partners to contact UNHCR (Mohammed Al Baghdadi - baghdadi@unhcr.org) in order to complete the necessary training and other preparations and to proceed with the verification.</p>
4.	<p>Baseline Survey and Post Distribution Monitoring</p>
	<p>So far, only a few agencies submitted results of the Baseline Survey that was conducted at the beginning of the winterisation assistance. 15 January 2014 is the final deadline for Agencies to submit this data. Any submissions received after this date will not be considered for analysis. The draft report will then be issued by end-January.</p> <p>For the Post Distribution Monitoring (PDM), UNHCR will provide a list of randomly sampled registered winterisation cases in order for the partners to conduct monitoring.</p> <p>The sampling size will be 400 HHs per region for the registered population, to be conducted by UNHCR's IPs.</p> <p>Concerning the unregistered and newcomers PDM coverage should be 5% of the assisted population, per agency (i.e. the CPs).</p> <p>PDM for winterization will be conducted in two cycles; the first in January 2014 and the second by end of March 2014. Results to be compared with the results of the baseline survey.</p> <p><u>Action points:</u></p> <ul style="list-style-type: none"> - Agencies to submit the results of the Baseline Survey before 15 January 2014. - Agencies to conduct the PDM for winterization in two cycles; the first in January 2014 and the second by end of March 2014 (400 HH in each cycle).
5.	<p>“Activity Info” reporting tool</p>
	<p>Information Management Unit has invited all the Agencies to a training on the use of “Activity-Info” that will take place on Friday 10 Jan. or Wednesday 15 Jan., at 9 AM in Lea Building, UNHCR Offices in Beirut. This training will focus on the practical rules and responsibilities and open the floor for any questions or clarification.</p> <p>Agencies are asked to send one or two participants who will be, later on the focal points in their agencies concerning “Activity-Info”. All agencies which appealed through the RRP6 will be required to report using “Activity-Info”. Therefore, it will replace the NFI tracking template that was used by the sector in 2013.</p> <p><u>Action points:</u></p> <ul style="list-style-type: none"> - NFI working group members to make sure that their agencies have received the invitation and that they will send staff members to be trained.

6.	Time and date of next meeting
	10 February 2014, at 9:30 AM.

List of Participants

Name	Organization	Email
Rana Dahouk	AMURT	rana@amurt.net
Niccolo Giancarli	AVSI	niccologiancarli@gmail.com
Rami Beirkdar	Care	rami@careliban.org
Dimas Panji	CCP Japan	dimaspanji279@gmail.com
Ameena Barakeh	Development and Cooperation Association	ameena.barakeh@gmail.com
Robert Dolan	DFID	r-dolan@dfid.gov.uk
Josef Lozej	DRC	josef.lozej@drc.lebanon.dk
Mohamad Mansour	Handicap International	hom.assistant@hi-emergency.org
Pascale Daou	HWA International	Pascale.daou@hwa.or.at
Paul Tabet	ICRC	ptabet@icrc.org
Juliana Hatteh	IOM	jhatteh@iom.int
Fouad Diab	IOM	fdiab@iom.int
Andrew Howe	Medair	nfi-pm-leb@medair.org
Lara Abdelsamad	NRC	lara.abdelsamad@nrc.no
Mohamed El Waei	Relief and Development Associations' Union in Lebanon	mohamed.elwaei@igatheyya.com
Luke Hayman	Save the Children Int'l	luke.hayman@savethechildren.org
Maya Obeid	Solidar Suisse	prj.co@solidarsuisse-lb.com
Camile Barriere	Solidarites International	cashadvisor@solidarites-liban.org
Ilaria Ravai	TdH Italy	i.ravai@tdhitaly.org
Nour Fakih	UNHCR	fakih@unhcr.org
Jad Ghosn	UNHCR	ghosn@unhcr.org
Charles Higgins	UNHCR	higgins@unhcr.org
Chadi Ghajar	UNHCR	ghajar@unhcr.org
Riika Mikkola	UNHCR	mikkola@unhcr.org
Sarah Hilding	UNOCHA	hilding@un.org