



Shelter Working Group Meeting Syrian Refugee Response in Jordan

Meeting Location	UNHCR Small Conference Room	Meeting Date	8 May 2014
Chair Person	Annika Hampson	Meeting Time	14:00-15:30
Minutes Prepared by	Matthew Richard		
Purpose of Meeting	Shelter WG meeting		
Next Meeting	Thursday 29 May 2014, UNHCR Khaldi office (every 3 weeks)		

1.) Summary of action points

Item	Action point	Focal Point / Organization
1	Documents to be shared with Shelter WG: <ol style="list-style-type: none"> 1. Final and endorsed guidelines on upgrading of substandard housing units and increased housing units in unfinished buildings. 2. Considerations for lease contracts from Craig (NRC). 3. Power Point presentations on building regulations and utility connections from Basma (NRC). 4. Coordinated Needs Assessment presentation and SoPs. 5. 3W matrix and map from Matthew (UNHCR) 6. Activity Info RRP6 review step-by-step guide 	Matthew Richard (UNHCR)
2	Establish 'Cash for Rent Guidelines Sub-working Group' with implementing partners Islamic Relief, PU-AMI, Medair, Caritas, and Oxfam.	Ru'a Al Abweh, Matthew Richard (UNHCR)
3	Circulate ERF template documents to the Shelter WG, and include Islamic Relief to ERF Review Committee	Matthew Richard (UNHCR)

2.) Attendees of the meeting

Name	Organisation	Contact details
Adrian Schofield	UNOPS	adrians@unops.org
Annika Hampson	NRC	annika.hampson@nrc.org
Ru'a Alabweh	UNHCR	alabweh@unhcr.org
Kaleem ur-Rehman	UNHCR	rehmank@unhcr.org
Laila Bakhit	CARITAS	lailb@caritas.jo
Najwa Saqal	Johannite	administrator.jordan@the.johanniter.org
Matthew Richard	UNHCR	richard@unhcr.org
Jo Weir	Medair	pc-jor@medair.org
Naomi Downs	Medair	shelterpm-jor@medair.org
Nawara Hariri	JHAS	n.hariri@jhas-international.org
Myriam Ababsa	UNHCR	ababsa@unhcr.org
Craig Hollingsworth	NRC	craig.hollingsworth@nrc.no
Jordan Steiner	ICMC	steiner@icmc.net
Basma Khorsheed	NRC	basma.khorsheed@nrc.no
Ruba Jayyouni	Islamic Relief	jayyouni.ruba@irworldwide.org
Madlein Abu Amrieh	Oxfam GB	mabumamrieh@oxfam.org.uk
Zaid Awamrh	PU-AMI	jor.shelterprojoff@pu-ami.org
William Mc Cready	ACTED	william.mccready@acted.org



3.) Minutes

Item	Discussion
Shelter intervention guidelines	Guidelines endorsed. The Shelter WG will be starting a new taskforce to develop guidelines for the Cash-for-Rent intervention. All agencies involved in this intervention have volunteered to be part of this taskforce. Agencies include Oxfam, Caritas, Islamic Relief, PU-AMI and Medair. PU-AMI volunteered their office space to hold future meetings.
ICLA presentation by Craig and Basma (NRC)	Considerations for lease contracts: Many shelter actors are implementing activities (upgrading or construction) where, subsequent to work being completed, the Jordanian landlord and Syrian tenant sign some form of contract with the organisation. Usually, such agreements stipulate a reduced rent or rent-free period for the tenant in return for the investment that the shelter actor has made. Craig (NRC) presented the 'considerations for lease contracts' document which seeks to provide some simple guidance on the use of such contracts drawing on NRC's experience of shelter programming in Lebanon and Jordan. Building regulations and connection utilities: presentation highlighted the regulatory issues related to Building Permits and connection of utilities and the gap between theory and practice especially regarding remote areas. Presentation to be circulated to the Shelter WG.
Review of Shelter strategy	A taskforce for the review of the shelter strategy has already had two meetings. Work has been delegated to taskforce members to review various chapters of the strategy. A second draft will be developed and reviewed shortly.
3Ws map and matrix (Matthew Richard - UNHCR)	3Ws map of urban and camp Shelter interventions presented to WG. To be circulated next week by Matthew. A tool for gap analysis. The map has been developed using data from Activity Info which has been extracted into an Excel matrix, also to be circulated.
Coordinated Needs Assessment presentation by Kaleem ur-Rehman (UNHCR)	The Coordinated Needs Assessment SOPs and online Needs Assessment Registry are now active. Partners now have to register planned assessments online, and seek approval from sector chairs. This system is intended to improve transparency on planned assessments, reduce duplication in assessments in the same area or for the same subject, encourage partners to use secondary data before moving to primary data collection, and to make available existing assessments. Ultimately this is about reducing pressure on refugees from over-assessment, reducing costs and strengthening efficient use of information. A Needs Assessment Registry has been established in the inter-agency portal http://data.unhcr.org/syrianrefugees/country.php?id=107 . Without logins, partners can review existing or planned assessments by other organizations. With log-ins, partners can enter information on their planned assessment, and then the sector chair reviews and approves the assessment. Time-limits have been set after which there is automatic approval, to prevent bottlenecks. At the camp level (Azraq and Zaatari) there is an additional layer, with the camp management also reviewing/approving. This system does not in any way affect the Government's own approval procedures, either through a technical line ministry or through MoPIC/the Inter-Ministerial Committee. For the camps, SRAD is very much involved and has a veto on new assessments. To support this system Kaleem ur Rehman from UNHCR will be responsible for follow-up and answering any queries, and creating log-in access for partners and sector chairs rehmank@unhcr.org .
WASH-Shelter	Azraq camp is now open and the WASH sector has a capacity for 30,000 refugees so requires



(Zaid Awamrh – PU-AMI)	<p>expansion of services by the end of this year.</p> <p>Joint Shelter-WASH coordination: Following the first meeting we are still waiting for the updated table and checklist of joint WASH-Shelter activities. It was decided at this meeting that partners involved in Shelter will be responsible for internal rehabilitation of WASH facilities, and WASH partners will be responsible for larger external infrastructure within a community.</p>
<p>Azraq Camp Contingency Planning Interagency Task Force (IATF) –Briefing on Outcome of Meeting</p>	<p>A draft of the contingency planning was circulated to the IATF which envisaged 3 different scenarios:</p> <ol style="list-style-type: none"> 1. Large scale arrivals of 3,000 people per day (as envisaged in the RRP6 plan) 2. 7,500 arrivals per day 3. Large scale returns <p>Azraq will have a capacity of 25,000 new arrivals by end of 2014. Planned 54,000.</p> <p>These assumptions need to be incorporated into the strategy and review of the shelter strategy for Jordan.</p>
<p>RRP6 review (Annika Hampson - NRC)</p>	<p>The RRP6 is in the process of review to better align targets, budgets and outputs. Partners are invited to make changes as part of the RRP6 review. A step-by step guide will be circulated to the Shelter WG for the revision process. The deadline is 21 May. The revision criteria follows:</p> <ol style="list-style-type: none"> 1. Sector chairs should review the NRP project sheets for duplicate activities for host communities, and discuss with the partner on removing the project from the RRP, if development-orientated/medium to long term programming. This rationalization should lead to a 'transfer' of some of the target population from the RRP to the NRP. This will mean a reduction in budget/target for some activities relating to host community support. 2. New partners may add activities, where there is a demonstrated need/gap at the sector level not already being met by the RRP or NRP, and based on prior agreement from the Sector Chair. However, total increases should not go beyond total decreases of budget. 3. Should an existing or new partner have a new activity that is 100% funded, and it was not included in the original RRP6 Appeal, this may be added to the database. However, partners should tick the attribute (New Activity/100% funded) when they add a 'New Site' (see below). While the 100% funded activity will be given full visibility, it may not be added to the total RRP6 appeal budgets. 4. Where partners have shifted budgets between sectors since the original appeal, within the same total budgetary envelope for that partner, these can be reconciled. This may require creating 'New Sites' or 'Editing' existing sites. 5. Where partners now know where their geographical focus is, they could convert their appeal from the 'Country level' to the 'Governorate Level', by Editing the location of the existing sites, or by splitting an existing site into two or three new sites, and then deleting the old site. This is a recommended option. 6. Reductions should be made, or the activity removed, where a UN agency appealed for funds and an NGO appealed for funds for the same activity. Such double-appealing may not have been apparent in December 2013, and will now be reduced. 7. If project has been 0% funded as of early May, and where it is no longer feasible to implement within the next 6 months, the partner will be asked to remove the project from the appeal. Based on UNHCR quarterly financial tracking for the RRP6, the Shelter WG has received 29 % of total funding. Only 9 partners have received funding so far. 8. Reductions should be made 'consumable' budget items have not been funded or spent (e.g. staffing costs not hired; rent; material items not purchased).
<p>Vulnerability Assessment Framework</p>	<p>UNHCR and partners are in the process of developing a vulnerability assessment framework and indicators. There have been concerns expressed from the Shelter WG that shelter is not strongly reflected. Concerns Shelter not reflected enough. However this issue has now been addressed in</p>



	<p>the questionnaire which includes considerations of shelter. Agencies will now use this uniform assessment to assess vulnerability.</p>
AOB	<p>ERF: The OCHA ERF is now open for proposals and the deadline is 22nd May. Matthew (UNHCR) will circulate template documents to the Shelter EG mailing list including the revised budget table. The ERF focuses on projects targeting ‘cash for rent, SoK, winterisation, repairs and renovation’.</p> <p>Islamic Relief requested to join the ERF review committee.</p> <p>RRP6 upgrading to minimum standards – budget line per agency?</p> <ul style="list-style-type: none">• Medair: 1,300 JD per family• PUAMI: 900 JD• Caritas: 250-300 JD• Intersos: 1,000 JD <p>Scorpions: Issues with scorpions in Irbid – are any agencies addressing this problem? NRC have now included a wire mesh in the BoQ to be placed around windows.</p> <p>Summerization kits: No planned distributions or interventions.</p> <p>Activity Info: Reminder to all partners to continue reporting on Activity Info. Contact Matthew (richard@unhcr.org) for any further questions or guidance.</p>