



Jordan: Inter-Sector Working Group (ISWG) Meeting Minutes: 5th May 2014

AGENDA

1. Review of Action Points from April meeting
2. Presentation/discussion with Irbid and Mafrq Coordination
3. Presentation by Handicap International
4. RRP6 Review process recap/questions
5. Presentation by Health Sector on the Researcher Guidelines
6. ISWG Update for April

REVIEW OF ACTION POINTS FROM 6th April ISWG MEETING

Action	Responsible	Status
Circulate the 3 page ITS Common Minimum Standards document with all sectors in advance of the next ISWG meeting	Volker Schimmel / Lucio Melandri	Will be circulated later this week (after ITS meeting)
Each sector to submit the Technical Ministry's approval process for Needs Assessments to Kaleem	Sector Chairs	
Review available list of past needs assessments online (on the Needs Assessment Registry), and send any missing assessments.	Sector members	Complete
Kaleem to create a log in for partners and sector chairs	Kaleem ur Rehman	Complete
Kate to facilitate the heads of the local research groups to start an initial conversation on this issue	Kate Washington	Kate has been in touch but no meeting scheduled yet
Health to circulate the research approval code before next ISWG	Health Sector	Complete
Schedule to be added for the RRP6 Review . Alex to send revised criteria paper.	Inter-Sector Coordinator	Complete
In April – Sector chairs to review RRP/NRP duplication, identify projects that could be removed from RRP; contact partners to see if they agree. If disagreement or no strong argument to keep in, then refer to the IATF for decision	Sector Chairs	Agenda Item
In April – Sector chairs to explain review criteria and alert the sector members to prepare.	Sector Chairs	Agenda Item



In April – funding by sector/partner will be collected directly by UNHCR for the first quarter.	Kaleem ur Rehman	Agenda Item
In May – Activity Info will be opened for partners to revise their appeal, in line with the review criteria.	Inter-Sector Coordination	Agenda Item
Two days for final reviews before the Sector Survey is launched	Sector Chairs	Completed
ERF - Sector chairs are to send 2/3 priorities to OCHA by Thursday	Sector Chairs	Completed
Registration sector to give a presentation on registration to the ISWG.	Inter-Sector Coordination	Next ISWG
Invite the chairs of the urban sectors to come to the next ISWG meeting	Inter-Sector Coordination	Completed
Hold a one-off discussion of partners in the Amman governorate (probably towards the end of April)	Inter-Sector Coordination	Completed

SUMMARY OF DISCUSSION

Presentation/discussion with Irbid and Mafraq Coordination

As part of efforts to strengthen communications between the governorate-based coordination and the sector level, the Irbid and Mafraq coordinators (TdH and UNHCR, ACTED and UNHCR respectively) were invited to present their activities at the ISWG.

Irbid

The Irbid Coordination Working Group has held monthly meetings since December 2013, with around 15 agencies attending on a regular basis. The main objectives of the group are ensuring an effective referral system, capacity building and sharing information.

So far progress has been made regarding information sharing, including operational updates from the humanitarian actors in Irbid, updates from the ISWG and the UNHCR service guide and focal point list.

The major task of the group is to improve the referral system. This includes: drafting and finalizing ToRs for the case workers/managers referrals meeting; launching a forum for referrals; collecting referral related information; organizing training on referrals; and ensuring links between the referrals forum, the Irbid Operational Coordination Group and the ISWG.

The expectations of the groups are: to work on cross-cutting issues; to keep the Irbid Operational Coordination Group updated on strategic issues discussed in Amman; to invite experts from Sectors to give presentations on



their activities in Irbid; to invite representatives from the Jordanian authorities, the ILO and local CBOs to regularly attend the meetings; and to work on contingency planning.

Mafrq

The Mafrq Operational Coordination Group has held two meetings to date. The group aims to limit duplication of assistance in certain areas and lack of assistance in other areas by becoming more decentralized. One possibility is to have 'focal points', from different agencies, at the district level. The group is trying to achieve this aim by focusing on outreach activities and finding out more about smaller community based and charity organizations. It was also specified that the Mafrq coordination needs specific service guidelines, and Mass Communication in Mafrq are working on this.

Discussion

A question was raised as how to bridge the gap between the ISWG and the Operational Coordination Groups in Irbid and Mafrq. It was suggested that information should be more openly shared at local level, and area-based updates should be formalized and regular. It was emphasized that the role of the coordination meetings should be on operational issues whereas the ISWG meetings should concentrate on strategies and broader issues. Suggestions included:

- Coordination Team to ensure Sectors are copied on agendas and minutes of the OCGs. Action points for Sector-level follow-up to be placed at the top of minutes. Sectors to make sure such issues are considered and responded to in sector meetings. Coordination Team will back-up by alerting sector chairs of any action points.
- Sectors chairs or experts to be invited for specific presentations and topics as part of their meetings to which members of the ISWG will be invited to participate.
- A one-day session could be organized for sector chairs and urban coordinators to enter into more details on aligning national and local priorities/strategies.

It was also mentioned that the gaps in information in relation to the referral system are being addressed using Activity Info. A specific module has been set up. A presentation will follow at a forthcoming ISWG.

Presentation by Handicap International

Handicap International gave a presentation on their assessment titled "Hidden Victims of the Syrian Crisis: Disabled, injured & older refugees," carried out in October and November 2013. Disabled, injured and elderly refugees face specific challenges that contribute to their vulnerability, and are often neglected in assessments, data collection, design and delivery of responses.

Handicap International carried out their research with 3,202 registered and non-registered refugees in Jordan (Irbid, Amman and Zaatari camp) and Lebanon. They targeted 3 categories of people with specific needs:

- Older people
- People with impairment (almost always long-term. 5 categories: ability to move around and/or reach and use objects, sight, hearing, speech, and ability to learn and understand.



- People with injury and/or chronic diseases

Their objectives were to discover the number and percentage of people with specific needs in the refugee population, and meet the needs and challenges of people with specific needs and their families. It was discovered that 30% of Syrian refugees have specific needs in Jordan and Lebanon. The biggest group is those with impairment (22.4%); followed by chronic diseases (15.6); and finally injury (5.7%). However there is much overlap between these three groups. 77% of older refugees surveyed were found to have specific needs, and after the age of 40 the percentage of people with specific needs increased significantly. The assessment also found that people with specific needs tend to be from smaller families. The assessment did not look at mental health.

Handicap International plan to collect and use sex, age and disability disaggregated data as well as building the capacities of staff to identify people with specific needs.

The full report can be downloaded here: <http://www.handicap-international.org.uk/Resources/HandicapInternational/PDF Documents/HI UK/Hidden victims of the Syrian Crisis April 2014 - online.pdf>

RRP6 Review Process recap/questions

A presentation was given explaining the RRP6 Mid-Year Review. A new database has been created based on the previous RRP6 planning database. The second database can be edited, whilst the planning database has been kept in order that the original can still be viewed. The new database is to act as a transition mechanism to the NRP and all data will continue to be logged until the NRP is ready to absorb the information.

The deadline to revise the framework of the RRP6 Plan Review for the mid-term review has been extended from 30th April to COB 5th May. Only the RRP6 Review column is to be revised. Sectors should look at activities by partner to see if it is funded, and need to justify the continuation of a project if it is 0% funded, otherwise it will be removed. The need for reconciliation on what was agreed with donors was raised, and it was agreed that this should be done on a case by case basis. New partners can become involved but need to be endorsed by sector chairs, based on a demonstrated gap in that sector.

A presentation was also given analysis, comparing the appeals and reporting databases. The sector summary has been conducted in three parts:

- 1 – Summary: objectives, outputs & indicators
- 2 – Detailed analysis by objectives
- 3 – Filter of Activity Info (by sector, partner, agency, target population, geographical location etc.)

The sector specific analyses will be finalized on 5th May 2014, including outputs, refugees targeted, refugees reached, refugees remaining etc. If these analyses are found useful, similar analyses can be produced on a more regular basis.

The system will be launched [12th May and will be frozen on 22nd May] in order to analyze and confirm the changes made. The database will then be reopened for a week for further negotiations with partners and sectors. A draft is to be ready by the end of May but the final deadline is not until mid-June.



Presentation by Health Sector on the Researcher Guidelines

A draft of the Health Sector Research Ethics Summary was distributed in the meeting. This summary has not yet gone to the Health Sector Working Group as the Protection Sector is currently reviewing the document. The Researcher Guidelines are still being developed, but their aim is to make sure that research undertaken is necessary and will benefit the humanitarian community, as well as for protection purposes. It was emphasized that the Ethics Summary is not ethical clearance – researchers still need ethical clearance and they should preferably have sector clearance too. It was also suggested that the Research Ethics Summary could also be useful in other sectors. Health and Protection are to give feedback on the document and then the document will come back to the ISWG.

ISWG Update for April

The ISWG update will be sent around before the end of the week and any comments or suggestions are to be sent to the Inter-Sector Coordinator by [Wednesday 14th May].

KEY ACTION POINTS: 5th May

Action	Responsible	By When
Sector Action Points to be specified at the top of Irbid and Mafrag Operational Coordination Group minutes	Irbiid and Mafrag Coordinators	Ongoing
Sector Chairs to send in any final suggestions or comments on the structure of the RRP6 Plan Review	Sector Chairs	5 th May
Sector-specific analyses to be circulated to ISWG	Kaleem / Inter-Sector	5 th May
Email to be circulated by UNHCR explaining review process	Alex / Inter-Sector	11 th May
RRP6 Review Database to be launched	Edouard / IM	[12 th May]
RRP6 Review system to be frozen and analyzed in an excel table	Edouard / IM	[22 nd May]
Draft of RRP6 Review to be prepared (Narrative and Output/Budget Tables)	Inter-Sector Coord	End of May
Health and Protection to give feedback on the Researcher Guidelines before they are brought back to the ISWG	Health / Protection Sector chairs	By next ISWG
ISWG update to be circulated	Inter-Sector Coordinator	8 th May

ATTENDANCE: 5th May, at UNHCR Offices, Khalda, Amman, Jordan.

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