Minutes of Meeting

Shelter Working Group Meeting
Syrian Refugee Response in Jordan

Meeting Location	UNHCR Khalda Executive Meeting Room	Meeting Date	3th September 2015
Chair Person	Mohamed Abdel-Al Annika Hampson	Meeting Time	14:00-15:30
Minutes Prepared by	Ayub Ahmed		
Purpose of Meeting	Regular WG Meeting		
Next Meeting	1 October 2015 TBC		

1.) Attendees of the meeting

Name	Organisation	Contact details
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2.) Minutes

Item	Discussion
"Cash for rent'': Briefing from ICMC	Briefing on lesson learnt and recommendations by ICMC. ICMC's cash for rent project supports both extremely vulnerable Jordanians and Syrian refugees in non-camp settings The implementation modality is based on the shelter WG's technical guidelines for cash-for-rent interventions. The outreach team are comprised of both Jordanian staff and Syrian volunteers, using a vulnerability assessment based on the VAF. Payments are made by cheque directly to the landlord, based on average rents by locations (with a maximum monthly amount, based on findings from the MEB). ICMC has been implementing the cash-for-rent project since 2012. Now in its fourth year, ICMC has the following five recommendations for cash-for-rent programming in Jordan: 1. Important to conduct home visits to assess vulnerability; this mitigates against the risk of fraud; 2. Segregation of authority, whereby non-field staff (i.e. finance) are involved in the decision making process; 3. Documentation (notably lease agreements and ID) is crucial; 4. Need to cross-check potential beneficiaries to avoid duplication with other shelter interventions; 5. Transparent complaints mechanism needs to be in place.

	Monitoring is done by contacting a representative sample of beneficiaries and landlords to solicit their feedback on the service provided. This is done through phone call or home visits. ICMC explained that there is a maximum celling for conditional cash for rent and this is specifically adopted by shelter partners to avoid any negative impact of this intervention on vulnerable Jordanians
Briefing of the Shelter Intervention Post-Distribution Monitoring guidelines.(by the M&E Task Force)	The M&E task force finalized guidelines on how to conduct any post activity monitoring with clear guidance on the sampling and the methodology, also the task force finalized a clear template for the following activities: - Completion of unfinished building. - Upgrading of housing unit. - Cash for rent. - Sealing off kits. All organization can use these templates and conduct their post activity monitoring by using these templates. The documents can be found on the portal. Here is the link; http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=10
Update from IM	Members should be able to make their reporting into the Activity-Info before the 15th of each month. In case support is required kindly reach to the UNHCR IM and coordination team.
AOB	Development on the JRP and 3RP: A workshop called by the JRP Secretariat was held between 24-26 Aug in the Dead Sea. It was primarily aimed at completing the submissions for the 2016-2018 JRP rolling plan. The Shelter Sector has submitted to the JRPSC the Comprehensive Vulnerability Assessment (CVA) prior to the workshop. The Shelter TF met 7 times from May till few days before the workshop and this has helped develop all materials needed for the workshop. The final shelter submission to JRPSC was made on the second day of the workshop (25/8/15) and comprised of the Sector Response, Sector Objectives (outputs and indicators) and individual Projects Sheets. This year the interventions in the urban/rural areas will be limited to four: upgrading of sub-standard shelters, completion of un-finished buildings, conditional cash for rent and awareness on lease rights and obligations. Excluding UNHCR, only five partners made submissions to the JRP 2016-2018. On the 3RP, an agreement was reached between UNHCR and MOPIC on formulation of the 3RP and a regional workshop was held on 02 Sep 2015 on the subject matter. UNHCR Coordination Unit will circulate templates and timeline for the development of the 3RP and partners will be informed on the date the Activity-Info will be opened. PU-AMI has received the approval from MoPIC; however the project was cancelled due to the suspension of shelter activities. The presence of representatives from MOI and MOPIC in the meeting was most useful as several clarifications were made by the ministries' representatives to shelter partners. MoI briefed the members on their stand regarding the impact of the shelter projects in urban areas. This is basically to prevent the rise of the house rents in urban areas. Implementing partner explained how they do the shelter activities in urban areas and their concentration on the rental charges while making sure there a celling for the conditional cash for rent.
Agenda for the next meeting	• **WASH Linkages**