



Shelter Working Group Meeting Syrian Refugee Response in Jordan

Meeting Location	UNHCR Khalda Meeting Room	Meeting Date	26 February 2015
Chair Person	Mohamed Abdel-Al	Meeting Time	14:00-16:00
Minutes Prepared by	Matthew Richard		
Purpose of Meeting	Shelter WG meeting		
Next Meeting	26 March 2015, UNHCR Khalda office (tbc)		

1.) Summary of action points

Item	Action point	Focal Point / Organization
1)	UNHCR to send final VAF tree to Shelter WG.	Marco Santacroce, UNHCR
2)	UNHCR to make suggested additions to the Shelter WG strategy.	Ru'a Alabweh, UNHCR
3)	The Shelter post-distribution monitoring questionnaire to be circulated to the Shelter WG following review by the GenCap advisor and UNHCR Protection.	Ru'a Alabweh, UNHCR
4)	E-mail from MOPIC stating recommendations on the JRP approval process to be circulated to the Shelter WG.	Ru'a Alabweh, UNHCR
5)	Photos requested for future Shelter WG dashboards	All Shelter WG partners
6)	Two new gender focal points assigned to the Shelter WG should meet with GenCap advisor and discuss handover.	Matthew Richard, UNHCR, Anne Burlat, FRC & Zaid Awamrh, PU-AMI
7)	Partners to present updates on their projects at the beginning of every meeting on a rotational basis. NRC to present at the next meeting (26 March), followed by JHAS the meeting after.	Annika Hampson, NRC Nawar Hariri, JHAS
8)	NRC to send lease agreement template and other related documents to UNHCR for circulation to the Shelter WG.	Joel Gaunt, NRC

2.) Attendees of the meeting

Name	Organisation	Contact details
Anne Burlat	French Red Cross	urban_jordan.frc@croix-rouge.fr
Marwaa Mubarak	HI	hi.access.officer.irbid@gmail.com
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Zaid Awamrh	PU-AMI	jor.engineer@pu-ami.org
Mohamed Abdel-Al	UNHCR	abdelal@unhcr.org
Marco Santacroce	UNHCR	santacro@unhcr.org
Matthew Richard	UNHCR	richard@unhcr.org
Francesca Coloni	UNHCR	coloni@unhcr.org

3.) Minutes

Item	Discussion
Shelter WG workplan	The updated Shelter WG workplan was shared with the group, each agency presented their updates. So far works are progressing as planned
Shelter VAF tree update	The Shelter VAF tree is in its final format pending configuration of the extraction algorithm by the VAF team. The final version will be shared later next week. The modalities of VAF partner membership is under development. Contact Kate Washington



	<p>(washingk@unhcr.org) for further details.</p> <p>A discussion and reminder of previous agreements by the WASH and Shelter working groups; Internal works, such as the upgrading of housing units, that may include WASH components, are considered Shelter, but other major works, such as installation of a septic tank or connection to sewerage network, are considered as WASH. Suggested to emphasise this again at the next WASH WG meeting.</p>
Updates on taskforces of the Shelter WG	<p>-SoK guidelines: Taskforce to circulate one last time to WG for final comments and guidelines to be endorsed at the next meeting.</p> <p>-HLP guidelines: Endorsed but will be published following additional minor comments from NRC</p> <p>-Shelter strategy: TF to circulate to the group for comments and strategy to be endorsed at the next meeting. The strategy shall include indicator definitions and acknowledgement of partners in the annex.</p> <p>-Technical guidelines for completion of housing units: Endorsed</p> <p>-Conditional cash for rent guidelines: to be reviewed by the Basic Needs WG.</p> <p>-Guidelines for the upgrading of sub-standard housing units: to be reviewed and shared next week.</p> <p>-Shelter post-distribution monitoring questionnaire: Under review by GenCap advisor and UNHCR Protection. To be shared with the Shelter WG following review.</p> <p>-All guidelines will need to be cleared for compliance with gender, protection and disability focal points.</p>
UNHCR Field visits with NRC, PU-AMI, INTERSOS	<p>Following a series of field visits by UNHCR to areas where Shelter WG members are conducting projects, the following issues were raised and discussed at the meeting:</p> <ol style="list-style-type: none"> 1. A disabled Syrian refugee claimed that the local aid societies are not offering assistance to disabled: Disabled assistance is provided by Handicap International who are partners of the Shelter WG, however funding for projects targeting specifically disabled individuals is often difficult. 2. Some families sell high value items included in the SoK such as carpets: PU-AMI state that carpets are perceived to be the most useful item as assessed during the 2013/14 winter assistance PDM. 3. The majority of refugees do not save money during their period of free or reduced rent and their needs remain the same as before: this is often due to lack of livelihood opportunities. NRC are developing a policy paper on obtaining secure rental agreements and its link with enhanced livelihood opportunities. 4. Is the referral mechanism working very well between partners? The Services Mapping tool (http://data.unhcr.org/jordan/services-advisor) is a useful mechanism for cross-sector referrals but no clear guidelines on internal Shelter WG referral mechanisms exist. 5. Sometimes refugees dismantle fittings when leaving the upgraded rented shelter: NRC highlight again the importance of a secure rental agreement and the associated conditions which are in the interest of both the landlord and the tenants. Request for further updates from NRC based on outcomes/ experiences of recent upgrading works. 6. In some cases the toilet is far from the shelter: refer identified household to NRC and/or WASH partners. 7. Sometimes works are not completed by the contractor: there are few instances of this as payments are withheld until works are complete. 8. It is reported that sometimes owners take the money and don't do the works: NRC state that this is rare, and only a few instances reported. In general landlords want to invest in their property with some using the capital to invest in a larger upgrading project.
JRP approval process	E-mail from MOPIC stating recommendations on the JRP approval process to be circulated to the Shelter WG.
Ideas for next shelter WG	Partners to present updates on their projects at the beginning of every meeting on a rotational basis. NRC to present at the next meeting (26 March), followed by JHAS in the following meeting.



	<p>It was also agreed that Shelter WG meetings are not appropriate forums for refugee participation, instead it was suggested to have ad-hoc meetings with refugees outside of the UNHCR office.</p>
AOB	<p>-Photos highlighting recent projects are requested from all Shelter WG partners for publication on the Shelter WG dashboards.</p> <p>-Two new gender focal points have been assigned to the Shelter WG, Anne Burlat (FRC) and Zaid Awamrh (PU-AMI), replacing Matthew Richard and Saname Oftadeh. Anne and Zaid will meet with Matthew and Merrin (GenCap advisor) to discuss further.</p> <p>-NRC lease agreement template: the on-going urban verification exercise has requested all Syrians to visit local police stations and be issued with new MoI cards. They are expected to present lease agreements as part of this process. A common Jordanian lease agreement is available in most newspaper shops for 0.8JD, however this agreement weighs heavily in favour of the landlord. NRC have developed a lease agreement and supporting documents that will cover both the rights and interests of tenants (Syrian refugees) and landlords. This lease agreement will be shared with Shelter WG members.</p>