



SHELTER WORKING GROUP MEETING

Syrian Refugee Response in Jordan

Meeting Location	UNHCR Khalda Office EMOPS Meeting Room	Meeting Date	13th October, 2016
Chair Person	Mohamad Mukalled	Meeting Time	12:00 pm -13:00 pm
Minutes Prepared by	Maysa Saeidi		
Purpose of Meeting	Shelter Working Group Monthly Meeting		
Next Meeting	3 rd November 2016 at UNHCR -Executive Meeting Room #208		

Attendance			
No.	Name	Agency	Email
1	Haitham AlZuraiqi	Habitat for Humanity	haithamzuraiqi@habitatjordan.org
2	Loren Hyatt	IOCC	lhayatt@iocc.org
3	Mohamad Mukalled	UNHCR	mukalled@unhcr.org
4	Lope Gallego	UNOPS	lopeg@unops.org
5	Ghadeer Bandak	INTERSOS	deputy.admin.jordan@intersos.org
6	Tesfay Gebregziabher	UN-Habitat	tesfay.gebregziabher@unhabitat.org.io
7	Daniel Cabello Llamas	ICMC	cabello@icmc.net
8	Maysa Saeidi	UNHCR	saeidi@unhcr.org

Summary of Action Points		
Item	Action point	Focal Point / Organization
1.	To review and finalise the Shelter Sector JRP documents CVA, Sector Response Plan and Projects Summary Sheet PSS before 20 Oct.	All Partners
2.	To share the "Technical Guidelines: Cash for Rent" document with the WG for review and final endorsement by next meeting on 3 rd Nov.	Maysa (UNHCR)
3.	To share the MEP updates with the WG in the minutes.	Maysa (UNHCR)
4.	To check with UNHCR if there is an updated maps for host community	Maysa (UNHCR)

Meeting minutes			
Item	Discussion	Focal point/ Organisation	Time
Introduction	Round table introduction from all partners present.	All present partners	5 min
JRP 2017-2019	Shelter members attended the JRP 2017-2019 Workshop held in Dead Sea on 4-6 October in terms of finalising the Shelter Sector JRP documents (CVA, Sector Response Plan and Projects Summary Sheet PSS for Refugee and Resilience). The JRP documents should be finalised and submitted to the government on 20 th October. While reviewing the sector response plan, last year figure for population it was 90,000 house units, but this year the draft shows 50,000 (Needs to be reviewed).	Maysa (UNHCR) & Tesfay (UN-Habitat)	15 min



Meeting minutes			
Item	Discussion	Focal point/ Organisation	Time
Activity Info database for 2017-3RP planning Training.	<p>The Inter-Sector Working Group is now putting into place the 2017 refugee inter-agency planning database in Activityinfo. An invitation has sent to the WG for the Activity Info database for 2017-3RP-planning Training.</p> <p>An updated Step-By-Step Guide on how to use Activityinfo will be provided.</p> <p>Available sessions:</p> <p>Amman - Sunday 16 October: 0900 to 1100</p> <p>Amman - Sunday 16 October: 1300 to 1500</p> <p>Amman - Monday 17 October: 0900 to 1100</p> <p>Amman – Monday 17 October: 1300 to 1500</p> <p>Mafraq - Wednesday 19 October: 1100 to 1300</p> <p>Irbid- Wednesday 20 October: 1100 to 1300</p>	Maysa (UNHCR)	5 min
Municipality stamps as a Requirement in Cash-for-Rent projects	<p>The “Technical Guidelines: Cash for Rent” document has be presented during the meeting. With note that the emphasis on the legal side has changed – mainly page 2.</p> <p>The document will be shared via email with the WG for their feedback/inputs. WG has requested to get back with their question and clarification required.</p>	Mohamad (UNHCR) Shared updates from Richard via email	5 min
Winterization Updates	<p>The JHF proposals have been reviewed and the decision paper will be presented to HC on 18th October.</p> <p>As agreed, the SOKs and CfR have been prioritized. UNHCR is preparing a guideline for the SOKs, whole CfR is in draft.</p> <p>This week, the TF gave presentation at Mafraq coordination meeting.</p> <p>The Winter TF is meeting regularly and the Winterization Standards document is ready and will be sent out in the next couple of days. It details the guidelines for minimum standards.</p>	Maysa (UNHCR) Shared updates from Richard via email	5 min
MEB Updates	<p>On the MEB (Minimum Expenditure Basket), the Shelter Working Group has updated the rent prices breakdown per governorate and family size. This update, is based on an analysis of data from over 80,000 households spread across all governorates. The updated figures can be used by partners as a reference for average rent prices. The updated figures will also be inserted in the update MEB table and shared with partners.</p> <p>The table are included in the cash for rent guidelines which will be shared along with the minutes.</p>	Maysa (UNHCR) Shared updates from Elias via email	10 min
AOB	<p>Previously, the Shelter Strategy team has identified the need to adjust the strategy of terms of assessing the vulnerability for the host community. Since many of the Jordanian landlord are well off and they shouldn't be served in the host community.</p> <p>No action has been taken till this moments, we should address when we are upgrading the host community for Jordanian; are we completing the unfinished homes for the Jordanian for low come family, or high come family (rich)?. That should be assessed.</p> <p>Host community updated maps.</p> <p>The updated maps should be shared with the WG.</p>	Tesfay (UN-Habitat) & Haitham (Habitat for Humanity)	5 min
		Lope (UNOPS)	2 min
Next meeting will be on Thursday 3 rd of November			