

## MINUTES OF MEETING

<b>Title</b>	<b>Community Health Task Force (CHTF)</b>		
<b>Date</b>	March 08 2017	<b>Place</b>	IRD Office at Abdali
<b>Chair Minutes &amp; co-chair</b>	Co- chair: Elsa Groenveld, Haneen Abulaila and Aseel Amin Minutes: Aseel and Haneen		
<b>Attended</b>	<ol style="list-style-type: none"> <li>1. Haneen Abulaila-MEDAIR</li> <li>2. Lubna Shannnis-Caritas</li> <li>3. Ritsuko Arisawa-JICA</li> <li>4. Aseel Amin– IRD</li> <li>5. Ola Shraidah-IRD</li> <li>6. Nawal Najar-IRD</li> <li>7. Wigdan Jarah-IRD</li> <li>8. Nadine Khost-IRD</li> <li>9. Nour Kabatilo-IRD</li> <li>10. Shereen Abu Hweij- PU-AMI</li> <li>11. Aya Lafi-IOCC</li> <li>12. Ali Pantinle M-Jordan Paramedic Society (JPS)</li> <li>13. Ruba Fakhoury-Operation Mercy</li> <li>14. Rawa `a Amaireh-JHAS</li> </ol>	<ol style="list-style-type: none"> <li>15. Fadi Awes-IMC</li> <li>16. Suzan Karam-HSDA</li> <li>17. Asami Yamai-JICA</li> <li>18. Mika Yamai-IFRC</li> <li>19. Deifallah Al Sheikh-UNFPA</li> <li>20. Fawad -IRC</li> </ol>	
<b>Apologies</b>	-Non		
<b>Agenda</b>	<ul style="list-style-type: none"> <li>- CHVs supervision tool –members feedback</li> <li>- Data collection methodology.</li> <li>- Priority, eligibility for Iraqi and other nationality refugees/ how to facilitate the access (will be covered on 12<sup>th</sup> April).</li> <li>- CBOs selection criteria (will be covered on 12<sup>th</sup> April).</li> </ul>		

ITEM	POINTS	ACTION POINTS
<p><b>1. CHVs supervision tool</b></p>	<ul style="list-style-type: none"> <li>• MEDAIR-discussed their Supervision tool. Where many points were discussed about checking knowledge and communication skills for CHVs regularly.</li> <li>• It was discussed in the meeting that all agencies have no clear strategy exist for Volunteers termination;</li> <li>• Put clear SOPs for Volunteers work performance; including the selection criteria, hiring, stipends, working hours should follow the Jordanian labour law (15 days/month), Supervision chart and termination criteria;</li> <li>• IRD-explained its programs chart to supervise the volunteers;</li> <li>• The CHTF members suggested having kind of test of knowledge before hiring the Vol. and to adapt the probation period for the volunteer;</li> <li>• Other suggestion; to rotate the trained volunteers between the organizations when they are not in charge with any project for any Org.</li> </ul>	<ul style="list-style-type: none"> <li>- Share the supervision list with other Orgs. by MEDAIR /IRC/IRD/ .</li> <li>- Medair, IMC, IRD, and IRC will work together to develop a unified CHVs supervision tool.</li> <li>- Collaborate with Save the Children Org.</li> <li>- Unify supervision tool (M&amp;E tool) with CHTF members</li> <li>- IRD is to share their selection criteria for CHVs.</li> </ul>
<p><b>2. Data collection methodology</b></p>	<ul style="list-style-type: none"> <li>• IRD- utilizing <i>ODK platform</i>;</li> <li>• MEDAIR- utilizing <i>ODK platform</i>;</li> <li>• IRC- utilizing <i>ComCare application</i>;</li> </ul> <p>Both systems; <i>ODK platform</i> and <i>ComCare application</i>; ensure the data collection and reporting using different forms and enabling them to use GPS-enabled tablets connected to ODK. The system ensures confidentiality, well-disciplined, systemized and clear data for better analysis for the monitoring and evaluation. As well as the system is friendly.</p> <p>Challenges;</p> <p>Keep the balance between the flow of information during the interview with the beneficiaries, since some volunteer need to pay more attention and be more friendly use to focus while filling the information using the tab.</p> <ul style="list-style-type: none"> <li>• IOCC-used API Info system once time when they were implementing a survey (post-session survey) for the Nutrition project in 2016.</li> <li>• Other organizations collecting data using manual methodology (papers).</li> </ul>	

<p><b>3. IOCC Health project presentation</b></p>	<ul style="list-style-type: none"> <li>• IOCC-presented their different projects goals, interventions, activities approach and achievements.</li> <li>• After completing the presentation, some questions were raised up; and unclear point were explained and discussed.</li> <li>• IOCC shared their contacts and email for any urgent cases needed for referrals;</li> <li>• <a href="mailto:IOCCJordanrefrrals@gamil.com">IOCCJordanrefrrals@gamil.com</a></li> <li>• 0791368414</li> </ul>	<ul style="list-style-type: none"> <li>- IOCC will share some highlights for with the members</li> </ul>
<p><b>AOB</b></p>	<ul style="list-style-type: none"> <li>- By the next meeting, the uncovered topics will be discussed;</li> <li>- IRC- will do presentation about CommCare</li> <li>- Next meeting will take place on 12<sup>th</sup> April 2017 in IRD office/new location in Abdali.</li> </ul>	<ul style="list-style-type: none"> <li>- IRC- will do presentation about CommCare</li> </ul>

## Community Health Task Group Contact List – Updated February 2016

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