



SHELTER WORKING GROUP MEETING

Syrian Refugee Response in Jordan

Meeting Location	UNHCR Khalda Office Executive Meeting Room # 208	Meeting Date	13th July, 2017
Chair Person	Vincent Dupin & Elias Jourdi	Meeting Time	09:00 -10:15
Minutes Prepared by	Maysa Saeidi		
Purpose of Meeting	Shelter Working Group Monthly Meeting		
Next Meeting	17th August 2017 at UNHCR @09:00		

Attendance				
No.	Name	Agency	Mobile	Email
1	Annette Nupuet	ICMC	0797591047	nuguet@icmc.net
2	Majdi Sunna	INTERSOS	0796009385	procurement.jordan@intersos.org
3	Osama Daibes	IOCC	0777794459	odaibes@ioccc.org
4	Laura Ribera	RedR UK	0798755136	rlaurab@gmail.com
5	Nour Habjoka	RedR UK	0787200900	nour.habjoka@redruk.org.uk
6	Elias Jourdi	NRC	0798966385	elias.jourdi@nrc.no
7	Vincent Dupin	UNHCR	0796664719	dupin@unhcr.org
8	Maysa Saeidi	UNHCR	0797412943	saeidi@unhcr.org

Summary of Action Points		
Item	Action point	Focal Point / Organization
1.	To share the 2018-2020 JRP Documents with the WG.	
2.	To call for Shelter JRP Task Force meeting on week 16-20	Maysa (UNHCR)
3.	To call for a Shelter members meeting to discuss the JHF second call and JRP on 26 July	Maysa (UNHCR)
4.	To share the brief note on the main points of the JHF.	Maysa (UNHCR)
5.	To share the Service Advisor documents with the WG.	Maysa (UNHCR)
6.	To contact Shelter Sector partners to update the Service Advisor.	Maysa (UNHCR)
7.	To inform the UNHCR IM Team about the misleading SA link: http://data.unhcr.org/jordan/services-advisor/ and the way to deal with it.	Maysa (UNHCR)
8.	To update and enter each agency's available service on SA Link: http://jordan.servicesadvisor.org/	All partners
9.	To share the PPT about the CfW guidelines revision with the WG.	Maysa (UNHCR)
10.	To share the revised draft CfW guidelines with partners for feedback by 25 July.	Annette (ICMC) & All partners
11.	To share the revised draft CfW guidelines with Jordan INGOs Forum JIF for their feedback.	Elias (NRC)
12.	To endorse the CfR guidelines in September Sector WG meeting.	All partners
13.	To present RedR UK scope of work, services, projects and challenges next Shelter WG meeting in August.	Nour (RedR)



Meeting minutes																																																																																																																																																																																																																																																						
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Introduction	Round table introduction from all partners present.	All present partners	2 min																																																																																																																																																																																																																																																			
ISWG Updates	<p><u>Jordan Response Plan 2018-2020</u></p> <p>The Government started the JRP planning phase in June, they shared the guidelines with all sectors including the JRP Work Plan 2018-2020</p> <p style="text-align: center;">The Jordan Response Plan 2018-2020</p> <table><tr><th rowspan="2">ACTIVITY</th><th colspan="12">2017</th><th colspan="2">Responsibility</th></tr><tr><th>MAY</th><th>JUN</th><th>JUL</th><th>AUG</th><th>SEP</th><th>OCT</th><th>NOV</th><th>DEC</th><th>Implementation</th><th>Follow-up</th></tr><tr><td colspan="14">COMPREHENSIVE VULNERABILITY ASSESSMENT</td></tr><tr><td>Prepare guidelines, templates and assumptions for MoPIC's review</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>JRPSC Secr</td><td>HRCU</td></tr><tr><td>Conduct a meeting between MoPIC and TF Chairs to endorse the process</td><td></td><td></td><td>3/7</td><td></td><td></td><td></td><td></td><td></td><td>HRCU</td><td>JRPSC Secretariat</td></tr><tr><td>Call and organize TF meetings around the tasks to be completed (Per sector)</td><td></td><td></td><td>3/7-17/8</td><td></td><td></td><td></td><td></td><td></td><td>TF Secretariat</td><td>JRPSC Secretariat</td></tr><tr><td>Prepare achievements section (Per sector)</td><td></td><td></td><td>3/7-17/8</td><td></td><td></td><td></td><td></td><td></td><td>TF members</td><td>HRCU/JRPSC Secr</td></tr><tr><td>Identify the direct and indirect impact 2018-2020 (Per sector)</td><td></td><td></td><td>3/7-17/8</td><td></td><td></td><td></td><td></td><td></td><td>TF members</td><td>HRCU/JRPSC Secr</td></tr><tr><td>Analyze the refugees and resilience needs and vulnerabilities (Per sector)</td><td></td><td></td><td>3/7-17/8</td><td></td><td></td><td></td><td></td><td></td><td>TF members</td><td>HRCU/JRPSC Secr</td></tr><tr><td>Officially send sector response to MoPIC for review</td><td></td><td></td><td></td><td>17/8-30/8</td><td></td><td></td><td></td><td></td><td>TF Chair</td><td>HRCU/JRPSC Secr</td></tr><tr><td>Review and consolidation of the CVA</td><td></td><td></td><td></td><td>3/7-30/8</td><td></td><td></td><td></td><td></td><td>JRPSC Secr.</td><td>HRCU</td></tr><tr><td colspan="14">JORDAN RESPONSE PLAN FORMULATION</td></tr><tr><td>Prepare sector narrative and overall and specific objectives</td><td></td><td></td><td></td><td>17/8-3/9</td><td></td><td></td><td></td><td></td><td>TF members</td><td>HRCU/JRPSC Secr</td></tr><tr><td>Finalize sector narrative and produce PSSs</td><td></td><td></td><td></td><td>10/8-12/9</td><td></td><td></td><td></td><td></td><td>TF members</td><td>HRCU/JRPSC Secr</td></tr><tr><td>Review and adopt projects by the relevant line ministries</td><td></td><td></td><td></td><td>12/9-25/9</td><td></td><td></td><td></td><td></td><td>TF Chairs</td><td>TF Secretariats</td></tr><tr><td>Send sector response and PSS to MoPIC for review and endorsement</td><td></td><td></td><td></td><td>26/9-5/10</td><td></td><td></td><td></td><td></td><td>TF chairs</td><td>HRCU</td></tr><tr><td>Formulation of the full-fledged plan, including introduction and management</td><td></td><td></td><td></td><td>17/8-31/10</td><td></td><td></td><td></td><td></td><td>JRPSC Secr</td><td>HRCU</td></tr><tr><td colspan="14">JORDAN RESPONSE PLAN ENDORSEMENT</td></tr><tr><td>Conduct the JRPSC meeting to review/ endorse the plan</td><td></td><td></td><td></td><td></td><td></td><td></td><td>8/11</td><td></td><td>JRPSC Secr</td><td>HRCU</td></tr><tr><td>Approve the plan by Cabinet</td><td></td><td></td><td></td><td></td><td></td><td></td><td>20/11</td><td></td><td>Cabinet</td><td>MoPIC Minister</td></tr><tr><td>Print and publish the plan</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>10/12</td><td>JRPSC Secr</td><td>HRCU</td></tr></table> <p>The 1st Stage includes submission of the Comprehensive Vulnerability Assessment CVA documents which comprises the Sector Vulnerability Assessment SVA and the direct and indirect impact. Deadline for submission is 17 August.</p> <p>By end of August and before the Dead Sea Workshop on 10-12 September, all documents along with the Project Summary Sheets should be completed for final endorsement during the workshop by the JRPTF members.</p> <p>We will be calling for the first JRP Task Force meeting with partners including UN agencies, NGOs and donors next week.</p> <p>The Shelter WG will be calling for an ad-hoc meeting with partners for their participation at the JRP documents.</p> <p>The CVA first draft will be sharing with the Task Force members for feedback by 10 August, to be submitted eventually by 17 August to MoPIC.</p> <p><u>Jordan Humanitarian Fund JHF: second call for proposals</u></p> <p>OCHA provided the briefing on the second call for the JHF, which is expected to be announced in early September. The maximum funding for one project is US\$ 400,000. The fund is meant to meet the emerging needs and to fill in humanitarian gaps.</p> <p>Last call for JHF didn't have enough consultation and time. This time we have flexibility to discuss the sector priorities with every partners.</p> <p>The thematic focus on the second call for the proposal is winterization, but we can include also other urgent needs with justifications. Each sector should recommend only one sector priority with good-evidence-based justifications.</p> <p>The Winterization Task Force will be meeting today for further discussion about the JHF.</p> <p><u>Information Management:</u></p> <p>IM team made the comparison of the number of partners mentioned in Service Advisor and ActivityInfo by sector. Service Advisor should be updated. Only two partners IOCC and NRC entered their data on SA.</p>	ACTIVITY	2017												Responsibility		MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Implementation	Follow-up	COMPREHENSIVE VULNERABILITY ASSESSMENT														Prepare guidelines, templates and assumptions for MoPIC's review									JRPSC Secr	HRCU	Conduct a meeting between MoPIC and TF Chairs to endorse the process			3/7						HRCU	JRPSC Secretariat	Call and organize TF meetings around the tasks to be completed (Per sector)			3/7-17/8						TF Secretariat	JRPSC Secretariat	Prepare achievements section (Per sector)			3/7-17/8						TF members	HRCU/JRPSC Secr	Identify the direct and indirect impact 2018-2020 (Per sector)			3/7-17/8						TF members	HRCU/JRPSC Secr	Analyze the refugees and resilience needs and vulnerabilities (Per sector)			3/7-17/8						TF members	HRCU/JRPSC Secr	Officially send sector response to MoPIC for review				17/8-30/8					TF Chair	HRCU/JRPSC Secr	Review and consolidation of the CVA				3/7-30/8					JRPSC Secr.	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	The Service Advisor presentation, user guide and the taxonomy will be shared along with the minutes.																				
Shelter Guidelines	<p>Cash for Rent CfR Guidelines:</p> <p>CfR guidelines revision process has been started in May by having one meeting at Habitat for Humanity office and another meeting in June at ICMC office. NRC, IOCC, INTERSOSO, Habitat for Humanity and Help have participated in the discussion.</p> <p>The draft guidelines shared before the meeting with partners for feedback.</p> <p>During the meeting, Annette has shared a presentation with the present partners about the revision process discussion in terms of re-structuring the template, definitions, modality and M&E.</p> <p>The major changes were:</p> <ul style="list-style-type: none">- Interventions are not limited to a specific group (Syrians);- A section on minimum standards defining acceptable shelter was added;- List of minimum legal documents;- Cap for maximum assistance duration was removed;- Maximum level of assistance is capped to the maximum average amount for a family of 7 per governorate based on updated Minimum Expenditure Basket. <p>Way forward:</p> <ul style="list-style-type: none">- Shelter WG members are invited to submit their comment/feedback in written form;- Share the draft for consultation with JIF Jordan INGOs Forum for feedback;- To endorse the CfR guidelines in September Sector WG meeting.			Annette (ICMC), Elias (NRC),	40 min																
AOB	<p>RedR UK: Attended the Shelter WG Meeting, introducing their work about capacity building.</p> <p>INTERSOS attended recently a training on Food security and security with RedR UK.</p>			Nour (RedR UK) Majdi (INTERSOS)	5 min																
<p>Useful links:</p> <p>Shelter Sector Portal page: http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=10</p> <p>Shelter Dashboard: http://scs.raisunhcr.org/dashboards/Shelter.aspx</p> <p>Service Advisor: http://jordan.servicesadvisor.org/</p>																					
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