

JORDAN REFUGEE RESPONSE

Inter-Sector Working Group

Meeting Minutes and Action Points
Sunday, 9 July 2017 • UNHCR Office, Amman



1. Jordan Humanitarian Fund: second call for proposals – presentation by OCHA

The Inter-Sector Coordinator explained that in the past some recommended sector priorities did not necessarily fit for the purpose of the Jordan Humanitarian Fund. This time OCHA was requested to brief Sector Coordinators about the main focus of the Jordan Humanitarian Fund, before they start sector priority discussion with sector partners, so that sector priorities for the second call for the proposals will be identified within the scope of the Fund. By the end of July, Sector Coordinators will need to complete discussing sector priorities with partners. Then Sector Coordinators will discuss and agree to a few ISWG priority interventions during the next ISWG meeting scheduled on 6 August.

OCHA provided the briefing on the second call for the proposals, 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. The total funding available for the second call for the proposal is still to be determined. (But as a reference, a total of US\$ 4 million was allocated for Jordan and 11 projects were selected during the last call for the proposal.) Sector Coordinators are requested to encourage local NGOs to apply. The thematic focus of the second call for the proposal will be winterization. Each sector should recommend only one sector priority, together with good evidence-based justifications. Sector Coordinators are requested to undertake inclusive consultations, especially with field-based coordination mechanisms at camps and urban areas. OCHA will share a brief note which can be used as a reference for Sector Coordinators.

Action Points	By whom	By when
Share a brief note on the main points of the Jordan Humanitarian Fund	OCHA	asap
Discuss sector priorities with partners in an inclusive manner, involving area-based coordination mechanism. Provide one sector priority, with evidence-based justifications	Sector Coordinators	By end July
Discuss and agree to the ISWG priorities	Sector Coordinators	6 Aug (during next ISWG meeting)

2. Response Planning in Jordan: Good practice of Health Sector - presentation by the Health Sector Coordinator

The Inter-Sector Coordinator mentioned that the JRP planning phase started recently, and it is expected that JRP Task Force chairs will start to call for first meetings with partners including UN agencies, NGOs and donors in coming days. (See the handouts for further details: ISWG's lessons learnt document based on the last year's process, this year's tentative timeframe, roles and responsibilities of Sector Coordinators.)

The Inter-Sector Coordinator commented that it would be beneficial for all Sector Coordinators to learn good practices from the Health Sector, which finalized the relevant planning documents and the Inter-Agency Appeal process in support of the JRP smoothly last year. The Health Sector Coordinator made presentation and shared their management strategies, stages/processes and the lessons learnt from the last year's planning process. The Health Sector Coordinator explained the practical tips involved in each stage: prior to the Dead Sea Workshop (Preparation), during the Dead Sea Workshop (Drafting and Discussion) and after the Dead Sea Workshop (Finalization and Submission). The Health Sector Coordinator closely worked with the Ministry of Health who leads the planning process. It was noted that the Health Sector organized a preparatory half-day workshop prior to the three-day Dead Sea Workshop; such a preparation phase was key component of success. Health Sector partners were sensitized about the principles for budgeting; as a result the inter-agency appeal in support of the JRP was well organized. (See details in the Health Sector Coordinators' presentations.) The Inter-Sector Coordinator requested Sector Coordinators to consider applying the Health Sector's approach for their respective sector planning this year.

Action Points	By whom	By when
Discuss a possibility to apply the Health Sector's approach to your sector and then agree on the action plan including organization of a preparatory meeting etc.	Sector Coordinators	By end July
Contact the Inter-Sector Coordinator and Information Management Team for any necessary support	Sector Coordinators	Throughout July - August

3. Sector Gender Focal Points Network:

Sector Gender Focal Points for each sector are at the final stage of completion of the Sector Gender Analysis and one-pagers. One pagers of Sector Gender Analysis will be shared with Sector Coordinators, so that the Sector Gender Analysis will be useful for the JRP Comprehensive Vulnerability Assessment and the Sector Response Strategy.

Action Points	By whom	By when
Share one-pager of the findings of the Sector Gender Analysis with Sector Coordinators, so that they can use the information for the JRP Comprehensive Vulnerability Assessment and Sector Response Plan.	Sector Gender Focal Points	By 15 July

4. Quarterly Report on Gap Analysis:

Coordination Associates have prepared the first quarter sectorial analytical report (i.e. document including the information of the funding status, the number of beneficiaries reached, bar charts of key sector indicators, narratives of achievements, constraints and unmet needs foreseen for the next quarter). Some Coordinators endorsed the reports, and the final versions were uploaded to the portal while some sector have these documents pending to date. Through this exercise, we have observed that some of the targets of key sector indicators were not appropriate (i.e. too high/too low targets). Sector Coordinators are requested to review these targets as soon as possible. It is important to keep the targets as realistic as possible for the proper gap analysis. If some indicators need to be modified for the next year, that should be considered during the JRP planning phase.

Now it is the time to prepare for the second quarter. Sector Coordination Associates will share the second quarter draft with the Sector Coordinators between 20 and 25 July and request to have thorough discussions on the gap analysis (including narratives of achievements, constraints/challenges and unmet needs). This gap analysis will be beneficial for the upcoming Jordan Humanitarian Funds justifications and the Jordan Response Plan discussions.

Action Points	By whom	By when
Discuss the draft Second Quarterly report with Coordination Associates and provide narratives of achievements, constraints/challenges and unmet needs foreseen for the next quarter	Sector Coordinator	20-25 July
Review the targets and modify them, together with Coordination Associates	Sector Coordinator	asap

5. Information Management:

- During this second half of 2017, the regional portal will be upgraded to its new version. The Coordination Associate for each sector will be familiarized with the new portal and will continue managing their sector section on the portal. Tentative period is in September.
- The Information Management Team made the comparison of the number of partners mentioned in Services Advisor and ActivityInfo by sector and further advocacy in having Service Adviser updated. (See the attachment)

Action Points	By whom	By when
Request sector partners to enter relevant data to the Services Advisor (by sharing the comparison with the ActivityInfo participants' list)	Sector Coordinator/ Coordination Associate	Asap

AOB:

- The Basic Needs Sector Coordinator informed that a task force on Urgent Cash Assistance (UCA) has been created within the working group; in collaboration with the Protection Sector Working Group, the task force will look at harmonizing UCA interventions. Sector Coordinators will be approached to gather information about UCA interventions in their sectors.
- Update on the Household Income and Expenditure Survey will be shared by email.

The next ISWG meeting will be held on Sunday, 6 August at 2pm in UNHCR EMOPS Meeting Room.

The meeting agenda will include (i) discussion on the priorities for the Jordan Humanitarian Fund second call for the proposal and (ii) discussion on the response planning.

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