

Sector Gender Focal Points Network Meeting Minutes – Thu, 6 July 2017			
7.6.2017		11:30 – 12:50	UNHCR EMOPS room
Attendees	9 from Basic Needs, Education, Health, WASH, Shelter Sectors (Absent: Food Security, Protection, Livelihoods Sectors)		
Finalization of Sector Gender Analysis / Informing the Jordan Response Plan preparation			
Discussion			
During the previous monthly meeting of June 2017, it was already agreed that all Sector Gender Analysis would be completed by the end of July. The Chair will follow up on the progress by sending reminders to remaining sectors.			
The Government of Jordan started the JRP planning phase. In July – August, JRP Task Force meetings will be organized for respective sectors. According to the calendar, JRP Task Forces will draft Comprehensive Vulnerability Assessment, Sector Response Strategy and Project Summary Sheets.			
It would be beneficial to reflect findings of Sector Gender Analysis in the JRP Comprehensive Vulnerability Assessment and Sector Response Plan documents. The example of the last year document is available in Chapter 2 and Chapter 3 at https://static1.squarespace.com/static/522c2552e4b0d3c39ccd1e00/t/5956897e78d1714f5b61f5c2/1498843547605/JRP+2017-2019+-+Full+-+%28June+30%29.pdf			
In order to do so, it is agreed that Gender Focal Points will share one-pager summary of the Sector Gender Analysis with Sector Coordinators. (The Health and Education Sectors have already shared the one-pager earlier. They might need to share the one-pagers again with Sector Coordinators to refresh their memories.)			
Action Items	Responsible	Deadline	
Inform Sector Coordinators that Gender Focal Points would share the one pager by mid-July during the ISWG meeting on 9 July	Chair	By 9 July (done)	
Prepare for one-pager summarizing the findings of Gender Analysis and then share the one-pager with Sector Coordinators, so that they can use the information for the JRP Comprehensive Vulnerability Assessment and JRP Sector Response Plan	Gender Focal Points	By 16 July	
Finalize the Sector Gender Analysis by the end of July (as agreed during the June meeting)	Gender Focal Points	By 31 July	
Provide a short presentation (5 minutes per sector) of the Sector Gender Analysis	Gender Focal Points (from Basic Needs, Food Security, Protection, Shelter, WASH and Livelihoods)	Next SGFPN meeting on Thu, 3 August	
Gender and Age Marker refresher			
Discussion			
The Jordan Humanitarian Fund call for proposal is scheduled in early September. Gender Focal Points are requested to conduct the refresher training for respective sector partners in July – August.			
In order to capacitate the skills of the Gender Focal Points, during the next SGFPN meeting of 3 August, there will be a demonstration session of the training. The Basic Needs Sector Gender Focal Points volunteered to conduct the training.			
The website for the Gender Focal Points Network has Gender Marker Training materials used in the past. Please click "Training Materials" at the left hand side at http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=70			
Action Items	Responsible	Deadline	
Gender Marker Refresher Training demonstration during the next meeting on Thu 3 August.	Basic Needs Sector Gender Focal Points	By end July	
Plan to organize the Gender Marker Refresher Training for their own sector	All Gender Focal Points	By end July	
AOB			
Next SGFPN meeting on Thursday 3 August at 11:30 in UNHCR Khaldi (EMOPS room)			