

Sector Gender Focal Points Network Meeting

Minutes 8 July 2014, convened at UNHCR Office, Terrace Conference Rm



Present

Sector	Agency	Name	Email
	Islamic Relief Worldwide	Ruba Jayyousi	Jayyousi.Ruba@irworldwide.org
	IRW	Olivia Paras	irw.olivia.paras@gmail.com
Cash/SGBV	IRC	Melanie Megevand	Melanie.megevand@rescue.org
Agency	UNHCR	Bertrand Blanc	blanc@unhcr.org
	UNHCR	Hasan Kilani	kilani@unhcr.org
IATF & HCT	IASC GenCap	Merrin Waterhouse	waterhou@unhcr.org

Maaïke van Adrichem (UNICEF) apologized since transport issues from Azraq prevented her attendance.

Agenda:

1. Recruitment of Gender Focal Points
2. Gender Equality in Humanitarian Action Training
3. Allocating Tasks and responsibilities

Minutes:

1. Recruitment of Gender Focal Points

- The group discussed some features of a gender focal point. This discussion was recorded in the diagram below.



- Some of the characteristics reflect the individual's personality, outlook and skills. Some of the skills will be taught through the training. This should be borne in mind when shaping the sessions.
- GFPs should encourage potential candidates from within the sectors. Ideally the candidate should have an interest in the influence of gender and have the capacity to raise issues and influence the sector.
- Management needs to give support for time, i.e. for attendance at training, sector meetings, delivering Gender Marker training to sector and network meetings

- Length of contract? At least until November 2014. Given that this is a humanitarian context with turnover, cannot stipulate longer.
- The training in 2013 worked well with a mix of INGO, UN and NNGO staff.

2. *Gender Equality in Humanitarian Action Training*

- GenCap has produced a standardized training package for use in humanitarian operations. We can select the sessions that we think are most relevant for Jordan.
- The training is designed to be participatory and playful, acknowledging that people experiment and learn more in such conditions. Consider how best to engage people using multiple different ways, including: experientially, auditorily and visually. Do not expect to deliver the session only through a lecture. Consider how to draw on the experiences and knowledge of the participants.
- Each facilitator should consider how best to make the material relevant to this context, e.g.:
 - RRP not CAP
 - Photos from services in Jordan
 - Stories and written material from Jordan
- The group agreed on the sessions to be delivered during the 3 day training.



- The **dates for the training are 25-27 August 2014**.
- It is expected that all Gender Focal Points who have not undertaken the training will attend all 3 days. This includes the new GFPs nominated by Sector Leads as well as the GFPs who have joined the network since the 2013 training. Gender Focal Points who attended the 2013 training will be invited to the Network Development session on the final day.
- Sector chairs will be invited to attend sessions on Gender in Coordination, Monitoring and the development of an action plan in the Network Development session.

3. *Allocated tasks*

- The group nominated facilitators for the sessions listed below.

<i>The Sessions</i>	<i>Facilitators</i>
Gender Marker (analysis and coding).	Melanie & Olivia
Gender Coordination + RRP	Alex & Merrin
Gender and Culture (including disabilities, all generations).	Ruba & Hasan

Gender Analysis and SADD (including unintended consequences).	Melanie
Gender in the Legal Framework. <ul style="list-style-type: none"> • Including session on AGDM (30 minutes) • Including session on LGBTI (30 minutes) 	Daniella Cicchella Bertrand Hasan, with Bertrand and Merrin
Gender in Communication	Maaike
PSEA	Daniela/Merrin
Self-care and Network Development.	Merrin
Monitoring	Merrin

All who are facilitating a session should:

- Review their session and make it relevant to this context in Jordan
- If delivering with someone else, agree on the content and processes. Share the tasks.
- Organize a review/coaching session with Merrin at least 2 weeks before the training and not less than 1 week.

4. Logistics

Tasks	Person
Arrange expenditure approval for the venue	Merrin
Organize Venue	Deborah
Decide on location	Merrin
Invite the Candidates	Merrin
Pre-training Questionnaire	Hasan & Deborah
Organize materials Memory sticks and Certificates Hand-outs	Hasan & Deborah
Inviting current GFPs to attend sessions, Follow up with candidates , confirm attendance	Merrin Hasan & Deborah