REF-SGFPN
Refugee Sector Gender Focal Points Network
Minutes of Meeting [MoM]

Sector Gender
Focal Points Network
Jordan

Date / time / venue	Thursday, 4 February 2021 – 11:30-14:00 – MS Teams
Attendees	▪ SGFPN co-chairs (UNHCR & UN WOMEN) ▪ UNHCR's Inter-Agency Coordination team ▪ SGFP Basic Needs sector (TdH Italy) ▪ SGFP Education sector (NRC) ▪ SGFP Food Security sector (WFP) ▪ SGFP GBV sub-sector sector (JRF) ▪ SGFP Livelihoods sector (Save the Children) ▪ SGFP WASH sector (ACTED) ▪ SGFP Shelter sector (UNHCR) ▪ WHO

1. Welcoming remarks by SGFPN co-chairs

UNHCR co-chair welcomed the participants and opened the meeting walking the participants through the objectives and agenda of the meeting which was mainly dedicated to an online interactive capacity learning session on Gender Monitoring.

Agenda February Working Meeting:
▪ Refreshing training on ActivityInfo.
▪ Monitoring Gender in the Refugee Response to the Syria Crisis / Gender Monitoring Dashboard.
▪ AOB

Key announcements made to the participants:
▪ UNW co-chair reiterated that SGFPs' suggestion of ad-hoc meetings to discuss a common approach to the GAM, SADD and Gender Analysis assessments in the workplan had been well noted by the co-chairs and that this suggestion will be implemented. SGFPN co-chairs said they planned to reach out to sector gender focal points in coming weeks to move forward with this suggestion.
▪ SGFPN co-chairs said they were acting on the suggestion of focal points to revise the monitoring and capacity needs survey. The survey is being divided into two different surveys as recommended and will be launch in February.
▪ Co-chairs also said they look forward to the support of focal points to ensure wide participation among gender focal points in their respective sectors.

For further information, please contact:
▪ *Susana Boudon, Chair of SGFPN, boudon@unhcr.org*
▪ *Amy Henderson, Co-chair of SGFPN, amy.henderson@unwomen.org*

2. General Discussion

Participants were briefed on SGFPN reporting requirements:
▪ Reporting follows the ISWG / Sectors reporting calendar.
▪ Sector Gender Focal Points should collaborate with Sector Leads to ensure that sector reporting to the ISWG at the end of each month integrates gender considerations (reporting happens between the 27th and the 3rd of the following month).

- A brief enlightenment about ISWG role was provided.
- Sector Gender Focal Points should produce a Gender Quarterly Dashboard using data extracted from ActivityInfo and integrating qualitative analysis. Quarterly reporting period will be 1-15 of the month that follows the end of the quarter (e.g. for Q1 will be 1-15 April).
- Education SGFP suggested to develop small communication plan with sector chairs and ISWG and commented on a previous suggestion made regarding the need to highlighting this subject to the ISWG to further encourage coordinators to involve and consult the FPs in sectors reporting to ensure gender lenses. Co-chairs concurred and this will be part of a communication plan to discuss other aspects of the workplan.

For further information, please contact:
- *Susana Boudon, Chair of SGFPN, boudon@unhcr.org*
- *Amy Henderson, Co-chair of SGFPN, amy.henderson@unwomen.org*

3. Monitoring Gender in the Refugee Response to the Syria Crisis (Gender Quarterly Dashboard)

UNHCR's Information Management Officer provided training on ActivityInfo for monitoring and reporting gender.
- **objectives of the sector, e.g. JRP and 3RP planning:** what are the objectives of each sector related to gender as per the JRP-3RP disaggregated by WGMB. Here SGFPs can intervein checking if this is reflected under sectors objectives or not.
- **frameworks, e.g. GAM, AGDs, GiHA, National Plans:** all participants were introduced to these frameworks which are benchmarks related to gender and which will support checking if gender it is reflected in the sectors response plans or not.
- **sector dashboards http://scs.raisunhcr.org/ :** data is needed to be able to support SGFPs recommendations to the sectors related to gender. Every sector is implementing activities with a certain level of gender lens so, data is needed to verify such information, and to check if the respective sector is achieving gender objectives or not.

The above sources are needed to provide:
- situation of the sector with gender lens.
- analysis with frameworks.
- achievements and challenges.
- recommendations and way forward.

Gender Equality Measures [GEMs] were highlighted as important references or gender analysis, linking in with the Covid-19 mitigation risks and national plans (Educational Strategic plan, National Social Protection and Poverty Reduction Strategy, National Water Strategy and Other gender related strategy. The need to regularly review progress on gender in the context of M&E frameworks, targets and indicators was highlighted. It was also mentioned that the needs assessment is a frame of reference for analysis. Reference was also made to the project cycle and where there is the need to contact the sector chairs for corrective measures.

Participants contributed to the interactive discussion, providing examples of the criteria required when analyzing and reporting on gender data e.g. the services available, the accessibility and acceptability, and the quality.
Participants made several relevant remarks/observations/questions such as for example: (i) JRP 2021 formulation was not gender sensitive due to lack of prioritization and which gives space to think about needed corrective measures; (ii) if possible to pull out from the dashboards which agency contributed more to a certain gender and age group respectively; (iii) if possible to filter interventions by disability or persons with specific needs; about the importance of conducing needs analyses before the implementation of the interventions to determine the target groups using available tools and to do financial auditing.

For further information, please contact:
- *Gorgui Diouf, UNHCR Information Management Officer, dioufg@unhcr.org*

4. ActivityInfo, Services Advisor & Gender Monitoring Dashboard

ActivityInfo and Services Advisor: UNHCR's Associate Information Management Officer facilitated the training session on ActivityInfo Platform. The 3RP 2020 Refugees Monitor ActivityInfo Dashboard coordination tool was introduced. The Services Advisor explained how planning and monitoring data can be extracted, noting that this data is uploaded from all sectors and organizations who are reporting on ActivityInfo. The training also demonstrated the options for filtering data to support analysis (by planning, donors, location of the interventions, etc.) Practical examples on how to extract and report data were provided. The Services Advisor tool likewise was introduced to the participants and explained how to extract information and the 4Ws: who is doing what, where, when, and how. UNHCR will provide logins to participants to be able to access the tool.

Gender Monitoring Dashboard: The quarterly Gender Monitoring Dashboard template was displayed, and the presenter walked the participants through the four different components:

1. **Objective:** the template helps monitor the implementation of gender on the Syria crisis response in Jordan.

2. **Situation of the Sector on Gender:** the sector dashboard reports on quantitative, sex disaggregated results achieved in the response.

3. **Gender Analysis** [according to GAM, AGDs & Workplan]: **a**nalyse the situation of the sector according to the objectives of the three main gender benchmarks:
   - the Gender with Age Marker (GAM).
   - the Age, Gender and Diversity (AGDs).
   - the SGFPN Workplan.
   - the Sector Strategy.

4. **Recommendations** [according to GAM & Workplan]
   - provide recommendations towards closing the gaps to any objectives of the GAM, AGDs and the SGFPN workplan.
   - identify key principles that need to be re-emphasized to sector for reflecting them in the reporting (according to GAM and SGFPN Workplan).
   - categorise key activities that will help close the gender gap among the different categories (WGBM).
   - give recommendation on which areas the sector need more focus to fulfil the gender requirements for each relevant category (WGBM).

For further information, please contact:
- *Naseem Taqatqa, UNHCR Ass. Information Management Officer, taqatqa@unhcr.org*
- *Gorgui Diouf, UNHCR Information Management Officer, dioufg@unhcr.org*
- *Mohammad Al-Athamneh, UNHCR Ass. Operational Data Management Officer, athamneh@unhcr.org*

Action Points	Responsible	Deadlines
o Resume reporting on gender by Q1 2021 [Gender Monitoring Dashboard].	SGFPs	1-15 April
o Contribute to ISWG monthly reporting [Refugee Response Coordination - Coronavirus Update].	SGFPs + Sector Leads	27th–3rd [March]
o Launch SGFPN surveys.	SGFPN co-chairs	1st or 2nd half-February
o Organize two ad-hoc meetings.	SGFPN co-chairs	February

o Develop and roll out communication plan targeting Sector Leads and ISWG Coordinator concerning SGFPN workplan, including reporting.	SGFPN co-chairs	February
o Grant participants access to the coordination online tools.	UNHCR IACU/IMT	February

Next SGFPN Monthly Meeting

The next monthly meeting will take place Thursday, 4 March 2021, from 11:30 to 13:00 via MS-Teams