Sector Leads/ISCG Weekly Meeting

Meeting Details	
Date	21 July 2022
Time	11 am - 12 pm
Chair	Yurii Arnautov, Information-Management Officer
Reporting	Catalina Sampaio, Associate Interagency Coordination Officer
Email	mdachrcf@unhcr.org
Agenda	
1. **Updates** 2. **Inter-Agency Winterization Planning Process** 3. **Update on Activity Info Rollout** 4. **Inclusion and Livelihoods Sector updates** 5. **AOB**	
Information collection and relevant links	
Please use the below link to fill out information • The standard meeting minutes template for the Refugee Coordination Forum can be access here. • The 5W excel file can be access here. Link to operational data portal: https://data.unhcr.org/en/situations/ukraine/location/10784	
Participants	
Yurii Arnautov, Information Management Working Group Lead, UNHCR Catalina Sampaio, Inter-Agency Coordination Team, UNHCR Kristin Schmitz, PSEA WG Coordinator, UNHCR Ioana Creitaru, Livelihoods & Inclusion WG Coordinator, UNDP Giovanni Zanelli A&T WG Coordinator, UNHCR Valentina Duque, GBV SWG Coordinator, UNHCR Yera Kim, Education WG Coordinator, UNICEF Tatiana Danilescu, Child Protection, UNICEF	Eda Onde, Child Protection Officer, UNHCR Johanna Reina, UNHCR Andrew Painter, Protection WG Coordinator, UNHCR Evghenia Hiora, Gender Task Force Coordinator, Project Officer, UN Women Mohammad Akmjadkeh, WASH SWG Coordinator, UNICEF Julian Pack, Reporting Officer, UNHCR

Summary of discussions and agreements/ action points

Agenda	Discussion	Agreements/ Actions
1.Updates Yurii Arnautov, Information Management Working Group Lead, UNHCR arnautov@unhcr.org Catalina Sampaio, Inter-Agency team, sampaioc@unhcr.org Julian Robert Pack, Inter-Agency team, UNHCR, pack@unhcr.org	1. **Inter-Agency Sector update-** Partners must share inputs for the Inter-Agency Sector Update by 31 July. **Focal Point:** Julian Pack, Reporting Officer, UNHCR, pack@unhcr.org 2. **August Meetings Schedule-** Sector-leads must share with the Interagency team the dates and details of the next month sector meetings, including connection details. The deadline is 27 June. **Standard Meeting Minute Template for RFC-** The IAC team prepared a standard meeting minutes template for future registration of the RFC meetings. The minutes template can be access here. **Focal Point:** Catalina Sampaio, Inter-Agency team, sampaioc@unhcr.org	**Inputs for the Inter-Agency Sector** **Responsible:** partners of the RCF **Deadline:** 31 July **Share August Meetings Schedule:** dates of the sector meetings, including connection details **Responsible:** Sector-leads **Deadline:** 27 July
2. Inter-Agency Winterization Programming Yurii Arnautov, Information Management Working Group Lead, UNHCR arnautov@unhcr.org	To amplify Humanitarian Assistance efforts during the winter period, the IAC team will work with RFC partners to develop a Winterization Strategy in coordination with the Moldovan Government. The objective is to map existing capacities and gaps per sector and avoid duplication of activities and waste of resources. **NEXT STEPS** 1. **Mapping of planned activities-** The IAC team, will share for revision with the sector-leads a list of activities that should be available as a drop-down for the winterization kobo tool. The deadline for revision and contributions is the 23 July. Important note- The activities should not be too distant from the activities in the RRP monitoring framework.	**Revision of list of activities** of the winterization kobo tool. **Responsible:** Sector-leads **Deadline:** 23 July

	2. **Winterization kobo tool to be shared with RCF partners**- The Kobo form will be shared with partners to be filled in with planned activities. The deadline to complete the form will be the 31 July. 3. **Winterization Kobo Tool Webinar** - Training on how to fill in the Kobo Tool to all RCF partners on the 26 August at 1:30 pm. 4. **Consolidation of Information**- The IAC team will consolidate information and share it with sector leads during the week of the 13 August for revision and prioritization of the projects according to the findings per sector. 5. **IA Winterization Workshop** – 31 August (date to TBC) 6. **IA Winterization Strategy** - Inter-Agency Coordination Plan to be jointly drafted together with sectors and government during first week of September.	
Update on ActivityInfo Rollout Yurii Arnautov, Information Management Working Group Lead, UNHCR arnautov@unhcr.org	The IAC team shared information about the **ActivityInfo database rollout**. 1. The core database is only pending the refinements of the indicator details' level. The estimated date to finalize the database is the <u>last week of July.</u> 2. After the database is built, the IAC team will conduct a first training session with the ISCG members. <u>The estimated date is in early August.</u> 3. Four training sessions are being planned with ISCG members, RRP partners, UNHCR implementing partners, and other humanitarian actors working on the Refugee Response in Moldova. 4. The estimated time for the first entries of the Activity Info is the end of August. Meanwhile, before the ActivityInfo is ready and operational, the partners are encouraged to fill in the existing 5W excel file weekly. On 25 July and 1 August, partners are expected to report their activities to the 5W. The 5W excel file can be access here. The 5W is Used for coordination purposes by humanitarian actors and the Moldovan Government.	**Complete the existing 5W excel file on a weekly basis** **Responsible:** RCF partners **Deadline:** ongoing

Inclusion and Livelihoods Sector updates Ioana Creataru, Livelihoods and Inclusion WG Lead, UNDP, ioana.creitaru@undp.org	The chair of the Inclusion and **Livelihoods WG presented updates** on behalf of the Sector. They shared assessment results focused on refugee mobility and needs; and Local Public Authorities' capacity and needs. Part of the identified needs are: • Refugees require more information and guidance on legal issues and employment/livelihood opportunities. • LPAs in need of financial assistance to respond to local needs and social cohesion approaches • More awareness for LPAs on implications of a longer-term stay of refugees – with opportunities for livelihoods and employment of refugees and host communities	
AoB Yurii Arnautov, Information Management Working Group Lead, UNHCR arnautov@unhcr.org	Important Note: The Inter-Agency Coordination team recommends all sectors to provide **regular monthly updates of the Sector works.**	