**Food Security Sector Working Group**
**26 March 2014, WFP Jordan - Amman**

Chair: WFP, JHCO

Participation: Islamic Relief Worldwide, LWF, MEDAIR, SCJ/UNICEF, FAO, UNHCR, UNOPS, WVI

| STATUS | ACTION POINTS |
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| **1. RRP6 dashboard and 3Ws maps**<br><br>*Presentation on ActivityInfo reporting by Hawraa Harkous, Associate Information Management Officer, UNHCR*<br><br>• The ActivityInfo online system, found at http://www.syrianrefugeeresponse.org, has a database for partners to report on their activities in all sectors.<br>• Although the database is called "RRP6 Monitor", it can also be used to report activities undertaken outside the scope of RRP6.<br>• Figures need to be updated by the 8th of each month; on the 9th, UNHCR Information Management will extract the figures and compile the monthly dashboard, as well as the new 3Ws maps, which will also be updated on a monthly basis (http://data.unhcr.org/syrianrefugees/download.php?id=4866).<br>• WFP is currently reporting for all their partners in ActivityInfo, but plans to hand over this task so partners can report for themselves. Partners are strongly encouraged to report via the system, both for increased visibility and better coordination.<br> o Partners will have to create their own sites (for each activity in each governorate), and then fill in the monthly figures.<br>• Also extracted from ActivityInfo are the "RRP6 partner factsheets" (an example of which can be found at http://data.unhcr.org/syrianrefugees/admin/download.php?id=4571), which will be uploaded to the inter-agency portal. | **Partners to start reporting on their activities in ActivityInfo. March reporting is due on 8th April.** |
| **2. RRP6 mid-year review & National Resilience Plan (NRP)**<br><br>• There will be a mid-year revision of the RRP6 from April to June 2014. The main focus of this revision will be at the output/activity level.<br> o If there is to be a change in activities, it should be shared with the Sector Leads, who will then share it with the ISWG; once approved, the change will be reflected in ActivityInfo. | |

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| <ul><li>Deadline for activity revision is 1<sup>st</sup> of April.</li></ul><ul><li>Some duplication has been detected between the NRP and RRP;<ul><li>If the activity considered to be more development-related (medium to long term support to host communities), it should be shifted from the RRP to the NRP;</li><li>If the activity is considered to be more short-term/humanitarian support to host communities and already appears in the RRP, it should be removed from the NRP.</li></ul></li><li>There is a contingency planning meeting taking place tomorrow, for the existing contingency plan to be reviewed, where different scenarios will be considered.</li></ul> | |
| **3. Assessment registry**<br><br>*Presentation by Kaleem ur Rehman, Associate Inter-Sector Coordinator, UNHCR*<br><br><ul><li>Idea is to have a single online database compiling existing assessments, available on the inter-agency portal as well as the Host Community Support Platform (HCSP).</li><li>Most recent assessments will be shown on the main page of the portals. Partners will be also provided with login details.</li><li>Existing assessments can be searched using different fields, almost identical to current search feature available on inter-agency web portal.</li><li>There is a list and table view of assessments, as well as a detailed view (including, for example, date entry was made, by whom, data collection start and end dates, etc.)</li><li>The registry also includes an online data entry form to register new assessments, including fields approved by different sectors such as title of assessment, scope, if it is under the RRP, the NRP or both, status of assessment, funding status, purpose, etc.; in certain cases, can include concept notes from partners. There is also a field where methodology can be selected from a list of common methodologies currently being used.<ul><li>An approval mechanism has also been introduced; once an entry is created in this online form, an automatic request for approval will be sent to the Technical Ministry and either the Sector Chairs (RRP) or the Task Force Chairs (NRP) for relevant sectors.<ul><li>For assessments that are related to both the RRP and the NRP, request will be sent to both Sector Chairs and the Task Force Chairs, as well as the Technical Ministry.</li><li>If the assessment covers more than one sector, request will be sent to the Inter-Sector Coordinator.</li></ul></li></ul></li></ul> | **Coordinated Needs Assessment SOPs to be re-circulated. Partners to provide feedback by 30 March.** |

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| • For published assessments which are being uploaded there are additional fields which can be filled out such as keywords to be used when searching for the report, sharing options (inter-agency, public, etc.), date of publication, and so on.<br>• In line with the registry, a Coordinated Needs Assessment has been drafted outlining how assessments can be conducted in the future to better fit with the registry. Partners are requested to provide any feedback they may have on the SOPs by end of March.<br>• The database will officially be launched by end March/beginning April. | |
| **4. Urban/rural coordination**<br><br>• An urban/rural coordination model has been introduced, with the aim of putting in place a light-weight coordination structure, focused on local issues/problem solving and referrals.<br>• An Operational Coordination Group (OCG) – chaired by UNHCR and an INGO, with the participation of UN agencies, INGOs, national NGOs and CBOs operating in the respective governorates will hold monthly meetings, open to program managers, case managers or other actors at the implementation level.<br>• It is key that such bodies do not duplicate sector level discussions, and that there be solid information flow up to and from the sectors.<br>• The other focus is on inclusion of local NGOs/CBOs, including through meetings in Arabic or with English/Arabic translation. Initially this will be in Mafraq and Irbid, with further discussion required for other proposed areas (e.g. Amman).<br>• Model was circulated for feedback. | |
| **5. Referral matrix**<br><br>• This inter-agency project intends to review, streamline and bolster inter-sector referrals systems through the design of appropriate tools and the provision of necessary support identified by humanitarian actors.<br>• A database on services available has been set up on ActivityInfo. The database will go **beyond a 3/4Ws exercise** and will provide information such as referral capacity, feedback and follow-up mechanisms, contact details, opening hours, etc.<br>• Partners with any Food Security activities are requested to kindly fill out the matrix (most of the information is contained in drop-down menus in each Excel cell). Although the exercise might | **Referral matrix to be circulated. Partners to fill out the information.** |

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| be time-consuming, it is expected to improve referrals and coordination for all partners in all sectors, at a governorate level; <br>      o With the information available in the database, partners should be able to know exactly who to contact in which agency providing which service in different governorates, in order to refer cases and be able to follow up on referrals. | |
| **6. Vulnerability criteria update** <br><br> • Steering Committee has met twice in March. <br> • After sector review, list of indicators was reviewed by Steering Committee, and finalized by a task force led by WFP; now developing tools/module for data collection. <br> • Communications strategy being developed in a task force led by UN Women. <br> • Draft SOPs being developed by UNHCR. <br> • Tentative pilot roll-out date: April/May. | **Circulate Vulnerability Assessment Framework concept note.** |
| **7. Workplan 2014** <br> • A draft FSSWG workplan was circulated for feedback prior to the meeting, and comments were received from FAO. Members present at the meeting went through the workplan, discussing each activity in order to reach consensus on the proposed plan. <br> • It was agreed to re-circulate the draft for another round of comments from those who did not participate in the meeting after which the workplan will be considered final. | **Re-circulate Workplan and Terms of Reference for feedback** |
| **8. AOB** <br> • N/A | |