



Meeting Location	UNHCR – Lea Building	Meeting Time	10:00 A.M
Chair person	Kerstin Karlstrom Senior Inter-Agency Coordinator	Meeting Duration	2h
Minutes Prepared by	Lara Techekirian -Inter-agency Coordination Associate		
Purpose of Meeting	<ol style="list-style-type: none"> 1. Feedback on Targeting HH Questionnaire 2. Emergency Response Funds (ERF) Presentation 3. LCRP Indicators framework/Activity Info 4. AOB 		

Summary of discussions and action points

1.	<p>Feedback on Targeting HH Questionnaire by Carla Lacerda-Senior Cash advisor-UNHCR/SCI</p> <ul style="list-style-type: none"> ▪ Reference to last month’s inter-sectoral meeting, the Targeting HH Questionnaire was sent to respective sectors to review the questions linked to their sectors and confirm that this is appropriate- feedbacks were received from Health SC & LH ▪ UNHCR and WFP are coding into ODK and translating into Arabic the full version of the questionnaire. ▪ A revised questionnaire incorporating the feedback from LHIF, Protection and other sectors will come at a later date ▪ RAIS can be used by both IPs and non-IPs, as long as they have a data sharing agreement with UNHCR ▪ UNHCR and WFP are developing the scoring of the questionnaire in RAIS. From UNHCR, WFP, and Inter-Agency perspective, the ideal is that all questionnaires are scored through one system to ensure consistency. RAIS can score the questionnaires either automatically or in batches ▪ UNHCR will share the scoring script for RAIS once it is finalized ▪ All partners can see all the data that they themselves collected in RAIS. It will also be possible for all partners using RAIS to see the actual Exp+PMT and VASyR Verification scores ▪ 5 concerns from Inter-Agency on RAIS was clarified ▪ To develop guidelines on how agencies can use the questionnaire ▪ Trainings and formula calculation can be provided by WFP/ UNHCR ▪ one-pager to be sent to sub office to be discussed in Coordination meeting at the field level ▪ Agency SOPs: UNHCR, WFP, Consortium main ones ▪ It was agreed not to share the questionnaire before having cleared SOPs <p>Action Point:</p> <ul style="list-style-type: none"> ▪ Calculate scoring in excel sheet- ensure to have exact scoring as RAIS- IM colleagues to sit with sectors/agencies for further discussions ▪ Questionnaire to be revised and re-circulated ▪ Finalized and approved guidelines to be shared
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<p>2.</p>	<p>Emergency Response Funds (ERF) Presentation -Rawad EL Zir -Humanitarian Affairs Officer -OCHA</p> <ul style="list-style-type: none"> ▪ The USG/ERC Amos announced the reorganization of Syria ERF and the consequent establishment of separate Emergency Response Funds in Jordan, Lebanon, Turkey and Syria effective as of 1 July 2014 ▪ Lebanon ERF to focus on Providing humanitarian partners with rapid, timely and flexible funding to respond to the current humanitarian situation affecting Lebanon; Initiating life-saving activities targeting the affected local communities, refugees (Syrian and Palestine) and host communities (Lebanese and Palestine) alike; Enhancing the access of the local NGOs to the fund. ▪ The governance structures was outlined ▪ In order to manage the Country-based Pooled Funds in a more effective and transparent way, OCHA has developed the Grants Management System (GMS) which is an online database ▪ An induction training session on ERF was delivered by OCHA to the sector leads/co-leads responsible of the management of the fund's operations ▪ Next Steps: <ul style="list-style-type: none"> ○ Form the Advisory/ Review Board ○ Finalize and decide on the strategy and the accountability framework of the fund ○ Train NGOs, sectors and on the GMS (Grants Management System) ○ Set priorities with the sector leads for a call for proposals of \$2M <p>Action Point: For Ideas on how to plan for \$2M contact Rawad El Zir at: elzir@un.org</p>
<p>3.</p>	<p>LCRP Indicators framework/Activity Info</p> <ul style="list-style-type: none"> ▪ LCRP planning timeline/ Key dates to meet were highlighted ▪ Lesson Learnt from last year were briefed ▪ Activity Indicators (after population disaggregation) was overviewed with total of 910 Indicators ▪ A set of recommendations were made: <ul style="list-style-type: none"> ○ Field and Operational needs to know the progress/lack there of ○ Data needs for coordination and reporting ○ Field-level data collection and data entry workload ○ Prioritization <p>Action Point/Next Steps:</p> <ul style="list-style-type: none"> ▪ Sectors and IMs to Identify high frequency (monthly) indicators by sector, their disaggregation involving field and operational needs ▪ LHIF made a request to share the result framework in excel sheet
<p>4.</p>	<p>AOB</p> <p>LCRP Status:</p> <ul style="list-style-type: none"> ▪ Not officially submitted- comments were received from GoL, final version was shared taking in consideration GoL request ▪ Language of refugee was under discussions, Syrian population can be referred as vulnerable community and when necessary refugees can be referred as displaced people from Syria- Social Cohesion can be referred as mitigating tension/social wellbeing



Nest Steps:

- Not to work on the content of the document until further clearance from the GoL- for comments contact Kerstin Karlstrom at: karlstro@unhcr.org /Nev Jefferies at: nev.jefferies@one.un.org
- Bastien Revel from UNDP mentioned the host community tracking document which is an IA document led by UNDP and reminded partners to send their inputs/comments by next week the latest
- RRP6 to be wrapped up- a final report must be submitted
- Discussions to take place with M&E colleagues concerning indicators

Document	Location
IS Presentation	http://data.unhcr.org/syrianrefugees/admin/download.php?id=7556