

# JORDAN REFUGEE RESPONSE

## Inter-Sector Working Group



Meeting Minutes and Action Points  
Sunday, 3 July 2016 • UNHCR Office, Amman

### Agenda

- Services Advisor
- ActivityInfo data cleaning - ActivityInfo reporting deadline: 8 July
- Inter-Agency Financial Tracking System (Second Quarter) - deadline: 10 July
- UN(D)AF Evaluation - second meeting on 4 July at UNDP at 10 am
- AOB
  - JRP
  - Coordination Training for sector chairs on 25 – 27 July
  - Sector Performance Survey (feedback by 17 July)
  - 3RP Mid-Year Report

#### **1) Services Advisor**

The Information Management Team provided a briefing on the Services Advisor (a web application system for services provided to refugees), after it was rolled-out several weeks ago. The Information Management Team is working with developers on refining and enhancing some parts of the system, after receiving feedback from partners on several issues that need to be adjusted (such as a user interface, a layout of data, visualization and reporting). The Information Management Team is currently amending all changes to the final version that will be released in a couple of weeks. After that, the users will be informed to check data, make sure it is clean and remove their test entries, as each agency is responsible for their own input; and then it will be open to the public. As of now the system is covering all the sectors, except for Livelihoods sector which is expected to be done in the near future. The system for now is used by the humanitarian community, and it will be open later for refugees' use. As a pilot project, there is a possibility to be used in other countries as they are interested to have it (in Iraq, for example).

#### **2) ActivityInfo data cleaning – ActivityInfo reporting deadline: 8 July**

ActivityInfo reporting has been conducted on a monthly basis, and the reporting of this year has become better than last year. The Inter-Sector Working Group aims at further enhancing the quality of the reporting this year. As the ActivityInfo database is used for monthly sector dashboards, needs assessments and mid-year and annual reports, it is important to conduct the data clearing at this stage. Coordination Associates have analyzed the reported data for each

sector. There are several problems found so far, such as some partners not reporting every month; the irregular patterns for reporting and lack of technical knowledge on reporting. Coordination Associates have prepared a list per sector with comments to be shared with partners for follow-up. This exercise is expected to be finalized by 15 July. If needed, partners are to discuss with sector chairs before reporting to confirm their data input to ensure a synchronized reporting system.

### **3) Inter-Agency Financial Tracking System (Second Quarter) – Deadline: 10 July**

The financial tracking as of end May 2016 shows that some USD 255 million (or 34 per cent of the requested funds) have been received for the inter-agency appeal (refugee component), according to the information collected for the 3RP Mid-Year. The reporting template for the second quarter was already sent out to the ISWG members. (See the email dated 30 June.) Sector chairs are asked to remind partners to comply with the deadline (10 July).

### **4) UN(D)AF Evaluation – second meeting scheduled on 4 July**

A first meeting with the UN(D)AF Evaluator was held on 17 June, after which a reporting template was sent out to ISWG members for their inputs. A draft filled-in-template was distributed to participants for review and asked to provide additional comments, if any. The second meeting with the UN(D)AF Evaluator is scheduled on 4 July at 10 am in UNDP premises. The first draft of the UN(D)AF evaluation report will be shared with groups by 12 July, which will be circulated to ISWG members for feedback. Consolidated feedback will be submitted to RC/HC office by 18 July.

### **5) AOB**

#### **JRP:**

In relation to the revision of JRP 2016 and planning of JRP 2017 – 2019, there has not been an official instruction from MOPIC yet. As JRP Secretariat has requested updated information of VAF, a meeting with VAF team will be organized in late July. For sector chairs who were not present during the last year's 2016-2018 JRP planning phase are advised to refer to the information and documents related to the development of the JRP on the website <http://www.jrp.org/jrp-guidance/> The JRP Secretariat informed that the JORISS reporting system for the first half of 2016 (1 January to 30 June 2016) was opened on 1 July, requesting all JORISS users to complete their project reporting by 21 July.

#### **Coordination Training for sector chairs on 25 – 27 July:**

Emails regarding the Coordination Training for Sector Chairs were sent on 13 June and 29 June respectively. Sector chairs who have not replied yet are asked to inform UNHCR (Maysa Saeidi [SAEIDI@unhcr.org](mailto:SAEIDI@unhcr.org) and Elena Guseva [guseva@unhcr.org](mailto:guseva@unhcr.org)) of their availability for this training, in order to finalize a list of participants. The Coordination Training will include sessions on refugee coordination model, coordination systems and structures as well as coordination skills (team building, group decision making, active listening and negotiation/influence etc.) as well as response planning and contingency planning.

**Sector Performance Survey:**

A draft has been shared earlier for the sector performance survey. (See the email dated 28 June.) The survey has been conducted for the past three years. Questions this year have been reduced by some 10 questions (now 34 questions). If sector chairs wish to revise proposed questions, inform UNHCR (Elena Guseva [guseva@unhcr.org](mailto:guseva@unhcr.org).) by 17 July. After receiving comments, the online version of the survey will be launched in late July. Participants will be requested to respond in two weeks.

**Needs Assessment:**

In accordance with the Coordinated Needs Assessment SOPs<sup>1</sup> when partners have their plans for needs assessment, the Coordination Unit contacts relevant sector chairs to receive their approvals for the planned needs assessment. Coordination Unit would appreciate it if sector chairs could provide timely feedback, especially when the assessments cover multi-sectors. Participants suggested to nominate a focal point in a respective sector, in order to speed up the process for reviewing the planned needs assessment.

**3RP Mid-Year Report:**

Thanks to sector chairs and partners to provide timely inputs and feedback for the 3RP Mid-Year Report. The report is released on 5 July and available at [www.3RPSyriaCrisis.org](http://www.3RPSyriaCrisis.org).

ACTION POINTS	RESPONSIBLE	TIMEFRAME
ActivityInfo data clean-up/reporting deadline	All sector chairs and partners	8 July
Inter-Agency Financial Tracking (Second Quarter)	All sector chairs and partners	10 July
Feedback to sector performance survey questions	All sector chairs	17 July
Confirmation of participation in Coordination Training	Sector chairs (who have not confirmed yet)	As soon as possible
JORISS reporting	All partners	1 – 21 July
Feedback to the first draft of the UN(D)AF Evaluation	All sector chairs and partners	12 – 17 July

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<sup>1</sup> <http://data.unhcr.org/syrianrefugees/download.php?id=11283>

**List of Participants:**

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The next Inter-Sector Working Group meeting will take place on Sunday, 7 August 2016, at 2.00 pm at UNHCR EMOPS room.