

# JORDAN REFUGEE RESPONSE

## Inter-Sector Working Group

Meeting Minutes and Action Points  
Sunday, 2 April 2017 • UNHCR Office, Amman



### 1. Minimum Expenditure Basket

- Harry Brown from the Vulnerability Assessment Framework team made a presentation on the Minimum Expenditure Basket (MEB) and explained necessary steps to update the MEB (such as reviewing the last year's data and documents, exploring existing data, conducting market research only if needed). Aiming at updating the MEB by 26 May, before the start of Ramadan.
- Some of sector coordinators involved in the reviewing process last year shared their experiences with others. This year's process is expected to be light and requires minor modifications, as the present MEB process is based on the experiences of previous years. Harry will follow up with MEB focal points to schedule a meeting for each sector.

### 2. Promotion of Inter-Sector Linkages

- Sector coordinators shared their experiences in promotion of inter-sector linkages and key areas of focus in 2017.
- Inter-Sector Coordination Unit (Elena Guseva) will continue to follow up with each sector and document good practices and challenges and then share updates on a quarterly basis. (The next update will be shared during the ISWG meeting in August.)

### 3. Needs Assessment Registry

- Elena Guseva made a presentation on the current status of the Needs Assessment Registry and Coordinated Needs Assessment SOPs. Sector Coordinators shared challenges they face in the current SOPs and suggestions for revisions to make SOPs clearer. Some sector coordinators requested clarifications in SOPs for Zaatari.
- The current SOP will be reviewed and revised based on suggestions, and a revised draft will be shared with Sector Coordinator for further comments.

### 4. Sector Reporting

- The Inter-Sector Coordination Unit made a briefing on the current reporting requirements, including ActivityInfo reporting, Financial Tracking System and 3RP mid-year/annual reports.
- To strengthen the gap analysis in each sector, a quarterly progress report will be produced, including funding status, the number of beneficiaries reached, progresses for key indicators, achievements, challenges and foreseen unmet gaps in the next quarter.

### AOB

- The Information Management Team clarified that this year's quarterly Financial Tracking System is same as the one happened last year (i.e. tracking the funds received per sector

during the reporting period.) The only difference is that in 2017 the exercise will be conducted online through ActivityInfo database. See Step-by-Step Guide for Financial Tracking System.

- The “money spent” field at the project level in ActivityInfo monthly reporting is mandatory for Basic Needs and Food Security sectors only for cash based interventions. However, it is optional for other interventions and other sectors. Only partners who can report their financial expenditures are recommended to do so. For further inquiry contact Coordination Associate.
- The Information Management Team updated on the status of the Services Advisor. Sector Coordinators who have not confirmed final taxonomy of activities and training dates are reminded to share feedback as soon as possible.
- The Basic Needs Sector has started mapping exercise of cash based interventions in different sectors. Ongoing discussion between the Basic Needs Sector and the Protection Sector for the urgent cash assistance. Cash for Health Task Force exists to discuss referrals for health cases and criteria of selection. Further updates/discussion related to cash assistance will take place.

ACTION POINTS	RESPONSIBLE	TIMEFRAME
Schedule a first meeting with MEB focal points and discuss the next steps for each sector	Harry Brown, Sector Coordinators/MEB focal points	By 10 April
Continue follow-up with Sector Coordinators for inter-sector linkages and document good practices and challenges	Elena Guseva	Ongoing (next update in Aug)
Revision of Coordinated Needs Assessment SOPs; Follow up with Zaatari colleagues for inquiries/info	Elena Guseva	By 7 May
First quarter progress report including FTS, indicators progress reports	Sector Coordinators, IM/Coordination Associates	By 15 May
Finalize taxonomy for Services Advisor and confirm training date	Sector Coordinators	ASAP

**The next ISWG meeting will be held on Sunday, 7 May at 2 pm in UNHCR EMOPS Meeting Room.**

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