



SHELTER WORKING GROUP MEETING

Syrian Refugee Response in Jordan

Meeting Location	UNHCR Khalda Office Executive Meeting Room # 208	Meeting Date	13th April, 2017
Chair Person	Vincent Dupin	Meeting Time	13:00 -15:00
Minutes Prepared by	Maysa Saeidi		
Purpose of Meeting	Shelter Working Group Monthly Meeting		
Next Meeting	11th May 2017 at UNHCR -Executive Meeting Room #208 at 09:00		

Attendance			
No.	Name	Agency	Email
1	Esraa Majd	HI	inclusion.region@hi-emergency.org
2	Ibrahim Ziadi	Help	ziadi@help-ev.de
3	Hala Satari	Help	satari@help-ev.de
4	Annette Nupuet	ICMC	nuguet@icmc.net
5	Mais Al Suradi	IOCC	malsuradi@ioccc.org
6	Lavinia Traina	INTERSOS	
7	Wasangalli	INTERSOS	bn.jordan@intersos.org
8	Luca Sangali	INTERSOS	pm.irbid.jordan@intersos.org pm.jordan@intersos.org
9	Nidal Dalgamouni	NRC	nidal.dalgamouni@nrc.no
10	Rula Ammar	NRC	rula.ammar@nrc.no
11	Jakub Pajak	ACTED	Jakub.pajak@acted.org
12	Haitham AlZuraiqi	Habitat for Humanity	haithamzuraiqi@habitatjordan.org
13	Vincent Dupin	UNHCR	dupin@unhcr.org
14	Maysa Saeidi	UNHCR	saeidi@unhcr.org

Summary of Action Points		
Item	Action point	Focal Point / Organization
1.	To share the Minimum Expenditure Basket (MEB) for Syrian Refugees in Jordan: 2015 and 2016 Guidance Note.	Maysa (UNHCR)
2.	To share each Agency's data on expenditure spent on rent based on family size and location.	All partners
3.	To share the dashboard link with partners for inputs/ ideas.	Maysa (UNHCR)
4.	To share the Gender Analysis Presentation with partners.	Maysa (UNHCR)
5.	To present the Gender Analysis findings by next Shelter WG meeting in May.	Esraa (HI)
6.	To present the Shelter Assessment Results in Zaatar Camp by next Shelter WG meeting in May.	Vincent (UNHCR)
7.	To share the 2017 Work Plan with partners for final endorsement, including the Inter-Sector Linkages.	All partners
8.	To share the Handicap International EQUAL Access Monitor Magazine in Arabic and English for the month on March.	Esraa (HI)
9.	To present IOCC scope of work, services, projects and challenges next Shelter WG meeting in May.	IOCC
10.	To present INTERSOS scope of work, services, projects and challenges next Shelter WG meeting in May.	INTERSOS
11.	To present NRC solar at schools project Shelter WG meeting in May.	NRC



Meeting minutes			
Item	Discussion	Focal point/ Organisation	Time
Introduction	Round table introduction from all partners present.	All present partners	2 min
ISWG Updates	<p>Minimum Expenditure Basket MEB</p> <p>Is a way of establishing poverty lines for refugee populations. It is emerging as the primary tool to develop a cost and market based expression of minimum needs of refugees in any given country. It is required to update the MEB by 26 May. Some of sectors coordinators were involved in reviewing process last year; Elias. The average rent review for Syrian Refugees in Jordan this year will be based on the family/house size and location. The review should be done by a committee from each sector members. The committee will include NRC, INTERSOS and UNHCR, in addition to the housing dept. The 2015 and 2016 MEB Guidance Note will be shared with the group.</p> <p>Inter-Sector Linkages</p> <p>Shelter sector shared last year the inter-sector linkages and the key areas of focus on 2016. We need to update the linkages this year including the good practices and challenges.</p>	Vincent & Maysa (UNHCR)	7 min
Jordan Humanitarian Fund JHF Call update	<p>Deadline for applications acceptance from partners is 18th April. The Project review process will be starting on 20th April till 4th May. Each sector lead is expected to form a review committee with selected members who have sufficient technical expertise and knowledge of the context to score each individual project. Shelter Sector committee will be meeting first week in May. One of the main aspect is cash for rent for Shelter.</p>	Vincent & Maysa (UNHCR)	5 min
Information Management updates	<p>Thanks goes to ICMC and IOCC for their feedback about the email shared with partners in terms of partner's feedback on Dashboard, Service Advisor taxonomy and progress report for Shelter Sector. Partners can access Shelter Dashboard on the following link:</p> <p>http://scs.raisunhcr.org/dashboards/Shelter.aspx</p>	Maysa (UNHCR)	7 min



Meeting minutes			
Item	Discussion	Focal point/ Organisation	Time
Gender Analysis Presentation	<p>The Sector Gender Focal Points- Shelter Sector are: Esraa Majd (Handicap International) inclusion.region@hi-emergency.org Nidal Dalgamouni (NRC) nidal.dalgamouni@nrc.no (working in Irbid) Rula Ammar (NRC) rula.ammar@nrc.no (working in Zaatari camp)</p> <p>The Shelter Sector Gender Analysis has been started last Nov 2016, but it should be completed this year. NRC thankfully will be supporting Esraa in finalising the Gender Analysis with Rula and Nidal Shelter background and experience.</p> <p>A presentation about the “Gender Analysis” has been shared with the present partners of the Shelter working group. The presentation indicates the purpose of the analysis, objectives, methodology and data collection.</p> <p>The findings will be shared with the sector’s partners when it’s ready.</p> <p>All partners were requested to answer the following questions as per to their experiences:</p> <ol style="list-style-type: none"> 1. Eligibility criteria for the project selection. 2. No of females headed household benefited from projects. 3. Challenges facing the female household in terms of get their house documentations. 4. No of females headed household at risk of eviction benefited from projects. 5. What are the Minors options for Shelter both boys and girls. 6. No. of elderly and minors and PWD headed house hold. 7. Winterization plan and eligibility criteria for it. 8. Sealing off kits (any training providing for it after distribution the kits, and if there is any specific training from women). <p>Only IOCC has shared their feedback. Deadline for feedback is 20 April.</p> <p>Focus Group Discussions FGDs: It was discussed also during the meeting to conduct FGDs on gender issues for the shelter WG in Urban. INTERSOS showed their interest and willingness to host such sessions with its Cash for Rent beneficiaries.</p>	<p>Esraa (HI), Rula & Nidal (NRC)</p> <p>Annette (ICMC), Esraa (HI) & Luca (INTEROS)</p>	<p>15 min</p>
Shelter Assessment in Zaatari Camp	<p>UNHCR is implementing an assessment in Zaatari camp. Will be completed by end of April. Next Shelter WG UNHCR will be presenting the assessment results.</p>	Vincent (UNHCR)	3 min
UNHCR Strategy as a Donor	<p>UNHCR strategy as a donor is to be more active in Urban area depending on the fund in 2018. Planning to target 1,400 families in urban area. The Shelter interventions should be attractive in regards to the donors, by having new approach focusing on gender and on rehabilitation. UNHCR requests partners for the rest of 2017, to re-plan to prepare themselves for 2018 activities. At the end of 2017, UNHCR will call for expression, to see which partners interesting to be an implementer partners for UNHCR for next year 2018.</p>	Vincent (UNHCR)	5 min



Meeting minutes			
Item	Discussion	Focal point/ Organisation	Time
2017 Work Plan	Some of the Shelter partners provided their feedback earlier. The 2017 Shelter Work Plan has been shared with the present partners of the Shelter working group. Some updates have been given on the plan and endorsed. Final draft will be shared with the minutes for final review.	Maysa (UNHCR) & All presented partners	20 min
AOB	Esraa has shared hard copies for the Handicap International EQUAL Access Monitor Magazine in Arabic and English with the present partners. Soft copies will be circulated along with the minutes.	Esraa (HI)	2 min
	It was requested by the Chair from partners to volunteer to prepare a brief presentation about their scope of work, targets, services, challenges, etc. The following agencies volunteered: <ul style="list-style-type: none"> • IOCC • INTERSOS • HELP • NRC (solar at schools) Presentations will be presented next meeting in May.	Vincent (NRC) & All partners	6 min
	It was agreed to conduct the meeting at early morning and have it from 09:00 – 11:00, instead of 14:00-16:00.	All partners	2 min
Useful links: Shelter Sector Portal page: http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=10 Shelter Dashboard: http://scs.raisunhcr.org/dashboards/Shelter.aspx			
Next meeting will be on Thursday 11th of April 2017 at 09hrs.			