

JORDAN REFUGEE RESPONSE

Inter-Sector Working Group

Meeting Minutes and Action Points
Sunday, 1 October 2017 • UNHCR Office, Amman



1. Update on JRP and 3RP

- Sector Coordinators actively participated in the three-day Jordan Response Plan workshop on 24-26 September to discuss sector response plans and project summary sheets. Coordinators shared how they categorized PSSs in their sectors, in accordance with the JRP guidelines.
- The Inter-Sector Coordinator briefed that her counterparts from five countries and the INGO representatives attended a regional 3RP meeting on 12-13 September. The 3RP is a two-year rolling plan; the regional deadline for initial inputs is 23 October.
- The Information Management Officer made presentations regarding the four issues on the inter-agency appeal process: (1) calendar, (2) roles and responsibilities, (3) criteria for review and (4) budgets. For further detailed information, please refer to the handouts distributed during the meeting. Relevant information for partners will be also included in the *ActivityInfo Step-by-Step Guide*.

2. AOB

- The annual Sector Performance Survey will be closed on 12 October.
- During the month of October, the quarterly Financial Tracking exercise and the analytical report writing will be conducted.

ACTION POINTS	RESPONSIBLE	TIMEFRAME
Send the reminder for invitation for the ActivityInfo training sessions	Coordination Associates	asap
ActivityInfo training sessions; Share the ActivityInfo Step-by-Step Guide	IM Team	asap
Share reminders for Sector Performance Survey	Coordination Associates	asap
Follow up sector partners for the 3 rd Quarter Financial Tracking	Coordination Associates	By 17 Oct
Draft the 3 rd Quarter Sector Analytical Report for Coordinators' review	Coordination Associates	By 20 Oct

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The next ISWG meeting will be held on Sunday 5 November at 2 pm in UNHCR EMOPS room.