

## Meeting minutes

Meeting Date	October 19, 2017
Meeting Time	10:00 – 12:00 pm.
Meeting Location	UNHCR: Executive Meeting Room
Purpose of Meeting	Monthly DTF meeting
Participants	<p>-UNHCR: <u>Maisa</u> (Disability FP), <u>Suzan</u> (FP disability officer at Azraq camp), <u>Shaden</u> (FP disability in Irbid), <u>Shatha</u> (Disability CS FP), <u>Laith</u> (FP disability officer at Zatari camp).</p> <p>-HI: <u>Yahoko</u> (Co-chair), <u>Amy</u></p> <p>-JICA: <u>Ritsuko</u></p> <p>-MPDL: <u>Maysaa</u> (Disability FP)</p> <p>IFH: <u>Maysaa</u> (Disability FP)</p> <p>Iam Human: <u>Yaseen</u> (Disability FP and TV presenter)</p>
Next Meeting	<b>10am-12am</b> on Thursday November 16, 2017

### **Agenda**

1. DTF 2018 ideas and focus areas
2. Update from members
3. AOB

### **1. DTF 2018 ideas and focus areas**

#### **❖ *Notes from DTF staff as gaps:***

- Less members and organizations attending DTF, especially from South. Recent continuous discussion on inclusion messages might have affected attendance. Need for practical tools (e.g. DTF guidelines in 2016 as a good example).
- Inclusion messages are good, but specific indicators and clear deliverables need to be set to measure progress.
- It is important to influence different sectors to mainstream disability but capacity building and promotion of specialized services is equally important. There should be a good balance.
- Availability of disability specific and mainstream services is uneven across the country; more in the north and Amman, and less in outside Amman (e.g. Madaba) and the south. Coordination and information sharing is better in camps but weaker in host communities, the south, etc. Service mapping and its regular update is needed to identify gaps and promote coordination

- There is a lack of different kind of social services for persons with disabilities. After identified as cases and received necessary rehabilitation services, people need further services such as education, livelihoods and recreation. Non-disability actors need to refer persons to disability specific services, and disability specific actors also need to refer persons with disabilities to various services to improve their quality of life.
- There are no tools to check the level of disability inclusion in proposals and reports
- There is a need for more frequent reminders from the chair to get agreed actions points done
- Lack the use of tools and mechanisms for updating the outcomes of the services between the services providers (Partners) after delivering the services to the beneficiaries through a monitoring questionnaire as an example to avoid the doubled services provided for the disabled Persons of Concerns.
- Lack of tools for implementing and measuring the proposals.
- The south area of Jordan is witnessing services shortage and less sectors presence working on the disability issues but in the contrary it is more focused and served in other areas inside Jordan such as Amman and the north areas.
- North areas of Jordan are identified to have more partners to work on the disability related services.

❖ ***DTF 2018 ideas, suggestions and the focus areas:***

DTF focal points in sector working groups

- The Chair/Co-Chair contacts DTF member organizations to update the list. The current list is outdated (e.g. turnover of JICA persons in charge) and there are no DTF representation in some WGs.
- DTF members disseminate inclusion messages and report back to DTF
- For more effective disability inclusion, DTF needs to work on advocacy at higher level (e.g. Sector Gender Focal Points Network , management of NGOs)

DTF membership and information sharing

- The Chair /UNHCR updates the DTF email list, taking balanced geographical representation and key stakeholders into consideration
- Members share useful and relevant information through the email list (e.g. updates from the government)

Development of practical tools and referral mechanism

- 1 pager checklist of key disability inclusion actions for DTF and working groups (e.g collect data of persons with disabilities; invite persons with disabilities to meetings, trainings, focus group discussions; include disability specific data in the project reports)
- Guidance note or “disability marker” for proposal and report writing (Note that Sector Gender Focal Points Network developed *Gender and Age marker*)
- Good practices of disability inclusion from different sectors. Short and precise information (1-pager) from the field will be a pragmatic advice and good inspiration for humanitarian actors

- Standardized and comprehensive referral pathways for persons with specific needs, not limited to urgent protection and rehabilitation, but also to various social services. UNHCR to check how RAIS can be modified in this regard. Note: Azraq camp initiated standardization of SOPs but faced challenges, because each organization uses different tool to identify and diagnose people.

#### Situation analysis → capacity building training

- All DTF members update the service advisory (pending action from previous DTF meeting) in order for DTF to identify service gaps in terms of type of services and geographical locations
  - DTF members collect information from each sector working groups they attend, in terms of availability of disability statistics, initiatives for disability inclusion, and report to DTF. Azraq camp made a good progress to identify activities that are inclusive for different type of impairments
  - Based on the identified gaps in inclusion and disability related actions in each sector, DTF develops action and capacity building plans for (selected) sector(s), and implement the plans. Set clear progress milestones and indicators to monitor progress.
  - DTF organizes and conducts a series of capacity building training on different topics, for humanitarian actors and CBOs, both at field and national level.
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- Inclusion messages to be followed up so they will be spread between the focal points easily.
  - Specialized and inclusion services are related and therefore they should be applied in parallel.
  - Yearly plans to be discussed, submitted and revised.
  - Partners to be well aware of the reporting processes so they can give an exact statistics as a way of evaluation.
  - Different members from south areas need to be present at the DTF meetings in order to share ideas and give possible suggestions to be applied. (Emailing list of organizations to be checked and updated). The gaps, names of the areas and the organizations to give services will then be easily to be identified.
  - Find methods to track the inclusion to be used on a field and national level.
  - Applying the sharing ideas concept which is one of the good mechanisms to be applied.
  - Alternative collectors to ensure good distributions of services.
  - Data collection, reporting and inclusion of a good practices from different locations.
  - Set a concrete guidelines and reports.
  - Suggesting ideas for the checklists to be used by each sector.
  - Capacity building for the focal points on procedures and criteria on identifying disability and the needed service.
  - Inclusion trainings for focal points and working groups.
  - Create a guidelines for proposal writings and reporting.
  - Involving disabled POC with everything related to them regarding, plans, policies and meetings to be applied for providing services and activities in terms of participating.
  - Addressing and identifying cases with disabilities who could be enrolled and provided with another kind of services such as; Education, Health and livelihood projects. (Need to Check on RAIS with Irene regarding those POC and the referral mechanism).

- Decentralizing and updating the services advisories on monthly basis in order to address the gaps and the areas to be focused on or services to be provide through the DTF meetings. (Updating to be done by Coordination unit).
- Updating the new focal points for different working groups.
- Refer to the agreements between the government and the organizations regarding the rights and the services to be provided for the disabled POC's.
- Coordination unit to be contacted to ensure adding some disability focal points to include them within the emails regarding DTF meetings and all issues related to the disability and services.
- Raising the issue of the CBO's capacity building.
- Sharing role models stories of a successful disabled POC's to be shared with others as an encouraging and participations tools.

## **2. Updates from members**

- I am a Human: working on rehabilitation activities and awareness raising. Using UNICEF Guidance on Including children with disabilities in humanitarian action as a reference
- JICA: looking for partner(s) to take over the sport activities by Syrian refugees with disabilities.

## **3. AOB**

N/A

**The next meeting will be at 10:00-12:00 on Thursday November 16<sup>th</sup> 2017 at UNHCR.**