

JORDAN REFUGEE RESPONSE

Inter-Sector Working Group

Meeting Minutes and Action Points
Sunday, 14 January 2018 • UNHCR Office, Amman



0. Introduction

New Inter-Sector Coordinator, Susana Boudon boudon@unhcr.org was introduced to the Inter-Sector Working Group members. She will start to chair the next ISWG meeting of 4 February.

1. Update on inter-agency appeal process within and in support of the Jordan Response Plan

- After the first draft of the JRP 2018-2020 was shared on 12 December, the Inter-Sector Working Group has worked to finalize the Inter-Agency Appeal to be in line with the JRP logical framework and the JRP budget ceilings per project/sector. As per the request from MoPIC, the Group has sent the 3RP matrix for Jordan's Inter-Agency Appeal to the Government of Jordan for their review.
- The Government of Jordan has also shared the advanced draft on 8 January and then the final draft on 10 January. As the final JRP budgets are sufficiently broad to include key interventions for the refugee pillar, it was not necessary to make major changes the Inter-Agency Appeal. (The updated 3RP matrix including recent minor changes will be shared with the Sector Coordinators accordingly.)
- On 18 January the JRP Platform meeting is scheduled to endorse the JRP 2018-2020, and the JRP 2018-2020 will need to be approved by the Cabinet.

2. 2018 Work Plan for the Inter-Sector Working Group

- As follow to the previous ISWG meetings in November-December and email requests, the Inter-Sector Coordinator has shared the final draft 2018 Work Plan with Sector Coordinators. Sector Coordinators are requested to provide comments by 21 January, if they would like to send final comments.

3. Information Management Updates

- The Information Management team is planning to organize the ActivityInfo monitoring and reporting database training session from 22 January to 24 January (catch up session on 29 January). Partners were requested to register their participation online. Sector Coordinators were requested to review the target for each project by 21 January.
- The Information Management Team has also shared that 2018 work plan for the Service Advisor, including (i) revising taxonomy for each sector, (ii) new training sessions for sector partners and (iii) new enhancement in the system.
- Sector Coordinators were requested (i) to provide their feedback on the updated taxonomy by 31 January and (ii) to continue encourage their sector partners to participate in the training session and continue to update their information on the system.

- The Information Management team introduced the new web portal. This will include the partners' components (email contacts, locations, etc.) which explains partners working in Jordan for the refugee response. In this relation, the Service Advisor will be used to update their sector partners' information on the new web portal.

4. 4th Quarter Financial Tracking System

- The Inter-Sector Working Group has started the Financial Tracking System for the fourth quarter. The partners were requested to provide their inputs by 18 January. The results will be available at the end of January.

5. 4th Quarter Sector Analytical Report

- Coordination Associates has started to draft the fourth quarter analytical report (i.e. documents including the information of the funding status, bar charts of key sector indicators, narratives of achievements, constraints and unmet needs foreseen for the next quarter).
- Sector Coordinators were requested to review the draft and endorse the final document, which will be uploaded to the interagency information sharing portal's sector page by the first week of February latest.

ACTION POINTS	RESPONSIBLE	TIMEFRAME
Send comments to the final Work Plan for the Inter-Sector Working Group to Susana Boudon boudon@unhcr.org	Sector Coordinators	21 January
Register participation in the ActivityInfo database sessions from 22 January to 29 January	Sector Partners	21 January
Review the targets for each project	Sector Coordinators	21 January
Send inputs for the 4 th Quarter Financial Tracking System	Sector Partners	18 January
Review and finalize the 4 th Quarter Analytical Reports	Sector Coordinators/ Coordination Associates	31 January
Provide feedback on the updated taxonomy for the Service Advisor	Sector Coordinators/ Coordination Associates	31 January
Request sector partners to participate in the Service Advisor session	Sector Coordinators/ Coordination Associates	31 January

Participant Name	Sector	E-mail
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The next ISWG meeting will be held on Sunday 4 February at 2 pm in UNHCR EMOPS room.