**Minutes of Meeting**

**Date: 6/2/2017**

**Location: Caritas Liban Office-Kobayath**

**Subject: Education Partners Meeting to prepare for the ALP round 4**

**Participants:**

ANERA, War Child Holland, Mouvement Social, Ana Aqraa, SCI, UNHCR, NRC, UNICEF (represented by Karim Rishani and Rasha El Masri), CARITAS (T5 and Akkar).

**Description:**

1. Karim confirmed the detailed information of the focal point of each education NGO (Name, Tel number, activities) - to be shared with all.
2. The placement test will take place by mid-February. It might be the 16th, at afternoon in order to make sure at least the children of 2nd shift schools will not set for the test. - Karim to confirm the date the soonest.
3. 2 ALP schools will be open at the placement test date: Bireh Mixed public school (#589) and Salam Mohamara mixed public school (#1389). – Sector partners to suggest new schools within 2 days, indicating the number of children that might show up.
4. Each NGO presented what she will do as activities for outreach. – Sector partners to share the outreach plan/area with Karim.
5. Transportation for the pre-test day and data sharing on KOBO:

* NRC: the data sharing commitment is not in place yet, therefore, NRC will not share the outreach data on KOBO. NRC will refer their own children to ALP and will provide them with transportation at the test day. NRC will do outreach for new children for ALP and coordinate with Caritas on transportation gathering points.
* SCI: they will not fill the data on KOBO. However, SCI started the outreach activities through 17 ROVs in Akkar, in addition to a 20 parent committees who will spread the word in all their surroundings. SCI will coordinate with Caritas for transportation: as it will be on a weekday, the ROVs could join children to the bus/ gather points. The ROVs will not have the data of children neither, but they know children of each outreach area. SCI will share the list of ROVs wit Caritas to coordinate on the test day.
* Ana Aqraa: they have one outreach worker for Akkar. They are using KOBO. They will coordinate with Caritas to provide transportation.
* Mouvement Social: they have on outreach worker for Akkar, other staff is supporting during the ALP and BTS. They will refer their own children to ALP. They will coordinate with Caritas for transportation. They need support in data entry on KOBO.
* WCH: they will refer the eligible children of PSS project to ALP. They will share within 2 days their number of volunteers and outreach area with Karim. They will be using KOBO. They will communicate with Caritas for transportation.
* ANERA: they didn’t decide yet if they will provide transportation or not on the test date. They need support for data entry on KOBO.
* Caritas: they have 8 outreach workers and 7 staff supporting in outreach activities. They have an ongoing outreach activities since September 2016. All data shared on KOBO. They will follow up with UNICEF and all the partners to get early the data and start calling and providing transportation for who needed.

1. Partners to share the outreach plan with Karim within 2 days. Caritas and ANERA to fill the gap.
2. Caritas will provide transportation if needed in the PRE-Test day and refreshment (Water and croissant). They will have an organizational role during the ALP pre-test.

Thank you