



<b>Date/time/venue</b>	Sunday, 2 June 2019, 11:00-13:00 UNHCR EMOPS Conference Room
<b>Attendees</b>	ISWG Coordinator / UNHCR Inter-Agency Coordination Unit, UNHCR Deputy Representative, UNHCR Assistant Representatives for Protection and Operations, Basic Needs (UMR), Education (UNICEF, RI, SC), Health (UNHCR), Protection (UNHCR), SGBV (UNHCR), Livelihood (UNHCR), and Shelter (UNHCR).

## Meeting Note and Action Points

### 1. Jordan Humanitarian Funds (JHF)

Many partners are inquiring about the JHF selection, and the chair briefly updated that OCHA is beginning to contact the partners and explained that the delay was caused by extending the deadline for project submissions to accommodate the requests from partners. Partners are soon to be contacted by OCHA in the coming days.

### 2. Briefing on the reporting requirements and current status

The chair emphasized the importance of timely and accurate reporting, which is our accountability to donors, government, and the regional office, to ensure the most effective planning and follow-up. While it is already being done in some sectors, the Inter-Agency Coordination Unit offered to come to sector meetings, when needed and prior to reporting deadlines, to brief the sector members on the reporting products and to answer any questions. Due to turnover of some sector leads, the list of reporting requirements and products was explained again, after which the pending reports from each sector were highlighted for attention.

While the reporting products were being explained, it was highlighted that the Sector Matrices are reflections of the ActivityInfo, which has been designed to increase the readability for donors, the government, and the regional office. The Sector Matrices are categorized by sectors and include the comprehensive information of the whole 3RP planning figures.

Sector leads were requested to share any concerns or challenges with regards to coordinating under the resilience pillar as there is a critical gap of coordination leadership, of which UNHCR is currently filling. The feedback from the sector leads will be used for discussions to strengthen the coordination of the resilience pillar. A resilience-focused meeting was suggested to dedicate the time for further discussion.

Sector leads were also requested to share any challenges regarding the coordination and the reporting system to work together to increase the effectiveness and to address any gaps. The chair will also review how the reporting requirements can be consolidated to increase efficiency.

Action Points	Responsible	Timeframe
The sector coordinators to complete and submit the pending reports.	Sector Coordinators	ASAP
Chair to review how some reporting requirements can be consolidated.	Chair	ASAP

### 3. AOB

**The next ISWG meeting will be held on 7 July 14:00-16:00.**

**Table 1: Status on sector's submission for 3RP reporting purposes**

Reporting / Deadline	Basic Needs	Education	Food Security	Health	Livelihoods	Protection	Shelter	Wash
<b>Sector Matrices</b> 15 February 2019	Done [Agency breakdown]	Pending	Done [Agency breakdown]	Done	Pending	Pending	Done [budget revision]	Done [budget revision]
<b>ActivityInfo Planning</b> 15 March 2019	Done [budget revision]	Done [budget revision]	Done [budget revision]	Done	Done [budget revision]	Done [budget revision]	Done [budget revision]	Done [budget revision]
<b>Financial Tracking</b> 25 April 2019	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
<b>ActivityInfo Monitoring</b> 15 March 2019	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
<b>MEB* for VAF</b> May – June 2019	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
<b>Regional Indicators</b> 11 April 2019	Pending	Pending	Pending	Done	Pending	Pending	Pending	Done
<b>ISWG Quarterly sector dashboards</b> Q1 of 2019 15 <sup>th</sup> of each month	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending
<b>Services Advisor Taxonomy</b> March - April 2019	Done	Done	Done	Done	Done	Done	Done	Done
<b>ISWG Monthly updates</b> March and April 2019 10 <sup>th</sup> of each month	Done	Done	Pending	Pending	Done	Pending	Done	Done
<b>TOR/Work Plan</b> 2019	Both shared	Shared/Pending	Both shared	Both shared	Shared/Pending	Shared/Pending	Pending/Shared	Both shared