MINUTES OF MEETING - WASH SECTOR TECHNICAL WORKING GROUP
ERBIL – KURDISTAN / 27 FEBRUARY 2014

Venue: Directorate of Surrounding Water, Erbil

Participant: ACF, KURDS, DRC, UNHCR, Save The Children, DoSW, WHO, Relief International

Absence: UNICEF

Chairing: Adam THOMAS, WASH SECTOR Coordinator UNICEF
Mobile phone: +964 (0) 7809264824 / Email: wash.coordination.iraq@gmail.com

Agenda:
- Welcoming and objectives of the meeting
- Follow up of actions points from previous meeting
- WASH Sector coordination updates
- WASH Key sector indicators
- Round table partner

Review of Action Points

<table>
<thead>
<tr>
<th>Previous Action Points</th>
<th>Responsibility</th>
<th>Deadline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elaborate a matrix of for needs and capacity of hygiene kits distribution for the KRG response</td>
<td>WSC (WASH Sector Coordinator) and Save the Children</td>
<td>27/12/2013</td>
<td>Done</td>
</tr>
<tr>
<td>Sharing the updated layout and sit planning maps with the WASH actors</td>
<td>UNHCR</td>
<td></td>
<td>Done</td>
</tr>
<tr>
<td>Create/update WASH profiles of the 4 camps of Erbil governorate</td>
<td>WSC</td>
<td>13 March 2014</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

Action Points

<table>
<thead>
<tr>
<th>Action Points</th>
<th>Discussion points/Decision/Action</th>
<th>Responsibility</th>
<th>For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share the updated 5Ws table and the Sector Indicators with partners</td>
<td>To facilitate the use of new 5W reporting format, sector will transfer data for camps to the new table and partners will use this to report. Format for the WASH sector indicators will be developed and shared with partners. First reporting on the sector indicators will be for February.</td>
<td>WSC</td>
<td>5 March</td>
</tr>
<tr>
<td>Seek clarification from UNICEF on the issue of delays in handover to government counterparts</td>
<td>Delays in handover can result in gaps in O&amp;M</td>
<td>WSC</td>
<td>13 March</td>
</tr>
<tr>
<td>Share the hygiene kits and equipment matrix.</td>
<td></td>
<td>WSC</td>
<td>5 March</td>
</tr>
<tr>
<td>Form IDP and NonCamp TWG</td>
<td></td>
<td>WSC</td>
<td>5 March</td>
</tr>
</tbody>
</table>

Summary of the sessions

Session | Summary
---|---
Emergency Response Fund | Preliminary recommendation have been made with each individual organization being contacted. (FRC, PWJ, PU-AMI, Harikar, KURDS). At this stage positive feedback to all WASH proposal, however, final official notifications have not been issued. Thanks to all participating partners, including the DOH. The consultant is working very hard and
### WASH Baseline

We expect a draft report by the 9th March. It will be shared to participating partners for comment. A final report will follow, as well as a presentation.

### Equipment/hygiene kits Matrix

Need to improve the planning and tracking on HK. Sector will ensure to include HK matrix as part of monthly reporting, compile for all and share it back to partners for planning purposes.

Equipment needs matrix should also be updated as it has been a few months. WSC will circulate.

All these documents will be shared on the drop box.

### Monthly reporting, WASH Camp Profiles

For 5W reporting, agreed that we will continue to compile data at the camp level by the focal points. Focal points, will then submit to the Sector Coordination team (adam and atheer) for compiling. Deadline for submission to the sector is the 10th of each month.

The Sector will compile and share with partners by the 15 of the month. The information will be used to identify gaps, regional and country level reporting and to update WASH camp profile. The Sector will take the responsibility to update WASH camp profiles. It will be shared by to each partner and be put on the dropbox, and if possible, the portal.

### O&M

The main issue around operations and maintenance centers around the “dead-time” from the end (completion of project) and the handover to government. There have been many of these gaps and O&M has become an issue. If this is a procedural reality then how can we better plan for these gaps.

In terms of O&M, if there are some emergency O&M situation, ACF has a rapid response mechanism, however, this is really mean to address emergency issues not arising from lapses in planning.

### Sharing Action Plans between partners

It would be helpful for partners to share their plans/strategies with other partners. It is particularly important for the larger actors, Govt, UNHCR, UNICEF to share with NGO partners, but also visa versa.

The Sector should also develop its plan (maybe for the rest of the year, with a focal on benchmarks for the next 6 months).

### Policy on Hot Water.

There is no consensus or generally agreed upon approach to the provision of hot water. It is becoming less of an issue as we pass the winter month, but an agreed upon approach is still valid and should definitely be in place before the next winter.

### IDP and Non Camp

Preliminary contingency planning has been done. Need for more emphasis and clear planning. Should form technical working groups to detail out clearer way forward.

### Closure of the meeting

Next meeting to be confirmed