



SHELTER WORKING GROUP MEETING

Syrian Refugee Response in Jordan

Meeting Location	UNHCR Office- GCR Room	Meeting Date	6th June, 2018
Chair Person	Vincent Dupin & Elias Jourdi	Meeting Time	09:00 -10:05
Minutes Prepared by	Maysa Saeidi		
Purpose of Meeting	Shelter Working Group Monthly Meeting		
Next Meeting	12 July 2018 at UNHCR @09:00		

Attendance				
No.	Name	Agency	Mobile	Email
1	Osama Daibes	IOCC	0777794459	odaibes@iocc.org
2	Wala`a Karasneh	Habitat For Humanity International	0796161809	wkarasneh@hfhme.org
3	Abed Lahmouni	Habitat For Humanity International	0780090251	alahmouni@habitat.org
4	Luca Sangalli	INTERSOS	0796928737	bn.jordan@intersos.org
5	Annette Nuguet	ICMC	0797591047	nuguet@icmc.net
6	Shada Qahoush	NRC	0770497953	shada.qahoush@nrc.no
7	David Hattar	NRC	0777963674	david.hattar@nrc.no
8	Elias Jourdi	NRC	0798966385	elias.jourdi@nrc.no
9	Vincent Dupin	UNHCR	0796466523	dupin@unhcr.org
10	Harry Brown	UNHCR	0792936283	brownha@unhcr.org
11	Mais Alsuradi	UNHCR	0795568993	malsuradi@iocc.org
12	Maysa Saeidi	UNHCR	0797412943	saeidi@unhcr.org

Summary of Action Points		
Item	Action point	Focal Point / Organization
1.	To share Shelter data (both baseline and house visits) for the MEB.	Harry (UNHCR)
2.	To discuss the MEB during next WG meeting in July.	All partners
3.	To share the HLP old and reviewed document with the WG.	Maysa (UNHCR)
4.	To share the "A Guide to Regulations governing Upgrading and Construction of Residential Properties in Irbid" developed by NRC. https://data2.unhcr.org/en/documents/download/39893	Maysa (UNHCR)
5.	To share the "General Guidance on Landlord and Tenant Responsibilities" developed by NRC.	Shada (NRC)
6.	To share the CFR Annexes: (1) Lease Agreement Template (2) Post activity monitoring guidelines.	Shada (NRC)



Meeting minutes			
Item	Discussion	Focal point/ Organisation	Time
Introduction	Round table introduction from all partners present.	All present partners	1 min
Minimum Expenditure Basket (MEB) & Refugee Assistance Information System (RAIS) presentation	<p>A presentation about “MEB & RAIS” has been shared with the present partners of the Shelter working group.</p> <p>The presentation has two parts:</p> <p>(1) The Minimum Expenditure Basket MEB Is a calculation done every year, to establish the water cost for receiving refugees at the camps on monthly basis. It is a voluntary tool. There is two baskets; Survival Minimum Expenditure Basket and Minimum Expenditure Basket.</p> <p>It was requested from the Shelter WG members to have a volunteer to produce the 2018 MEB update. The volunteer will be working closely with Harry on:</p> <ul style="list-style-type: none"> • Review existing guidance note & methodology • Recommend changes within the working group if required • Update costing from information sources • Review total costs with working group • Update guidance note <p>It was agreed to discuss the MEB next working group meeting in July.</p> <p>(2) Refugee Assistance Information System RAIS This system is about how the assistance is recorded and coordinated. Shelter assistance types should be identified in RAIS. (Cash for rent). Shelter partners encouraged to review the assistance reported in RAIS for Shelter Sector Coordinating assistance on: https://www.unhcrmenadagdata.org/RaisLebanon/login.aspx</p> <p>For access to RAIS, please contact: Harry Brown, UNHCR brownha@unhcr.org 0792936283</p>	Harry (UNHCR)	25 min
Housing, Lands and Property HLP SOPs	<p>In May, a group of the Shelter WG partners; (INTERSOS, IOCC, Habitat for Humanity, Help, NRC, JOHUD and UNHCR) have met to review the HLP. All inputs were compiled and shared with participant partners but have received no comments. The draft shared with the present partners, and discussed. It was agreed to collect the annexes:</p> <ul style="list-style-type: none"> • NRC “A Guide to Regulations governing Upgrading and Construction of Residential Properties in Irbid”. • NRC “General Guidance on Landlord and Tenant Responsibilities”. <p>After sharing all the documents for a final review by all partners, the SOPs to be endorsed next meeting in July.</p>	Luca (INTERSOS), Elias (NRC), & Annette (ICMC)	10 min



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Revised Cash for rent (CfR) Technical Guideline	<p>The CfR SOPs, has been revised last year.</p> <p>The guidelines had a significant changes last year in terms of standards, Currently “Cash for rent” services is provided by NRC, INTERSOS, HELP, Caritas and ICMC.</p> <p>Minimal changes would be done to the SOPs this year.</p> <p>The following points to be updated:</p> <ul style="list-style-type: none"> • 2018 updated figures + updated findings from UNHCR/NRC report • Level of assistance (based on 2108 MEB) • Add the annexes: (1) Lease Agreement Template (2)Post activity monitoring guidelines <p>Guidelines to be endorsed next Shelter WG meeting in July.</p>	Annette (ICMC), Luca (INTEROS) and Elias (NRC)	10 min
AOB	<ul style="list-style-type: none"> • JHF proposals INTEROS concerns on the transparency of the proposals review. As per OCHA requirements, the proposal reviews done on early May, the review panel includes; the sector chairs, local NGO, International NGO, Gender Focal and OCHA representative. During the ISWG meeting with the presence of OCHA and the sector lead, all priorities were decided The Shelter/Protection/Basic Needs call priority was “Eviction monitoring and response targeting Syrian refugees in the northern governorates and Amman and surrounding governorates”. <p>The Technical review Committee was chaired by Protection. Two proposals were evaluated and scored by the technical review committee early May. Recommendations and scoring have been shared with OCHA for final results/outcomes.</p> <ul style="list-style-type: none"> • Shelter WG partners leaving: • The Shelter WG Co-Chair; Elias Jourdi (NRC) is leaving Jordan by end of June. Shada will be replacing Elias until NRC recruit a replacement. • Annette Nuguet (ICMC) and Luca Sangalli (INTEROS) are leaving their agencies as well and the WG. <p>Thanks for all for your great support and intervention.</p>	Luca (INTEROS) and Elias (NRC)	10 min



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Useful links:			
Shelter Sector Portal page: http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=10			
Shelter Dashboard: http://scs.raisunhcr.org/dashboards/Shelter.aspx			
Service Advisor: http://jordan.servicesadvisor.org/			
Indicator Dashboard: http://scs.raisunhcr.org/dashboards/indDashboard.aspx			
ActivityInfo: https://www.activityinfo.org/			
ActivityInfo Partners Focal Points			
Agency	Name	Email	Mobile
Caritas	Laith Bsharat	laithb@caritasjordan.org.jo	
ICMC	Ghalia Rawashdeh	rawashdeh@icmc.net	0779711434
INTERSOS	Wa'el N. Twal	me.jordan@intersos.org	0798424029
NRC	Shahd Mehiar	shahd.mehiar@nrc.no	0790052654
Help	Sarah Mashal	mashal@help-ev.de	0797204986
Habitat for Humanity	Fadi Ladaa	fadiladaa@habitatjordan.org	0798645457
IOCC	Osama Daibes	odaibes@ioccc.org	0777794459
UNHCR	Maysa Saeidi	saeidi@unhcr.org	0797412943
Next Meeting will be held on Thursday 12 July at 09:00 am at UNHCR.			