

INTER-AGENCY COORDINATION MEETING: SSSWG

MINUTES

SEPTEMBER 28, 2018

09:30PM - 11:30PM

HCR KAMPALA CONFERENCE ROOM

MEETING CALLED BY	PHOEBE GOODWIN – SECTOR WORKING GROUP CO-CHAIR
TYPE OF MEETING	SITE PLANNING, SHELTER AND NFI SECTOR WORKING GROUP (SSSWG)
FACILITATOR	PHOEBE GOODWIN
NOTE TAKER	PHOEBE GOODWIN
ATTENDEES	See Attached List

Discussions

AGENDA ITEMS	
	<ol style="list-style-type: none"> 1. Introduction and welcome to CRS as new Co-Chair. 2. Revised SSSWG 5W Matrix and process for 2018 Quarter 3 submissions. 3. Presentation by Save the Children on their Response Innovation Lab in Uganda. 4. Presentation by LWF on GIS mapping. 5. Presentation on the MEB by Jimena Peroni (CashCap deployee to Cash WG) 6. Vetting process for 2019-2020 RRP agency submissions. 7. AOB.
ITEM 1.	<p>Introduction and welcome to CRS as new Co-Chair.</p> <p>Established in 1943, the US headquartered INGO Catholic Relief Services (CRS) has been newly appointed as the SSSWG co-chair, alongside OPM and UNHCR. With a continuous operational presence in Uganda since 1965, CRS bring a wealth of global expertise and leadership in shelter and settlements for humanitarian and development relief. CRS is particularly active in the Shelter and NFI Cluster, with coordination and support roles in many operations to date, such as Nepal, Bangladesh, Iraq, Fiji and the DR Congo.</p> <p>CRS Country Representative, Niek de Goeij, brings 10 years of shelter and settlement experience and arrived in Uganda 2 months ago after several years in the Mali operation.</p>
ITEM 2.	<p>Revised SSSWG 5W Matrix and process for 2018 Quarter 3 submissions.</p> <ul style="list-style-type: none"> - For UNHCR-funded activities (including partial funding), decentralized data submissions by field-based SSSWG focal points in UNHCR to Sector WG Leads. - For non-UNHCR funded activities, centralized data submissions by agencies to Sector WG Leads. - Information to include = accumulated progress since start date of activity until end of September 2018. - Deadline for submissions = 3rd October 2018. <p>Feedback from participants:</p> <ul style="list-style-type: none"> - It is important to ensure that all agencies providing data have the ability to validate the figures before the information is made public (i.e. uploaded on ugandarefugees.org). - No objection to narrowed definition for “improved settlements” due to difficulty to quantifiably measure such a vague indicator. <p>REMINDER: Certain activities tracked through other sectors will be added to the “improved settlements” indicator and simply not recorded in the SSSWG 5W to avoid agencies having to enter the data twice. These activities include all construction for educational sites and communal WASH facilities.</p>
ITEM 3.	<p>Presentation by Save the Children (StC) on their Response Innovation Lab in Uganda</p> <p>BACKGROUND FROM StC: In 2017, Save the Children, World Vision, Oxfam, George Washington University, and CIVIC (a social entrepreneurship network stemming from Impact Hub) joined to launch the Response Innovation Lab (RIL) initiative: https://responseinnovationlab.com/. Save the Children Uganda is the lead organization for the establishment of a new country hub for the Response Innovation Lab.</p> <p>This initiative differs from other labs in that it is strictly field-based and geared to spur innovation for immediate application and iterative testing during and emergency response. The lab is an inter-agency, cross-thematic, multi-sectoral space for various actors to join forces and resolve some of the fundamental barriers to humanitarian innovations that have hampered the sector thus far. These barriers include a propensity to develop solutions far away from the field level, a lack of close collaboration between private and non-profit actors, an absence of</p>

opportunities to consider ideas outside of traditional technical silos, and a gap in the volume and quality of evidence to support scale-up of pilots.

An effort to respond more efficiently and effectively and increase impact is highly justified in Uganda considering the complex humanitarian crisis resulting from the refugee influx on a backdrop of low development indicators and pervasive humanitarian challenges, the high probability of this crisis to become protracted, and the limited funding available. Moreover, Uganda, with the progressive view of the Government on hosting refugees, the blooming scene of social businesses and for-profit start-ups, and the rapid expansion of new communication technologies and digital payment models, is an excellent testing ground. The aim of the lab will be first and foremost to help local and international actors develop or adapt solutions for the unique challenges that Uganda is facing.

Key points from presentation:

- RIL's M&E toolkit, as well as ethics framework is funded by the Humanitarian Innovation Fund.
- RIL supports innovation that is not just technology-driven. Example of such non-technology innovation that was disruptive (although not supported by the RIL): the community based management approach to reduce malnutrition.
- The innovation does not need to be complex. For example, an Ebola risk reduction project involved the simple lamination of factsheets that are dipped in chlorine before and after being shared between medical patients.
- The "Convene" function has already been activated in Uganda with the eco-systems mapping of innovators by sector, as well as challenge mapping (beyond one sector – how to address core challenges of delivering humanitarian assistance in Uganda?), using the Canva online map maker.
- There will be a "Convene" event at the end of October 2018 to present these mapping efforts. Agencies are encouraged to attend in order to provide feedback and workshop the next steps to tackle some of these challenges.
- StC's RIL in Uganda has received the following feedback from WG meetings and bilateral discussions with agencies;
 - How to maximize the use of 30m x 30m shelter plots allocated to each household?
 - Why do different actors provide different sim cards for mobile money support?

Feedback from participants:

- Will RIL grow in Uganda? Each country team has a different approach. For now, it is StC (funded by Denmark) and will try to work at least from Kampala and from a minimum of one field location (TBC).
- SSS-related challenges in Uganda to consider;
 - How to improve waterproofing and weather-resistance of mud brick construction without adding non-biodegradable materials (such as cement)?
 - How to reduce the problem of unseen open defecation that occurs far away from road-side infrastructure and habitation?

Clear need to create a **sub-sector shelter technical taskforce (TWIG)** to focus on the following;

- improve the semi-permanent shelter designs and standards that can feed into the revised draft shelter strategy
- dialogue/debate to share current approaches, challenges and lessons learnt between shelter actors on the ground.

ITEM 4. Presentation by LWF on GIS mapping.

Faith Kirungi (GIS officer, LWF) gave a presentation about their programming tool on ArcGIS, used to map and track their multi-sectoral interventions in Uganda. The link is shared with donors to keep them updated on LWF's progress. There are some protection concerns with the use of geo-referenced "PSN" labels for household shelter construction – UNHCR is following up on this matter.

LWF is encouraged to integrate its 'sharable' data with OpenStreetMap (OSM), given the amount of multi-agency and multi-sectoral data in 'real-time' that OSM holds for the Uganda operation. This would be of great benefit to LWF's programming too.

ITEM 5. Presentation on the MEB by Jimena Peroni (CashCap deployee to Cash WG)

The MEB (Minimum Expenditure Basket) is about setting a cost value to the minimum household needs of refugees on a monthly/seasonal/one-off/top-up basis. It does not mean that the items/assistance factored into the MEB will be provided through cash-based support across all settlements. Due diligence feasibility analysis at settlement level needs to take place.

The Cash Working Group is strengthening the **MEB Task force (TF)** to speed and finalize the validation process, aiming to be inclusive, transparent, owned and evidence based within the agreed timeline to inform multi sector programming in the Uganda Refugee Response. This will require a dedicated **TF member** from the **SSSWG** who will need to volunteer a % of their time to:

- Bring expertise to the MEB in the topics of shelter, NFI and analysis
- Support the linkage between SSSWG and CWG
- Support to review (or input) the sector rationale, sector analysis and sector-related items

- Participate in the TF meetings and be willing to have an active role in the assigned tasks decided at TF meetings at agreed timeline.
- Work closely with CashCap, who is accountable to the CWG
- Co-facilitate the MEB Validation Workshop (proposed dates by mid-December, if possible).

Feedback from participants:

- Needs vary from person to person and can the MEB accommodate that? The MEB initiative does not carry out tailored assessment but it is based on existent assessment results to tailor the MEB accordingly. Thus, the more needs assessments completed (e.g. expenditure trends, labour market studies etc.), the more accurate/appropriate the MEB can be for beneficiaries. Uganda's MEB is currently using more of a 'rights-based' approach rather than 'expenditure-based'. Any MEB should analyse as much available data as possible on the reality of beneficiary expenditures and needs.
- Is there a risk that the MEB may be used as a programming tool for actors to reduce their response levels, especially in food security? How can it be used as a programming tool? The MEB, as an estimate of economic vulnerability can be used to profile populations to inform targeting and outcome monitoring to set thresholds for future programming.

Cash Working Group links:

- Google Drive [here](#) - live tool so please feel free to upload or send via email to Jimena (jimena.peroni@wfp.org) any key assessments or post-distribution monitoring reports for the task force to review and consider in the MEB rollout process.
- Presentation to SSSWG [here](#)
- Recent presentation to the CWG [here](#) (overview of deadlines and the whole MEB process including how it is linked to programming).

ITEM 6.	Vetting process for 2019-2020 RRP agency submissions.		
Please see meeting presentation attached separately. Date of SSSector vetting process is 2 nd October 2018. The invited vetting group comprise sector leads (OPM, CRS and UNHCR), the Inter-Agency Coordination Unit and UNHCR Programme colleagues.			
ITEM 7.	AOB		
<p>1. Humanitarian OpenStreetMap Team (HOT) information products:</p> <ul style="list-style-type: none"> - General Leaflet on how OpenStreetMap tools can be used across sectors and agencies. - Education leaflet on Schools, Youth Education and Vocational Training is attached separately. <p>2. Regularize SSSWG meetings – agreed to make it the first Monday afternoon of every month (except October). Venue will alternate between UNHCR and CRS offices (plus any other SSSWG members willing to host a meeting).</p> <p>3. Should the WG's name change from "Site Planning, Shelter + NFI Sector" to "Shelter, Settlements + NFI Sector"?</p>			
NEXT MEETING	5 November 2018 – exact time and venue TBC		
ACTION ITEMS	RESPONSIBLE	DEADLINE	STATUS
Send to SSSWG the meeting presentation, draft minutes (MoM) and all meeting-related presentations (unless embedded links in MoM).	Phoebe Goodwin (PG)	30 September 2018	COMPLETE
Send comments/corrections to draft MoM.	Meeting participants	5 October 2018	NOT STARTED
Upload final version of MoM, meeting presentation + public presentations (pending approval from authors) to the portal.	Phoebe Goodwin (PG) + meeting presenters	5 October 2018	NOT STARTED
Create a sub-sector Shelter Technical Taskforce.	Sector Chairs + interested members	31 October 2018	NOT STARTED
Determine a MEB TF member from the SSSWG.	Sector Chairs	5 October 2018	INITIATED
Create a sub-sector MEB group to report to the MEB TF member.	Sector Chairs + interested members	31 October 2018	NOT STARTED
Investigate if it is possible to change Sector's name from "Site Planning" to "Settlements".	Sector Chairs	5 October 2018	INITIATED
PENDING ACTION ITEMS	RESPONSIBLE	DEADLINE	STATUS
SSSWG + WASH WG Sector Leads to brainstorm how to improve coordination on SP PSN construction works + centralized data collection for NFIs between 2 sectors.	Sector Chairs + WASH WG Chair	ASAP	INITIATED
Call for a meeting to finalise the shelter advocacy note to donors with the annexed costed table of raw materials per area.	Sector Chairs + interested members	12 October 2018	INITIATED
SSSWG members to please send Sector Lead any shelter or NFI assessments, reports, studies +/- research.	ALL	ASAP	INITIATED