



<b>Date/time/venue</b>	Sunday, 7 April 2019, 14:00-16:00 UNHCR EMOPS Conference Room
<b>Attendees</b>	ISWG Coordinator (UNHCR Inter-Agency Coordination Unit), Basic Needs (CARE), Education (Save the Children), Food Security (WFP), Health (UNHCR), Livelihoods (UNHCR), Reproductive Health (UNFPA), Shelter (NRC), SGBV (UNFPA), WASH (OXFAM), VAF RAIS Coordinator (UNHCR), Sector Gender Focal Point in Basic Needs (Action Against Hunger), OCHA.

## Meeting Note and Action Points

### 1. 2019 VAF Population Study

The VAF RAIS coordinator presented on the overview of the 2019 VAF Population Study, which is going to be launched on 14 April 2019. VAF aims at having a shared and consistent profile of vulnerability for Syrian refugee households, which enables monitoring of changes in vulnerability over time, in order to target assistance in a more efficient and equitable manner based on the application of common vulnerability criteria. Key findings included the following points:

- Although the majority of VAF indicators showed minimal changes, the indicator of health access suggested significant increase in the health costs;
- Gender of head of household can affect some vulnerabilities such as the proportion of food consumption to its expenditure and the ratio of education expenditure;
- Median income from employment was below the Minimum Basket Expenditure for every sector of the economy;
- Approximately two thirds of the surveyed population had debts, which often come from paying rent;
- Five percent of the child population was identified as working children.

Sector coordinators were recommended to start looking at the existing data and to think of what follow up questions could be researched based on the 2019 VAF Study.

### 2. Jordan Humanitarian Funds (JHF)

The JHF focal point from OCHA updated on the 1st allocation of 2019, having provided sector coordinators with key information on the project submission such as the focus on people with specific needs in proposals. Furthermore, the coordinators including their partners in the selected sectors, namely Health, Protection, Shelter and WASH, are invited to a Q&A session on 8 April at OCHA to ask any questions and to discuss the 1st allocation. The project submission is open until 16 April, and the selection process, including the technical review, will take place from 17 to 30 April. The guideline on the technical review is going to be shared with the sector coordinators soon.

Action Points	Responsible	Timeframe
The chair to inform sector coordinators of the Q&A session on the JHF 1st allocation of 2019 at OCHA on 8 April	The chair	ASAP
The chair to share the guideline of the technical review with sector coordinators	The chair	Once shared by OCHA

**3. Gender Mainstreaming as Good Practice in Basic Needs Sector**

A Sector Gender Focal Point (SGFP) from the Basic Needs Sector shared her experience of promoting the gender mainstreaming including the GAM implementation in her sector to emphasize the SGFP’s role and to call for the support of all sector coordinators to their SGFPs. She recommended the sector coordinators to appoint SGFPs, if not done already, and to actively support them by encouraging and engaging them to in sector meetings and activities. The chair also requested sector coordinators to appoint new SGFPs by the next SGFP network meeting in May. It was highlighted that active members who have considerable interest in gender issues would be better suited. Furthermore, it was noted that there is a need for an induction session for the new SGFPs to develop their understanding of SGFP network.

Action Points	Responsible	Timeframe
Sector coordinators to appoint SGFPs in their sectors and support them to ensure gender mainstreaming including the GAM implementation	Sector coordinators	ASAP by May
The chair to prepare an induction session for new SGFPs	The chair	By 2 May

**4. New Way of Working Together in ISWG**

Considering the recent staffing change within the Inter-Sector Coordination structure, the chair shared a new way of working together in ISWG with sector coordinators. She identified and briefed several key areas of issues such as information sharing, reporting, and accountability of sector coordinators. It was suggested that while continuing and enhancing the quality of information sharing, the Inter-Sector Coordination can support sectors by directly collecting information from their partners to ensure timely reporting. In addition, sector coordinators are requested to attend all ISWG meetings to ensure their accountability and to not miss important opportunities provided, such as being involved in the JHF allocation process. They are also reminded to provide brief updates in the ISWG meetings and to share and exchange good practices and ideas.

Based on the ideas and suggestions given by the chair, sector coordinators shared their opinions:

- Collecting information from partners is indeed a difficult task for sector coordinators, and the support from the Inter-Sector Coordination is welcome and appreciated;
- While administrative support from Coordination Associates are important and necessary, they should not only provide administrative tasks in sector working groups but also deeply understand the structure of sector working groups by being fully engaged in its activities;
- If sector coordinators are not attending ISWG meetings and fulfilling their responsibilities, the issue should be raised to a higher level (i.e. UNHCR Representative and the head of office of the sector coordinator), and new coordinators should be requested and selected to ensure the accountability.

Action Points	Responsible	Timeframe
Sector coordinators to contribute the ISWG agenda and provide regular updates in the ISWG meetings to exchange good practices and ideas	Sector Coordinators	Regularly
Sector coordinators to share their 2019 work plan with the chair	Sector coordinators	ASAP
Sector coordinators to share the problems they are facing on the delay of reporting in order to find a way to solve the issue	Sector coordinators	Regularly
The chair to continue to tackle the issue of problematic MoPIC approval process	The chair	Regularly

**5. AOB**

- Thanks to a long advocacy process with the scheme of Multi-Donor Account, a policy change on health, which will minimize the cost of access to the health system, is happening in coming two or three weeks.
- The project approval process was raised as an issue, which takes a long time with a lack of transparency.
- Sector coordinators were requested to make sure that the amount of funding received on the 3RP, specifically secured by UNHCR, UNICEF and WFP, is correct.
- In order to launch the 2019 Minimum Expenditure Basket, some sectors including Basic Needs, Shelter and WASH are starting to collect data, and the remaining sectors also need to launch the process.

**The next ISWG meeting will be held on 5 May 14:00-16:00.**