



Date/time/venue	Sunday, 5 May 2019, 14:00-16:00 UNHCR EMOPS Conference Room
Attendees	ISWG Coordinator (UNHCR Inter-Agency Coordination Unit), Information Management Officer (UNHCR), Basic Needs (UNHCR), Education (UNICEF, RI), Reproductive Health (UNFPA), Livelihoods (UNHCR), SGBV (UNFPA), and WASH (OXFAM).

Meeting Note and Action Points

1. Jordan Humanitarian Funds (JHF)

The ISWG coordinator updated on sectors' status of the technical review and the project selection process of JHF. The JHF-related sectors, including Child Protection, SGBV, Health, Shelter and WASH, were strongly advised to form a technical review committee as soon as possible if not yet done in order to properly make the selection of submitted project proposals by the deadline, which is 13 May. It was noted that members of any organization who submitted a project proposal should not be a part of the technical review committee to ensure the fairness of the project selection process.

Action Points	Responsible	Timeframe
The chair to send an email to the sectors to form a technical review committee and to make the selection of submitted project proposals.	Chair	ASAP

2. Update from each sector on activities and issues of concern

The updates were shared from sector coordinators as follows.

Livelihoods

The livelihoods sector coordinator updated on the sector work plan, which was discussed during the March meeting and will be finalized soon. Furthermore, the sector is planning to appoint gender focal points with the support of the ISWG coordinator. Sending out a call for nomination of gender focal points to the sector members was suggested as a potentially good way to move forward.

Basic Needs

The Basic Needs sector coordinator shared with participants that the review of the different cost points for the annual Minimum Expenditure Basket (MEB) survey has finished. Sector coordinators were requested to do their own review of the sector reference points that was used for the MEB by drawing on the 2017 MEB guidance note, which include the full description of reference points 2017. It was noted that the sector leads are responsible for this process. Once the review of reference points is done, the sectors will proceed with the costing for the 2019 MEB.

Education

The Education sector currently works for updating the ToRs and the work plan 2019. Regarding this, merging the basic and tertiary education working group was particularly emphasized. The May meeting will be the first merged meeting where members from the both sides are discussing ways of their possible collaboration that reflects the merging. In addition, the education sector coordinator highlighted the importance of financial reporting to UNHCR and suggested to have a training on the Financial Tracking System (FTS) for the education sector partners on a necessary basis. It was noted as one of the challenges that financial focal points of each agency does not know the cross-sectoral funding information in most cases, which makes the accurate financial reporting by sector difficult.

Reproductive Health

The Reproductive Health sub-sector coordinator raised an issue of MoPIC approval. In particular, small NGOs are facing pushback from the Ministry of Health. It was shared that one agency lost their funding due to the delay of the approval. One of the key problems mentioned was that there is no standard operating procedures on the approval process. The ISWG coordinator highlighted that the MoPIC is aware of the need of something to be done regarding this issue as it was included in the area of improvements for the new direction of JRP presented by MoPIC during the 2019 JRP launch. The MoPIC is organizing a workshop on the future “JRP” inviting its stakeholders including line Ministries, during which some new ideas on the approval process are expected to be demonstrated.

WASH

The WASH sector coordinator shared with participants a decision made on the frequency of the sector meeting from monthly to every other month at Amman level mainly due to a lack of relevant agenda items and of human resources. It was pointed out that advocacy for keeping coordination fund at higher level should be prioritized to maintain the current coordination structure. The sector coordinator also announced the day of Menstrual Hygiene Management, which is on 28 May, to coordinate something with other sectors.

SGBV

The sub-sector is providing many safe referral trainings in different locations, which would be a good opportunity for some other sectors to benefit. In addition, the sector coordinator announced that the SOPs for the prevention response to gender-based violence and family violence were launched by the government of Jordan built on the existing emergency SOPs. One of the next key steps is to actively collaborate with the National Council for Family Affairs. Furthermore, the sector is finalizing the Gender-Based Violence Information Management System (GBV IMS) report, which is an annual report of the GBV trends and analysis. It was suggested that the sector coordinator will give a presentation on this during the HPF in June 2019.

Action Points	Responsible	Timeframe
The Livelihood sector coordinator to send an email to nominate Sector Gender Focal Points in collaboration with the ISWG coordinator.	Livelihood sector coordinator	ASAP
The sector coordinators to start the review of reference points for the 2019 MEB.	Sector coordinators	During May
The SGBV sub-sector coordinator to give a presentation on GBV IMS report during the June HPF to advocate GBV-related issues.	SGBV sub-sector coordinator	On 17 June (During next HPF meeting)

3. Update on information management in terms of financial status and monitoring

The information management coordinator shared the current financial status of ActivityInfo database for planning which needs to be reviewed and confirmed by each sector, and announced that the database will be closed in coming days. Accordingly, the sectors were requested to directly contact the information management coordinator when there is a need to correct figures. It was noted that sectors are highly recommended to review the financial figures as there is still marked discrepancy.

Action Points	Responsible	Timeframe
The sector coordinators to review the financial figures for planning on ActivityInfo database, and contact the information management coordinator to correct figures if necessary.	Sector Coordinators	ASAP

4. AOB

The next ISWG meeting will be held on 2 June 11:00-13:00.