**MoM for DTF 28th March 2019**

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| **Location**  | HelpAge Hub in Jabal Webdeh, Building 43, Al-Shariaah College Street, Jabal Weibdeh: |
| **Time** | 9:00 – 11:00 AM |

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|  **Agenda Item** | **Time** |
| **1.    DTF work plan:** discuss activities, goals and respective indicators for 2019 -       finalize the work plan | 60 min |
|  **2.    Review role of focal Points for inclusion across other sectors and briefing on their role.****-** See list of focal points, key messages as well as the briefing note attached | 20 min |
| **3.    Prioritization Guidelines: Need for a comprehensive update?**Discussion and feedback from DTF members-   See guidelines attached | 20   min |
| **4.    AOB**       - NHF good practices; Referral Pathways and mapping; RAIS;              Service Advisor.-   **Training Needs** (including upcoming HI workshop on WGQ)-   Feedback/Updates from the DTF sector representatives in the **different Working Groups**   -   Suggestions of **future agenda points** | 20 min |

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| 1. **DTF work plan: discuss activities, goals and respective indicators for 2019**
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| **Key conclusions:*** + - * **DTF members conducted a comprehensive review of the 2019 work plan**.The final work plan to be shared with Protection WG and achievements should be reported to the Protection WG on a bi-yearly basis (depending on the frequency of their meetings)
			* **First priority as agreed by all DTF members was the development of referral pathways for persons with specific needs.**

By next meeting we should have volunteers for the task force committee to draft the first version of developed referral pathway for persons with needs. selected Committed members will draft a first version to be reviewed by all members; guidance documents using:* Referral pathway from Greece.
* WG presentation.
* Referral pathway template.
* To better assess whether Service Advisor/RAIS could be used to 1) spread information about disability specific services 2) avoid duplication of service provision, respective UNHCR colleagues will be invited to the next DTF to present; In accordance with the feedback obtained by DTF members, the respective activities will be included in the work plan.

By next meeting UNHCR colleague will attend and present the service advisor and RAIS.* **DTF members commit to regularly update service mapping sheet** (quarterly) which will then be uploaded on the DTF page.

Few members reported back with challenges on updating the service mapping sheet.  |  |
| 1. **Review role of focal Points for inclusion across other sectors.**
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| * The Focal Point system need to be reviewed and updated.
* Few members reported back with challenges on updating the focal point system accordingly.
* DTF chairs conducted an introductory session, explaining the role of the FPs and available documents supporting their work.
* FPs will be designated for key sectors (Livelihoods, Education, CP, GBV, Protection)
* List will be sent for update to DTF members, who will nominate FPs
* Preferably, FP will attend both DTF and the respective WG to ensure steady flow of information.
* If respective FPs do not attend DTF, organizations will establish strong coordination between the respective staff members, to ensure 1) FPs are provided with all the necessary information to advocate for disability inclusion /the DTF in the respective sector WGs 2) the DTF receives updates from the WGs on issues related to disability inclusion/good practise/other important updates.
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| 1. **Prioritization Guidelines: Need for a comprehensive update?**
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| * **DTF members reviewed the Prioritization Guidelines and updated with their comments accordingly it will be included in 2019 work plan.**
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| 1. **AOB:**
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| * **Training Needs (including upcoming HI workshop on WGQ)**

HI to share date and information of upcoming workshop* **UNHCR**: asked for an update of training offers sheet
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