

Guidance
Sector Focal Points for Urban Coordination
Syria Response in Jordan

As of 2 February 2017

In mid-2016, a need was identified to strengthen linkages between national sectors in Amman and area based urban coordination (Mafraq, Irbid and South). Consequently, in November 2016 a pool of sector focal points (FP) for urban coordination was launched to support information and technical expertise sharing between national sector and area based urban coordination mechanisms.

Who are Sector FPs for urban coordination?

- Staff of the organizations-members of the respective sector, also preferably operating in the respective urban area
- Self-volunteered and committing to perform the below duties
- Approved by the sector coordinator
- May operate on a rotation basis
- Report to the respective national sector coordinator

What are the responsibilities of the Sector FPs for urban coordination?

- Regularly attend respective sector working group meetings, keep aware of the sector strategies, priorities, latest developments
- Share technical expertise and information between national sector and urban coordination
- In consultation with the sector and urban coordinators, suggest initiatives to enhance synergies between both coordination mechanisms
- Support the urban coordinators in facilitating the implementation of the Sector's strategy/annual work plan
- Monitor and give feedback on progress/rate of implementation at the regional level

How do the Sector FPs function?

- Upon request of urban coordinators and of national sector coordinators, and at least quarterly, attend urban coordination meetings and share latest sector updates and technical expertise.
- Maintain the following line of communication: FP for urban coordination, urban Coordinator, sector Coordinator, Coordination Associate (the list of contacts is attached)

Other:

- The present Guidance is a living document, and can be revised based on the best practices and lessons learnt
- All sectors are encouraged to designate urban focal points
- Coordination Associates will communicate changes of the sector FPs to the Inter-Agency Coordination Unit (Elena Guseva, guseva@unhcr.org).