

VAF Advisory Board Amman, Jordan

Meeting Location	EMOPS Room UNHCR Khalda	Meeting Date	02.08.2016
Facilitator	Volker Schimmel UNHCR	Meeting Time	13:30– 15:30
Minutes Prepared by	Olivia Cribb UNHCR		
Purpose of Meeting	1st Meeting of the VAF Advisory Board		

1.) Summary of action points

No.	Action Point		Focal Point / Organization
1.	2017 VAF Work Plan (September Advisory Board Meeting)	For Action/ drafting	VAF Advisory Board
2.	Long term Strategic Plan	For Action/ drafting	VAF Advisory Board
3.	VAF Form Review – Concept Note		
4.	Baseline and Model Update – Concept Note	For Action/ drafting	Olivia Cribb cribb@unhcr.org
5.	Predicted Welfare Universal indicator review request	For Action/ drafting	Olivia Cribb cribb@unhcr.org
6.	SOP on data follow-up/ procedure for data requests across partners and sectors	For Action/ drafting	Olivia Cribb cribb@unhcr.org
7.	Sector level operationalization planning: Strategic	For Action/ drafting	Olivia Cribb cribb@unhcr.org

2.) Attachments and References

Documents	Action	Location	Contact Person
Revised 2016 VAF Workplan	For information	Attached, once approved to be shared on VAF info portal page	Olivia Cribb cribb@unhcr.org
Revised Advisory Board ToRs	Endorsed 02.08.2016		
VAF FAQ Document	For review		
VAF Partnership Profiles	For review		
VAF MOU template	For Information		
Current VAF Partners / below in minutes	For Information		
Guiding Principles for reviewing the VAF form	For review		
Summary of Sector Tree Revisions	For review		

3.) Meeting Summary

Item	Discussion
Welcome	1 st VAF Advisory Board meeting held and introduction from participants as listed below.
Introduction to VAF Principles and genesis of the Advisory Board	<p>The VAF was established based on 3 “Founding Principles”, it was designed to:</p> <ol style="list-style-type: none"> <i>Establish common standard and approach for decision-making around assistance and services:</i> Improving operational coordination standardisation and approach for assistance delivery, reducing duplication and creating lines for complementary provision of assistance amongst partners operating within Jordan. <i>Connect it to delivery of assistance and services – avoid creating only an IM tool:</i> <i>Drive synergies, in particular on the assessment front:</i> Avoiding assessment fatigue of urban Syrian refugee families and waste of resources through unnecessary repeat assessments <p>After using the VAF tools for a year two key lessons learned have arisen as “Operational Principles”:</p> <ol style="list-style-type: none"> <i>Less is more:</i> in the context of the current VAF form, information is only to be captured with the objective that it shall supply a direct beneficial outcome and output for urban Syrian refugees. Questions should not be included for the sake of asking questions or requesting additional data as IM without identified utility. <i>VAF can simplify and expedite processes, but cannot replace them.</i> The VAF cannot replace all elements of case management and is not the ‘be all solution’ to every scenario which may arise. The VAF addresses the ‘average’ urban Syrian refugee family rather than catering to all exceptions. Additional follow-up by partners will often still be required in terms of needs assessment or additional case management to incorporate those cases with exceptional circumstances.

Advisory Board ToRs	<p>The ToR (with modifications as per below) were endorsed. The VAF Advisory Board succeeds the VAF Steering Committee, which is hereby disbanded.</p> <p>Revised Advisory Board ToRs attached with updated diagram representing Partnership review steering committee as a process not a committee. This process is undertaken by all members of the Advisory Board, preferably by correspondence.</p> <p>Partnership Review: (PRSC – Partnership Review Steering Sub-Committee): Review and approved request for new VAF partnerships is based on consensus vote. It was agreed that rather than regularly meeting to approve new partnership requests (due to frequency) that the VAF Secretariat shall disseminate a copy of proposed Partnerships to Advisory Board members via email. This will include a copy of the VAF MOU and Annex 1 supplying detail on the programme/ intervention in which the VAF data will either be collected and/ or used to provide assistance or services. A week will be given to provide feedback, no-response will be considered as no-objection and vote is based on Advisory Board consensus.</p> <p>Quality of partners aim/sign up (JRP/ 3RP – emergency response actors) in Jordan. Review current active JRP partners, participation in JRP, use of ActivityInfo, information upload and recording on RAIS and utilisation of VAF data including data protection and management principles.</p> <ul style="list-style-type: none"> Data protection training to be hosted by UNHCR prior to September baseline. Pre-requisite for VAF Data Collectors to attend on an annual basis/ refresher <p>Technical Review and Support (as required, depending on nature of task can be whole committee, or volunteers within the committee to lead on a particular aspect):</p> <ul style="list-style-type: none"> The VAF Advisory Board shall provide technical support and review of: <p>(i) model development; (ii) baseline and monitoring results; (iii) implications of critical changes in the situation of urban refugees; and (iv) other issues, as necessary.</p> <p>Other Responsibilities:</p> <ul style="list-style-type: none"> Agree and monitor VAF work plan; Initiate regular reviews of core components to ensure that they remain relevant. This may include endorsement from the Advisory Board that specific items remain relevant. The items to be reviewed include but are not limited to: Partnership criteria; Memorandum of Understanding (MOU) template; Reviewing existing modelling structures after sector submissions; VAF Form/Questionnaire; and Any external messaging/advocacy messaging. Provide strategic and technical guidance on, and serve as a final decision-making body for issues that arise; Identify specific gaps or changes requiring review and endorse methodology for addressing issues; Identify technical assistance and additional resources within representative agencies available to support the VAF; Provide final strategic and technical endorsement for multi-sector vulnerability indicators; Generate advocacy messages based on VAF findings; Ensure gender and protection as well as other cross-cutting issues, continue to be incorporated into the VAF implementation; and Compliance monitoring.
VAF outputs to date (in 2016)	<ul style="list-style-type: none"> Baseline analysis (publication forthcoming) VAF Module: completion within coming week, screen shots and visualization and instructions for dissemination upon completion to Advisory Board members. Standardized VAF MoU: attached Partner on-boarding: ongoing coordination by Secretariat and partners VAF Assessment, Form and Data support: ongoing Sector Tree Review: nearing finalisation stages, decision trees revised finalisation and completion of summary of changes per sector underway and data testing against new trees underway.

Work plan 2016 (remainder of the year)	<ul style="list-style-type: none"> • <i>Review of VAF form (expected completion end of August – early September)</i> • <i>Communication plan/ tools:</i> <ol style="list-style-type: none"> 1. October 2015 Baseline Review (forthcoming publication early August) 2. VAF Landing page (on Refugee Assistance Information System RAIS) VAF Dashboard Launch and Availability – within coming week, screen shots and visualization and instructions for dissemination 3. Dynamic content portal page (to be updated) 4. Monthly newsletters / features, inputs and contributions from partners <p>Requests for: Current progress status/ documented challenges, more regular trend analysis from the dynamically assessed pool rather than baseline, quarterly performance monitoring across data collectors' highlighting caveats and concerns around skewed information and development of a quality control plan.</p> • <i>Baseline v.3</i> Next Baseline Assessment scheduled for September 2016, date and sample size tbc. Areas for considered; looking at compliance across baseline data collectors, and look in to process of how VAF partners can be involved in conducting baseline assessments going forward, and future • <i>Monitoring of sector tree application</i> Monitoring and evaluating usage of the revised VAF form data in terms of operationalization throughout the Sectors in the last quarter of the year. How sectors have targeted programming against the identified sectoral vulnerabilities (as requested to be captured within VAF form) and usage of data to target and prioritize the most vulnerable cases to receive assistance or services, by Sector collectively and partners operating in those sectors. Additional factors for consideration include the complementary existing mechanisms such as usage of RAIS to upload assistance, cross-checking of beneficiary lists through UNHCR cash office prior to distribution to remove duplication. • <i>Creation, review and endorsement of work plan 2017 (September Advisory Board meeting) + On-going tasks of the Advisory Board as set out in the ToR.</i>
Additional elements raised in the discussion	<p>Current Assessment Status Since May 2014 to June 2016:</p> <ul style="list-style-type: none"> • 81,893 urban Syrian cases have been assessed using the Vulnerability Assessment Framework in Jordan's urban areas. • 60,589 of those cases are unique and have not been previously assessed or re-assessed before. • This equates roughly to around 300,000 individuals (average family size of 3-5 persons) which is close to if not more than half of the urban Syrian refugee population in Jordan (exact number of individuals unavailable due to frequent updates to case/family composition). <p>Currently rough distribution of assessment is, two thirds of assessments undertaken by UNHCR with roughly one third undertaken by VAF data collector partners (NRC, DRC, Mercy Corps, ACF and WFP).</p> <p>Assessing Unregistered Cases Assessing Unregistered cases– This issue has been raised several times, while is possible for organizations to use the VAF to assess unregistered cases; we are unable to data transfer the information to RAIS re automated VAF calculation without a 'registered' Case ID.</p> <p>Jordanian VAF Political implications of creating a Jordanian VAF. Ongoing discussion between MOSD and NAF, JOD Government, World Bank and UNICEF. UNICEF long engaged in discussion with Government of Jordan on this topic, ongoing disagreement between the World Bank and the Government of Jordan on the definition of 'poverty'. Jawad Aslam UNICEF can be contacted to supply more information on this topic if needed.</p> <p>Gendering the VAF UN Women had resourced expert support to look into the gender elements of the VAF. The process is currently held pending MoPIC approval. Gendering the VAF remains important and UN Women is asked to provide an update and timeline by the next meeting.</p>
Next Meeting	<p>Next meeting to be scheduled in September prior the baseline and to include baseline preparation. Invitation will be dispatched closer to the date.</p> <p>A third Advisory Board meeting to be scheduled at the end of year; with a primary focus to summarize and look at sectoral operationalization of the new VAF decision trees and usage of data to inform decision making.</p>

Advisory Board Members

Organisation	Name	Email	Alternate	Email
UNHCR	Volker Schimmel (Chair)	schimmel@unhcr.org		
UNHCR	Olivia Cribb (Secretariat)	cribb@unhcr.org		
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BPRM	Jack Hijazin	HijazinGB@state.gov	Kholud Al Edwan	AIEdwanKS@state.gov
Unable to Attend				
ACTED	Hanalia Ferhan	hanalia.ferhan@acted.org		
UN Women	Rachel Dore Weeks	Rachel.weeks@unwomen.org		

Status of VAF Partners (current and prospective)

	Organization	Partner Type	Sector Interventions	Location
1	Norwegian Refugee Council	Data User/Collector	BN & Shelter	Irbid, Jerash, Ajloun
2	Danish Refugee Council	Data User/Collector	BN & Protection	Amman,
3	World Food Program	Data User/Collector	FS & BN	All Jordan
4	UNHCR	Data User/Collector	BN & Protection	All Jordan
5	Action Contre la Faim	Data User/Collector	BN & WASH	Irbid
6	UNICEF	Data User	BN & Education	All Jordan
7	Mercy Corps	Data User/ Collector	BN & Livelihoods	Irbid
8	NICCOD	Data User	BN & FS	Zarqa
9	IFRC	Data User	BN	
10	German Red Cross	Data User	BN & Protection	Irbid
11	Medair	Data User	BN, Protection & Health	Mafraq, Zarqa
12	Middle East Children's Institute	Data User	Education	
13	World Relief Germany	Data User	BN	
14	Lutheran World Federation	Data User	BN	
15	ACTED	Discussing	BN & Shelter	
16	CARE	Discussing	BN & Protection	
17	Jordan River Foundation	Discussing / Collector	CS	
18	Oxfam GB	Discussing / User	BN	
19	Handicap International	Discussing	Disability	
20	Caritas	Discussing	Health, BN	
21	INTEROS			
22	ICMC			