| **Topic/task** | **Deliverable** | **Deadline** | **Responsible** |
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| **Sector Coordination** |
| Manage the working group within a structure that includes sector steering committees – report as required to the steering committees while maintaining coordination among partners | National working Group meeting organized every two monthsSteering committee set up, participants identified and meeting held regularly | Every other monthTBC | MOSA Sector lead, sector coordinator, WG membersMOSA & GoL, Sector coordinator, Core Group |
| Work closely with NGO focal points for the sectors and ensure that core groups are an active part of decision making | Monthly meeting of core group | Set up in February then meeting every month | MOSA Sector lead, sector coordinator, core group members |
| Actively engage in field coordination and support field coordinators to manage their working groups in a similar way. | Monthly meeting of field working groups in 4 locations, and monthly meeting between all field and national coordinators.  | Every month | Sector coordinator, field coordinators and partners  |
| Referrals between sectors to partners and follow up on actions taken | See below on referrals between committees and coordination of municipal interventions, primarily with protection, CSMCs, shelter.  | Ongoing, with list shared starting March | Sector core group.  |
| Ensure standardization, harmonization and coordination through SOPs, guidelines and tracking tools for interventions within the sector | See below on harmonization of assessments. Tracking ensured through monthly 3W mapping, including gap analysis shared at national and field levels.  | See belowMonthly | Core groupSector IM, based on partners’ reporting.  |
| Keep inter-sector coordinators regularly informed of sector developments through informal information sharing as well as timely submission of required documents/notes/reports/products | Informal information sharing  | Continuously ongoing | Sector coordinator, IS coordinators.  |
| Working group and core group management – preparing and calling meetings, follow up on meetings/action points, circulation of minutes and other information, ensuring collaborative open discussions | Agenda agreed among co-leads and shared one week before meeting, minutes cleared by co-leads and shared after meetings. Weekly ‘news of the sectors’ to disseminate key documents, information, update | Monthly | Sector lead and sector coordinator |
| Engage actively in cross sectoral work with other sector colleagues – report in the respective working groups/IA and inter-sector on progress of cross sectoral collaboration | Cross-sector issues to be based on LCRP sector chapter section, one issue to be identified and acted upon at each inter-sector meeting.  | continuously | Sector lead and sector coordinator, sector IM, other coordinators.  |
| **Analysis, Monitoring and Reporting** |
| Regular gap and trend analysis and sharing of 3W information – requires follow-up with partners to correctly enter data | See above on referrals and 3W & gap analysis shared and discussed monthly in WG meetings | Monthly  | Sector coordinator (field & national) and IM based on partners reporting  |
| Based on the gap analysis identify problems, lead working group in discussing solutions and follow-up on implementation of solutions | See above on working group meeting. Key issues identified below, to be followed up and updated throughout the year.  | Throughout the year.  | Sector lead and coordinator, core group and working group.  |
| Completion of standard M&E/IM products: inter-agency monthly updates, monthly statistics, quarterly dashboards, mid-year and end of year reports | Training of sector members on AI databaseReporting by partnersClearing of data at field and national levelCompilation of data, reports, and mapping.  | Ongoing by endFebMonthlyMonthlyMonthly/Quarterly | Sector IM and coordinatorPartnersField and national sector coordinatorsNational sector coordinator & IM |
| Keep web portal up-to-date with meeting/workshop dates, key documents and minutes of meetings | Share weekly key documents and update through ‘news of the sector’ email, then upload them on webportal. | Weekly | Sector coordinator and IM.  |
| Ensure relevant assessments are shared through IA meetings as well as uploaded to the Assessment Registry Database | Assessments shared and uploaded through news of the sector. Keep registry database updated. | WeeklyMonthly | Sector coordinator and IMPartners |
| **Key thematic priorities of the sector for 2016** |
| Conflict mitigation mechanisms – taking stock of existing committees, foster linkages with other sectors.  | Comprehensive list of established conflict mitigation mechanisms and current status, including composition, training, mandate of the mechanisms. To be shared with protection, CSMC and other sectors  | End of February for first list, to be updated afterwards | Sector coordinator, core group members and relevant agencies.  |
| Strengthen & harmonize impact evaluation, analysis of tensions/inter-group relations, and early warning.  | Update tension assessment tool in a simplified version and disseminate it to partners. Operationalize stabilization monitoring framework. Provide support to other sectors and partners M&E on social stability | End of MarchPending approval of frameworkUpon Request | Sector coordinator, Core groupSector coordinators, Core groupSector coordinator, relevant core group members |
| Maintain dynamic mapping of support to municipalities.  | Regular mapping of work with municipalities across sectors, ideally in online/sponge base form in addition to static map.  | Ongoing throughout the year | Sector coordinator, sector IM and IMWG.  |
| Document lessons learnt/best practices of the past two years of programming.  | Compendium of Most Significant Change Stories/ best practices including lessons learnt collected from sector members. Lessons learnt workshop on key topic identified.  | Template by end of March, Collection by end of May, Review by end of June. Based on collection results | Sector coordinator, sector members.  |
| Continue supporting conflict sensitivity in the response.  | Organized regular conflict sensitivity training introductions. Promote ToT and coaching of individual organization programmes. Publish and disseminate reports on key aspects of conflict sensitivity in the response.  | Throughout the yearPresentation in March/April IAThroughout the year | Sector coordinator, UNDP, International Alert, SFCG, Forum ZFD |
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**Social Stability Working Group – 2016 workplan**