| **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 months  Steering committee set up, participants identified and meeting held regularly | Every other month  TBC | MOSA Sector lead, sector coordinator, WG members  MOSA & 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 below  Monthly | Core group  Sector 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 database  Reporting by partners  Clearing of data at field and national level  Compilation of data, reports, and mapping. | Ongoing by endFeb  Monthly  Monthly  Monthly/Quarterly | Sector IM and coordinator  Partners  Field and national sector coordinators  National 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. | Weekly  Monthly | Sector coordinator and IM  Partners |
| **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 March  Pending approval of framework  Upon Request | Sector coordinator, Core group  Sector coordinators, Core group  Sector 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 year  Presentation in March/April IA  Throughout the year | Sector coordinator, UNDP, International Alert, SFCG, Forum ZFD |
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**Social Stability Working Group – 2016 workplan**