

## Minutes of Meeting to set-up the Inter-Sector Working Group

26 August 2016, 10:00 – 13:00 Hrs, UNHCR - Gaziantep

Agenda	Discussion	Action Points	Comments / Update
<b>Introduction</b>	<ul style="list-style-type: none"> <li>• An overview of the proposed coordination structure currently being discussed at Gaziantep/Ankara level was given. Linkages with Ankara coordination structures have been discussed. It was noted that the Inter-Sector Working (ISWG) has a direct communication line to the Syria Task Force (STF) in Ankara, while noting that official reporting will be conducted through the Inter-Agency Coordination Group (IACG)</li> <li>• The difference in mandate and scope between IACG and ISWG was explained; most notably that the ISWG is a technical group that will need to operate on the basis of clear deliverables and that sector leads are accountable for those deliverables. Adherence to these deliverables are also explained from the perspective of being accountable to the IACG (and as such, to the IA coordinator) while maintaining individual agency hierarchy lines</li> <li>• Questions were asked as to the role of working groups during emergencies, e.g. an influx, and whether the structure provides flexibility to institute temporary task forces or committees. It was clarified that the proposed coordination structure was created to mitigate the further scattering of various (working) groups, and that the creation of the ISWG serves precisely the purpose of ensuring flexibility to adapt to potential changing circumstances (i.e. the ISWG is not adding bureaucratic layers but aims to streamline and facilitate the work of the various sectors)</li> </ul>		
<b>Terms of Reference</b>	<p>Preliminary agreement was reached on incorporating the following main elements into the ToR of the ISWG:</p> <ul style="list-style-type: none"> <li>• Review and harmonize current ToRs of working groups with a specific focus on identifying overlapping issues, e.g. cash and non-formal education (sometimes being discussed in Livelihoods, Protection Working Group (PWG), etc), same for mental health (discussed both in the PWG and the Health Working Group)</li> <li>• Identify cross-cutting thematic advocacy opportunities and raise to the attention of the IACG for follow-up</li> <li>• Ensure a rational and efficient geographical operational coverage at the various working groups</li> <li>• Strengthen sectoral emergency preparedness, with a particular view to implement recommendations from the (upcoming) risk analysis exercise</li> <li>• Advise working groups on assessments and undertake efforts to review and endorse a harmonized multi-sectoral needs assessment template. Complementing this, ensure data sharing protocols are in place.</li> <li>• Produce and disseminate monthly ISWG products. In the short term, these will be:               <ul style="list-style-type: none"> <li>a) A monthly technical operational note (2-3 paragraphs per sector)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Send comments and remarks on the terms of reference by <b>5 September COB</b></li> </ul>	

	<p>b) A monthly statistical overview (explained further in the point below).</p> <ul style="list-style-type: none"> <li>• Once well established, ISWG to discuss, in close consultation with the Information Management Working Group (IMWG), to broaden these products, possibly to include a quarterly more in-depth dashboard per sector – to be confirmed).</li> <li>• Work towards incorporating, in the long term, a robust sectoral monitoring and evaluation/joint review component overseen directly by the ISWG. In the short term, this can be undertaken by keeping track, on a monthly basis, of 2-3 key indicators per sector (where possible to also include indicators from the 3RP). To initiate this activity, sector leads to revert to their working/core groups and agree on key indicators to be discussed and validated by the larger ISWG.</li> <li>• The ISWG to act as the central body to provide technical support to the 3RP process, ensuring dissemination of technical tools to the sectors, discussing progress and ensuring sectors are on track with the implementation of their respective strategies.</li> <li>• Systematically discuss (as a fixed agenda point) changes in humanitarian context, cross-cutting issues and access issues at operational level. Programmatic updates (roundtable) not necessary as these updates will be captured in the monthly technical note (updates of this nature only to be given in case of major programmatic shifts/updates). Possibility of including a monthly thematic presentation as a fixed agenda to be confirmed.</li> <li>• Ensure need for support from Ankara for specific sectors to be raised to the attention of the IACG .</li> <li>• Endorsement of technical tools devised at sectoral working group level (validation by IA).</li> <li>• Ensure updates at Ankara level, e.g. regulations, policy changes, etc, are systematically fed back into ISWG (main role for Protection sector lead in this regard). In addition, ensure protection is mainstreamed across all sectors.</li> <li>• Promote the role of IM across sectors to ensure inter-sector outputs are of high quality. Recommend/provide IM capacity where needed.</li> <li>• Systematically review and ensure harmonization of 3/4 W's per sector as well as agency reporting in Activity Info</li> <li>• Review training needs per sector and incorporate training/capacity building activities into the ISWG workplan. Focus in particular on 'overlapping trainings' (e.g. cash for CBI and PRT) that would benefit all sectors.</li> <li>• Systematically track progress and review the workplan and jointly agree on amendments/new additions where necessary.</li> <li>• Monitor and provide support to the CBI and IMWG</li> </ul>		
<p><b>Workplan – activities in the short term</b></p>	<p>The agencies agreed on these main points for the ISWG to follow up until the end of the year :</p> <ol style="list-style-type: none"> <li>1. Ensure 3RP planning is disseminated; bring sectors together, ensure sectoral role in the planning process of the 3RP. Harmonize strategies and provide support where needed</li> <li>2. Initiate review of sectoral assessments with a view to producing harmonized multi-sector needs assessment</li> <li>3. Review data sharing protocols between sectors (IMWG to take a central role in this activity)</li> <li>4. Agree on template and formalize proposed ISWG monthly products, in particular the monthly technical note</li> </ol>	<ul style="list-style-type: none"> <li>• Agencies to review actions points and suggest any changes/additions where needed by <b>5 September COB</b></li> <li>• Once validated,</li> </ul>	

	<p>and monthly statistical overview</p> <ol style="list-style-type: none"> <li>5. Jointly review current 3/4 Ws in various working groups and propose new template</li> <li>6. Presentations to be given by each sector in next ISWG highlighting main achievements, gaps and challenges per sector. Consolidated presentation to be given to IACG. (Next ISWG to be communicated separately)</li> <li>7. Discuss capacity building plans / trainings both for individual sector leads/co-leads/technical advisors (ensuring basics of coordination and sector representation are well understood) as well as for sector agency participants (what responsibilities and accountabilities do they have towards their respective sectors)</li> <li>8. Review/map information management capacity per sector and make recommendations how to enhance where necessary.</li> <li>9. Initiate discussions on harmonizing referral mechanisms/protocols. This in particular with regards to ESSN to ensure this becomes a social safety net whose coverage is broader than just food insecurity but also incorporates protection.</li> </ol>	<p>the group to agree on deadlines/focal points to implement each activity</p>	
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