

**Early Recovery Cluster
Meeting Minutes, January 2009**

- The UNDP Special Representative welcomed the expanded Early Recovery Cluster (ERC) to its first expanded meeting and presented opening remarks on the ERC's activities so far: the ERC was established on the 9th of January 2009 by the RC/HC following UN Country team deliberations. The RC/HC requested the ER Cluster facilitator to initially engage discussions on basics as ERC TORs and the like with a few agencies. The HC/RC also called a meeting with the European Community and World Bank informing them of the ERC mechanism. There is broad agreement about the need for the ERC and on UNDP's role to co-facilitate and coordinate the ERC with the Palestinian Authority and other stakeholders, including the donor community. The EC signified its readiness to join the ERC and urged the requirement for its inclusion in this process. On the 12 January 2009 the mentioned group of agencies gave the approval to proceed with the TOR and Needs Assessment exercise and the ERC TORs, both of which are still open for comments. The document is seen as a living document to be improved on a need basis and in alignment with the evolving context and demands.
- The UNDP Deputy Special Representative provided a brief on the ER Cluster Terms of Reference, the ER Assessment TORs and discussion ensued on ER at large in the Gaza context as well as related expectations.
- The Palestinian Authority co-facilitates the ERC with UNDP. The ERC is being discussed and coordinated with The Ministry of Planning, which has been entrusted by the Prime Minister to coordinate the ER Assessment.
- The mechanisms in place to ensure ownership by the authorities include coordination with PA sector working groups and interface with the UN Clusters and multi partner sectoral working groups. Operational links will be grounded in Gaza, where technical connections are already being made to facilitate the Early Recovery Rapid Needs Assessment (ERRNA). Clarity on policy and coordination will be provided through ER cluster meetings.
- UNRWA briefed the Cluster on its operational ongoing work and its links to ER.
- The issue was raised regarding who will be leading sectoral groups. It was agreed that all agencies that are strong in a certain sector would pool their strengths and coordinate the formulation of the assessment findings. It was also agreed that, to the extent possible, the lead agencies for emergency humanitarian relief, as defined by OCHA, should be maintained.
- ER in Gaza: the ER cluster will be activated on January 21st. In preparation, a solid commitment to the joint needs assessment has been established and the ER ToR has been circulated. Sectoral areas will be discussed and a clear information collection process delineated to expedite the process, in view of the need to finalize data collection and baseline analysis at the Gaza level by the end of next week. The Gaza team will discuss local modalities of work and identify partners – municipalities, implementing partners, etc.
- A briefing on the current security situation in Gaza was given by the UNDP Head of Office in Gaza, the ERC focal point in Gaza.
- The SG has called for a rapid needs and damage assessments for both a Flash Appeal and ER. The Flash Appeal will deal with **life-saving** issues while the ER Appeal will deal with **life-sustaining** issues. The lines of demarcation between the two will be drawn as work advances. These assessments will commence simultaneously, with careful attention to which elements need to go where. Two separate documents will be produced with clear continuity and synergies between their activities.
- Coordination arrangements with agency representatives and other stakeholders on the ground in Gaza related to the assessments are proceeding and it is hoped these will commence in the next two days.
- The ILO, UNICEF and UNMAS already have Early Recovery experts deploying to Jerusalem. UN Habitat is deploying one focal point from Nairobi/HQ and UNV Bonn will also deploy one focal point from its headquarters.
- UNDP Ramallah established an ER operations' room for any visiting experts, etc. UNDP Gaza has a similar ops room. Please bring your own laptop as there may not be sufficient computers – internet connectivity is provided. The Gaza office also has some emergency accommodation.
- A number of papers and templates were distributed by UNDP. All the documents need to be reviewed and submitted to UNDP by COB Thursday the 22nd of January 2009.

Documents were distributed to participants as follows:

- Spreadsheet: Stock Taking of Gaza ER plans Prior to 27 December 2009.
- Data to be considered for inclusion in Sectoral Rapid Needs Assessment.

- Draft Gaza ER Needs Assessment.
- Menu of Indicative Early Recovery Activities.
- Terms of Reference – Sector Leader.
- Terms of Reference for the Early Recovery Cluster Network.

Action Points

In his statement of January 18th the SG set strict criteria for the delivery of a rapid, high-level humanitarian and ER assessment. There are 10 days to the Flash appeal, 3 weeks to the presentation of the assessment report. This means there are 5-7 days to do a damage and needs assessment on the ground.

Please address these Action Points by COB Thursday 22 January

1. Agencies, Clusters and sector lead should identify ER focal points and indicate these on the attached template. Send to Nazira Hamed (nazira.hamed@undp.org).
2. A list of staff who will need access to Gaza should be supplied using the spreadsheet provided. Please keep requests to a minimum. Send to Peggy Wheller and cc: Nazira Hamed (peggy.wheller@undp.org and nazira.hamed@undp.org)
3. Please complete the spreadsheet on ER work in Gaza before January 26th so a baseline can be created. Send to Ahmed Al Hammal (ahmad.alhammal@undp.org), copy Nazira.
4. Please review the *Draft Needs Assessment* outline and the *Data items to be considered for inclusion in sectoral rapid needs assessment* and return to Vanessa Farr (vanessa.farr@undp.org)
5. Please complete the names and contact information of the MoP/ER Cluster table and return to Nazira.
6. Send any final comments on the ToR and ERC *Proposed Draft Zero of Terms of Reference for the ERRNA* to vanessa.farr@undp.org
7. Indication of space requirements for space for space at UNDP Ramallah and any other operational support is to be sent to Ruba El-Ghoul (ruba.el-ghoul@undp.org, tel. 054-8174168 and Khaled Shawan (khaled.shawan@undp.org, tel. 054-817-3914).