

PLEASE COMPLETE AND RETURN TO THE ACT SECRETARIAT BY 31<sup>ST</sup> MARCH 2015

ACT ANNUAL FORUM REPORT 2014																																					
<b>NAME OF THE FORUM</b>	ACT Jordan, Syria, Lebanon/JSL																																				
<b>MEMBERS OF THE FORUM</b>	<table border="1"> <thead> <tr> <th>International</th> <th>National</th> <th>Observers</th> <th>Guests</th> </tr> </thead> <tbody> <tr> <td>IOCC</td> <td>DSPR</td> <td>CoS</td> <td></td> </tr> <tr> <td>FCA</td> <td>ELCJHL</td> <td></td> <td></td> </tr> <tr> <td>LWF</td> <td>MECC</td> <td></td> <td></td> </tr> <tr> <td>CoS</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NCA</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CA</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DCA</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Diakonia Sweden</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	International	National	Observers	Guests	IOCC	DSPR	CoS		FCA	ELCJHL			LWF	MECC			CoS				NCA				CA				DCA				Diakonia Sweden			
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<b>CHAIR/COORDINATOR</b>	<p>Name &amp; Organisation: Rifat Kassis – ACT JSL forum chair – LWF Lilit Manukyan – ACT JSL forum coordinator</p> <p>Email address: <a href="mailto:rep.jor@lwfdds.org">rep.jor@lwfdds.org</a> <a href="mailto:lilitmanukyan.act.jsl@gmail.com">lilitmanukyan.act.jsl@gmail.com</a></p>																																				
<b>KEY CONTACTS</b>	<p>Communications Focal Point (name and email): NA</p> <p>Advocacy Focal Point (name and email): NA</p>																																				
<b>MEMORANDUM OF UNDERSTANDING</b>	<p>Finalized and signed: YES (in the process of being revised)</p> <p>Comments: Revised and shared with the forum members prior to the annual meeting for comments and is expected to be discussed during the ACT JSL annual meeting on March 5<sup>th</sup> and 6<sup>th</sup>.</p>																																				
<b>ANNUAL FORUM WORKPLAN</b>	<p>Do you have a Forum Workplan for 2015 based on the Global ACT Strategy? NO</p> <p>Comments (ie do you plan to develop one? Would you need support in doing this?): Forum members will discuss this during the upcoming JSL annual meeting. Forum is thinking of developing one and will need support in this.</p>																																				
<b>DATE OF ANNUAL MEETING 2014</b>	<table border="1"> <tr> <td>May 28<sup>th</sup> 2013 - field visit</td> <td rowspan="2">Key comments: Joint annual meeting with APF forum (in 2014 the annual meeting was postponed to the beginning of 2015 as agreed with the forum members)</td> </tr> <tr> <td>May 29<sup>th</sup> 30<sup>th</sup> 2013 - meeting</td> </tr> </table>	May 28 <sup>th</sup> 2013 - field visit	Key comments: Joint annual meeting with APF forum (in 2014 the annual meeting was postponed to the beginning of 2015 as agreed with the forum members)	May 29 <sup>th</sup> 30 <sup>th</sup> 2013 - meeting																																	
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<b>DATE OF ANNUAL MEETING 2015 (IF KNOWN)</b>	<p>March 5<sup>th</sup> and 6<sup>th</sup> 2015 - meeting</p> <p>March 7<sup>th</sup> 2015 - field visit</p>																																				

<b>DATES OF MEETINGS DURING 2014</b>	Monthly meetings _ July 2 <sup>nd</sup> , August 11 <sup>th</sup> , September 10 <sup>th</sup> , October 2 <sup>nd</sup> , November 6 <sup>th</sup> , December 2 <sup>nd</sup> , December 9 <sup>th</sup>	
<b>FORUM EMERGENCY PREPAREDNESS AND RESPONSE PLAN (EPRP)</b>	Do you have a Forum EPRP that has been updated in last 12 months? NO	Comments (eg do you plan to do one? Would you need support?): The forum members did not have any agreement on this.
<b>CAPACITY BUILDING:</b>	List any training or capacity building initiatives undertaken at the forum level in 2014: No initiatives	
<b>HAP TRAINING</b>	Has the Forum received any HAP training to date? If so, please provide details (eg when, main topics covered) There is a 3 <sup>rd</sup> phase for HAP training for 2 forums (JSL and APF) on February 22 <sup>nd</sup> -26 <sup>th</sup> in 2015	

<p><b>SUMMARY OF KEY ACHIEVEMENTS WORKING TOGETHER AS A FORUM</b></p>	<ul style="list-style-type: none"> <li>• Forum members start thinking of joint trainings for the staff</li> <li>• Funds agreed to be allocated for the forum future joint activities</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<p><b>SUMMARY OF KEY CHALLENGES</b></p>	<ul style="list-style-type: none"> <li>• Absence of joint strategy</li> <li>• Absence of joint work plan</li> <li>• Inability to attend monthly meetings in Amman for forum Lebanon and Syria members</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<p><b>SUMMARY OF LESSONS LEARNED</b></p>	<ul style="list-style-type: none"> <li>• Develop strong coordination mechanisms</li> <li>• Closer cooperation for the overall response</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<p><b>HOW HAS THE INDIVIDUAL WORK OF THE ACT MEMBERS BENEFITTED FROM BEING PART OF THE ACT ALLIANCE FORUM IN 2014?</b></p>	<ul style="list-style-type: none"> <li>• More active cooperation</li> <li>• Information dissemination</li> <li>• Joint reporting</li> <li>•</li> <li>•</li> <li>•</li> </ul>