Refugee Response in Lebanon
Sector Co-ordination Survey

Objective

- To **assess current performance** of sector co-ordination and participation; and,
- To **collect suggestions** on how co-ordination and participation could be improved

Target Respondents

This survey targets regular participants in each sector working groups – at country and field levels. You are being asked to participate because your name appears on sector working group/task force attendance sheets/mailing lists.

Methodology

The survey will be anonymous, and it is distributed through Survey Monkey (www.surveymonkey.com). The survey includes quantitative questions, with optional boxes for qualitative/narrative recommendations, structured by filters to allow disaggregation by sector, type of organization and location.

You should pick the sector and the geographical area in which you participate most frequently. If you participate in several sectors and wish to comment on each, please complete a questionnaire for each working group/task force.

Filter 1: Please select the Sector/working group in which you participate / attend regularly (Select One only)

1. Shelter WG
2. Education WG
3. Food Security WG
4. Health WG
5. NFIs/Distribution WG
6. WASH WG
7. Protection WG
8. Livelihood and Social Cohesion WG
9. Child Protection TF
10. Gender Based Violence TF
11. Information Management WG
12. Cash Assistance TF
13. Inter Agency meeting
Filter 2: Location of meeting (choose one)

Country level (Beirut)
Bekaa Valley (Zahle)
North Lebanon (Akkar)
North Lebanon (Tripoli)
Mt. Lebanon/Beirut
South Lebanon (Tyr)

Filter 3: Do you work for:

- a Community Based Organization (CBO)
- an International NGO
- a National NGO
- a UN agency
- a government institution
- a donor
- other________________

A. Meeting Organization

Q.1 How often do you receive an agenda in advance of the meetings?
1- Never
2 – Rarely
3 – Sometimes
4 – Most of the time
5 – Always

Q.2 Are you given an opportunity to contribute agenda items?
Yes
No

Q.3 Do you receive accurate minutes?
1- Never
2 – Rarely
3 – Sometimes
4 – Most of the time
5 – Always

Q.4 To what extent is there follow-up by partners on action points between each meeting?
1- Never
2 – Rarely
3 – Sometimes
4 – Most of the time
5 – Always

Q.5 Does your WG/TF have a strategy of which you are aware?
Yes
No
Don’t know

Q.6 If yes, is the strategy useful?
Yes
No
Don’t know

B. Meeting Management and Content

Q.7 How satisfied are you with the overall management of the meetings (length, structure of meetings)?
1 – Very dissatisfied
2 – Dissatisfied
3 – Neither dissatisfied nor satisfied
4 – Satisfied
5 – Very satisfied

Q8. What needs to be improved?
____________________________________________________________________________________________
____________________________________________________________________________________________
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____________________________________________________________________________________________
____________________________________________________________________________________________

Q.9 What would you prefer to be the focus of the WG/TF meeting? (Choose a maximum of 3)
1 - Information sharing on operational context or agency activities
2 - Presentation of guidelines relevant to that sector
3 - Discussion of common operational themes
4 devising of common strategies
5 – Development of Common/Joint Assessments
6 - Analysis of gaps and capacities
7 - Division of responsibilities between agencies, and avoiding duplication/overlap
8 - Regional Response Planning and Fund Raising
9 - Other_______________________

C. Your participation in Meetings
Q.10 How would you describe the level of your participation in WG/TF meetings?
1 - Passive
2 - Take notes and report back to my organization
3 - Fully active in the meetings
4 - Fully active, including in terms of following up on action points and other contributions outside of the meeting

Q.11 Do you feel you are given sufficient opportunity to participate constructively in meetings?
Yes
No

Q.12 If No, how would you improve such opportunities?
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_____________________________________________________________________________________________
_____________________________________________________________________________________________

Q.13 How often does your organization have the same person/focal point regularly attending these WG/TF meetings?
1 - Never
2 - Rarely
3 - Sometimes
4 - Most of the time
5 - Always

Q.14 To what extent does that person/focal point have sufficient authority to represent your organization and take decisions?
1 - Not at all
2 - To a moderate extent
3 - Fully

Q.15 Do you systematically provide feedback on meeting decisions to your own organization?
Yes
No

D. Regional Response Plan (RRP) process

Q.16 To what extent do you feel that the RRP process is an effective mechanism to set common goals and objectives for the sector in which you work?
1 - Not at all
2 - Somewhat
3 - To a large extent
4 - Fully

Q.17 To what extent do you feel that the RRP process is an effective mechanism to lobby jointly for funds for your organization?
1- Not at all  
2 - Somewhat  
3 - To a large extent  
4 - Fully  

Q.18 To what extent was the RRP6 process clearly explained to your WG/TF?  
1 – Not at all  
2 – Little extent  
3 – Somewhat  
4 – Large extent  
5 – Fully  

Q.19 Do you think you had enough time to work and comply with RRP6 deadlines?  
Yes  
No  

Q.20 Do you think you had enough guidelines/support from your sectors to fulfil what was requested during the RRP6?  
Yes  
No  

Q.21 To what extent do you feel that the RRP6 was an inclusive process of WG/TF chairs and partners?  
1- Not at all  
2 - To a moderate extent  
3 - To a large extent  
4 - Fully  

Q.22 What recommendations do you have to improve the RRP process into 2014?  
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____________________________________________________________________________________________  
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F. Overall Sector Performance  

Q.23 How satisfied are you with the overall coordination of this Sector WG/TF (in general, not just in relation to meeting management)?  
1 – Very Dissatisfied  
2 – Dissatisfied  
3 – Neither Dissatisfied nor Satisfied  
4 – Satisfied  
5 – Very Satisfied
Q.24 What improvement do you suggest?

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_____________________________________________________________________________________________
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G. Beyond Sectors – Inter Agency coordination

Q25. Do you attend the Inter Agency meeting?

Yes
No

If Yes, where? (Choose only one)

Country level (Beirut)
Bekaa Valley (Zahle)
North Lebanon (Akkar)
North Lebanon (Tripoli)
Mt. Lebanon/Beirut
South Lebanon (Tyr)

Q.26 If NOT, why not?

_____________________________________________________________________________________________
_____________________________________________________________________________________________
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Q.27 Do you think there is sufficient co-ordination between Sectors?

Yes
No

Q.28 If no, how could this be improved and in which areas should be there be more inter-sector cooperation?

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Q.29 To what extent do you think there is a good coordination between the National level and the field level and vice versa?

1 - Not at all
2 - To a moderate extent
3 - To a large extent
4 - Fully

Q.30 Do you assess the field sectors as empowered to take decision relevant to the operations on the ground?

1- Not at all
Q.31 What would you prefer to be the focus of the Inter-Agency meeting? (Choose a maximum of 3)

1 – Information sharing on operational context or agency activities
2 – Presentation of guidelines relevant to that sector
3 – Discussion of common operational themes
4 – Devising of common strategies
5 – Development of Common/Joint Assessments
6 – Analysis of gaps and capacities
7 – Division of responsibilities between agencies, and avoiding duplication/overlap
8 – Regional Response Planning and Fund Raising
9 – Other_______________________

Q.32 In your view, is the Inter-Agency meeting you attend an appropriate forum for dissemination on cross sector priorities?
1 – Not at all
2 – To a moderate extent
3 – To a large extent
4 – Fully

Q.33 What would you suggest to improve the Inter Agency in your location?
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Q.34 Please provide any other comments or recommendations on how overall co-ordination of the refugee response in Lebanon could be improved?
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