**North East Syria WASH Working Group Welcome Pack**

The North East Syria (NES) WASH WG (WWG) was established in 2018 in NES and operates as part of the Inter Sector Working Group (ISWG) under the support of Solidarities International. The team is consisted of the WWG Coordinator, Deputy Coordinator, Assistant and Information Manager, and coordinates the WASH response across for partners of the NES forum. The WWG reports to the ISWG and is part of the NES Hub that include Damascus Coordinated operations (UNICEF and Partners) supported by the Whole of Syria (WoS) WASH Cluster in Amman.

**Contacts:**

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NGOs that are registered with the NES Forum and operate on WASH sector can be members of the WWG while a communication channel is established with stabilization organizations for coordination purposes.

-Skype Groups

NES WWG has created a General Skype Group with all interested partners (WASH NES WG). In order to be added in this Group, contact the NES WWG Team.

Skype groups are held between WWG Team & NES WASH Partners in order to facilitate the daily coordination.

Additional Thematic and Partner subgroups are also operating with WWG. In order to be added on the Subgroups, contact NES WWG Team.

# -Anonymity

Due to the NES Forum Data Sharing Protocol ([Appendix II](#_Appendix_II_1)), for any communication, Codes are used instead of NGO names. The NGO Code list is held by the NES Forum and updated frequently. Any WASH partner interested to know their individual Code can contact the WWG Team. All data shared external to the WWG is anonymized and all partners are expected to conform to this when sharing any data externally, especially when referring to partner organizations and staff names. Any communication with Damascus hub partners is expected to go through the WWG to ensure the anonymity of NES NGOs security and sensitivity concerns.

-Google Groups

NES WWG holds two Google Groups (one for humanitarian actors and one for stabilization actors) in order to facilitate the information sharing and access to different online resources.

-> In order for someone to get registered in the Google Group the form below should be filled: <http://eepurl.com/dwC4bj>

**No access to the Google Group will be provided to users with personal email accounts. For the request to subscribe in the Google Group, the organization/ professional email of the member shall be provided.**

# -Google Drive

NES WWG holds a [Google Drive](https://drive.google.com/drive/folders/0BxmQaHMqMH7jVkpQX1kwZ1Jzd1E) with Repository of Resources, Databases, Maps, assessments and Dashboards. [Google Drive Structure](https://docs.google.com/document/d/1g9wjcCr4kiW1--dyQqgVwwEpVVQh-EUdsaqNt3S72BI/edit):

1. Assessments & Info
2. Strategic Planning
3. Contingency Plan
4. GIS & Data
5. Response Tracking
6. Evaluation
7. Implementation & Monitoring
8. Inter-Sector
9. TWGs
10. Capacity Building
11. Advocacy
12. CCPM
13. Transition
14. AAP

In order for a Google Group member to access the Google Drive folders & files, a Google account must be created and linked with the member organization/professional email. Support document to guide on creating a Google Account WITHOUT GMAIL can be found in [Appendix I](#_Appendix_I).

# Google Site

The WWG holds a [Google Site](https://sites.google.com/view/nes-wash-wg/home?authuser=0) with Resources and useful links. In order to access the Google Site, a google account using the organizational email with which the subscription in the Google Groups was submitted must be used. (Support document to guide on creating a Google Account WITHOUT GMAIL can be found in [Appendix I](#_Appendix_I))

# Monthly Meetings

The General WASH WG meeting is held in a monthly basis either in person or online depending on the access and location of the WWG Team & WASH Partners. Invitation & Agenda are shared prior to the meeting and communicated through the Google Groups and General Skype Group. Minutes of meetings are shared with partners and stored in the [Google Drive](https://drive.google.com/drive/folders/1CuQx483ok1mXgQJKB1R8YY8y66-T5y71).

Ad Hoc Thematic meetings are planned if needed and communicated with partners through email and/or Skype groups.

A Technical Meeting for Water Systems Infrastructure Rehabilitations is held every 3 months among NES WWG and WASH actors implementing or planning Rehabilitations of stations or networks along NES. Ad Hoc technical meetings can be scheduled if needed.

# Monthly 4W Reporting

WASH humanitarian actors, members of the WWG should submit a 4W report on a monthly basis. The deadline for the submissions is the 12th of each month for the activities implemented the previous month and any planned activities. The template for the monthly 4W Reports can be found [here](https://drive.google.com/drive/folders/10cUMqHiSiobwHfNhYvn9Tdxfuro_F7xw) and in [Appendix III](#_Appendix_II).

4W Reports are sent via email to the NES WWG IM ([WASHinfones@gmail.com](mailto:washinfones@gmail.com)) and after anonymizing, cleaning and follow up, are consolidated and shared with the NES Forum and WoS. Monthly Consolidated 4W Reports can be found [here](https://drive.google.com/drive/folders/11qj5PSp17FWlFGZM0zJF8EeAOKR7HJce).

A [Dashboard](https://app.powerbi.com/view?r=eyJrIjoiYjAwNWFiMjItZjI4Mi00ODdiLWI5OGYtOGU1MDA2Mzc3MWNhIiwidCI6Ijg1Njc0NTQyLWRlNmUtNGUxZi04Nzg0LWM1NjBiNTAzMTEyMyIsImMiOjh9&pageName=ReportSection) is populated from the monthly 4W reports while a monthly Infographic is planned to be released and shared with WASH Partners, NES Forum and externally.

# Water Systems Infrastructures Rehabilitations

A centralized database of the water systems infrastructures ([WSIR v2](https://docs.google.com/spreadsheets/d/19ofztYLlaXWsT1nRXQe1lCaP46FCY9NsGsSlkv1YK8E/edit#gid=0)) is held at NES WWG level and updated regularly with partners updates.

A Skype Group (Water Systems Rehabs) is held among rehabilitation actors in order to facilitate the coordination. Any interested actor shall contact the WWG Team in order to join this group

A meeting among rehabilitation actors (humanitarian & stabilization) is held every three months while ad hoc calls may occur if needed.

A [Dashboard](https://app.powerbi.com/view?r=eyJrIjoiMGQzYjQzMWUtMWE0ZS00ZGU2LWE1ZTQtM2RlYWY0NTUwZjc4IiwidCI6Ijg1Njc0NTQyLWRlNmUtNGUxZi04Nzg0LWM1NjBiNTAzMTEyMyIsImMiOjh9&pageName=ReportSection) is populated from the WSIR Database and updated frequently.

Advocacy maps and notes are released as required.

# Emergency Response Coordination

In cases of an emergency situation, different platforms are created by the NES WWG using Skype groups, Google mailing list and different Databases and products.

### Covid-19 Response

In the emergence of the Covid-19 pandemic, different Task Forces were created in NES while the NES WWG created a platform for preparedness, communication and strategy among WASH and Health actors.

A [Dashboard](https://app.powerbi.com/view?r=eyJrIjoiZWVmMjk1OWItMzljYS00OWJmLThmOWUtYzNjMjQ5MzYxNjE5IiwidCI6Ijg1Njc0NTQyLWRlNmUtNGUxZi04Nzg0LWM1NjBiNTAzMTEyMyIsImMiOjh9&pageName=ReportSection) is created to follow the Covid-19 response, identify the gaps, redirect actors and advocate. A [folder](https://drive.google.com/drive/folders/10ZIciPNy4lks_sbEY9oPAbCWHxp8v44G) is held at the WWG Google Drive with all relevant strategy documents, [Covid-19 Tracker](https://docs.google.com/spreadsheets/d/1l2oBeIxW5-krI3DxtcCRGmBTNKpQdZ28rMaB_d24b6E/edit#gid=2099786766), templates etc

### Al Halouk water station Response

Al Halouk station or Eastern Alouk as it is also known, is located in Al Aliya village in the east of Ras Al Ain city, established in 2010 as pumping boosting station pumping water to Al-Hasakeh city and served areas in the countryside. Since the Turkish offensive in October 2019, there are disruptions in Al Halouk operation while emergency water trucking response is activated. The NES WWG in coordination with Al Hassakeh Water Department facilitates the coordination among the NES WASH actors supporting with the emergency water trucking.

A [Dashboard](https://app.powerbi.com/view?r=eyJrIjoiZmMyZjVhZjYtMmNhMC00NWU4LWE5MzctNWUzZTUxZTg3MTU2IiwidCI6Ijg1Njc0NTQyLWRlNmUtNGUxZi04Nzg0LWM1NjBiNTAzMTEyMyIsImMiOjh9&pageName=ReportSection) is created to follow the emergency response while a [folder](https://drive.google.com/drive/folders/1NIkJ3jXG8W_FNUD218xyWgeg2eZ4H9LP) is held at the WWG Google Drive with relevant resources.

# Assessments

The WWG has drafted Assessments templates to be used by partners in different levels of the response. The templates are held in the [WWG Google Drive](https://drive.google.com/drive/folders/19-bZn7aeTlriVS_irLjC0eK9jVY1Vefa), in both pdf and Kobo code formats while support can be provided by the NES WWG IM for technical capacity, data cleaning and analysis.

# Technical Working Groups

The NES WWG through different [Technical Sub Working Groups](https://drive.google.com/drive/folders/1jHiozSrApGTl47vL_5l-ab8Beg6GCu3b) has drafted different Standards for the NES Context. While some of the standards are well established and communicated this is an ongoing process and more standards (ex. Facilities designs) are yet to be established.

# Advocacy

The NES WWG use its resources, Databases, monthly partners reports for data driven analysis and advocacy when required.

# Naming Convention

The proposed practice for Naming Convention as shared by the Global Wash Cluster can be found [here](#_Appendix_IV).

## Appendix I

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## Appendix II



## Appendix III

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## Appendix IV

