

POLAND

CASH WORKING GROUP

November 9, 2022

Emergency Relief for Refugees Fleeing Ukraine 2022: A Temporary Transitional Rapid Cash Response for Those Displaced and Most in Need

High Level Summary

1	Transfer Value	Total value based on household (HH) size (nuclear family unit ¹): 710 zloty for the first HH member per month + 610 zloty per month for each additional member up to 4 for emergency relief to cover basic needs, aligned with Poland's basic subsistence amount adjusted from 2020 data for inflation (to 31/12/2022). Unchanged based on 2021 data.
2	Main Cash Modality	Unrestricted Multi-Purpose Cash Assistance for basic needs for a 3-month period.
3	Data Fields to be Collected	A minimum core data set was revised for de duplication and operational as of August 2022.
4	Eligibility Criteria	A List of Eligibility Criteria has been identified for application, however final selection for distributions based on severity of needs within these criteria.
5	Beneficiary Management System	UNHCR's RAIS system , core data, approach and Data Sharing Agreement has been agreed as of August, 2022, for RRP 2022 MPCA case management and de duplication (SOPs ongoing)
6	Transfer Mechanisms	Many organizations have made decisions on transfer mechanisms, with some impact on rounding of transfer amounts and user-fee inclusion. FSP mapping , updating and assessments ongoing.
7	Key Communication Messages	Core messaging points discussed for MPCA in the Polish context stressing humanitarian assistance and temporary, transitional, emergency relief; avoid "cash-assistance" or "financial assistance"
8	Assessments	Needs, Market Assessments, FSP mapping , PDMs to be discussed and coordinated (ongoing - IMWG)

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¹ Nuclear family unit refers generally to a group of individuals that includes parents and their children, even if the children are over 18 but still residing within the group; informal family units are also included, however, aunts, uncles, and grandparents are recommended to be treated and apply as a separate HH in groups residing together to help overcome MPCA grant limitations and reflect decision making authority over the use of the MPCA. (For example, a mother with two children fleeing Ukraine with her sister and mother (children's grandmother) may be tempted to apply as a family of 5 total, however, strictly applied, the mother and two children should apply as a family of 3, and the other two adults should apply for MPCA for two one-person headed HHs).

Brief Overview: Since February 24, 2022, over **14.85 million people** crossed the border from Ukraine into neighboring countries (**data**) while relief agencies have recently reported an estimated **7.35 million** have crossed into Ukraine, a flow that remains at about **30 000 per day** (**OCHA, Recent Stats**). Of the **7 785 514** of those who fled and have registered as refugees across the EU, **4 460 847** are registered in various national protection schemes within.²

The **Cash Working Group** in Poland, co-chaired by **UNHCR** and **PAH**, was created in March, 2022, to facilitate coordination of a rapid Cash-Based Intervention (CBI) providing immediate emergency relief to cover basic needs to those who fled conflict in Ukraine and arrived in Poland.

This document outlines the approach and guidance recommended **to date (09.11.2022)** and provides an overview of the key issues related to the rational, design and implementation of the initial CBI. Adjustments can be expected as the situation continues to evolve, more information becomes available and actors on the ground provide feedback to further strengthen the timeliness, effectiveness, and efficiency over the use of MPCAs for basic needs with potential expansion of CVA to respond to other specific needs and target groups as these cases become better known in coordination with other sectoral working groups when and where appropriate for better serving the needs of the refugee population.

Poland Cash Working Group Schedule

As of May 18, 2022, the CWG agreed to provide a schedule in advance to help identify themes and core issues to be discussed as far as possible to reflect the evolving situation in the use of CVA in the Poland RRP 2022 response. It is recommended to partners to suggest themes in advance to allow for evidence, presentations, and coordination with experts, other clusters, when and where suitable to the co-chairs. However, it was also understood of the need for ad hoc themes to be introduced to deal with issues that require more rapid attention.

Since May 18, 2022, the CWG meeting schedule has been changed to take place once every 2 weeks (every second Wednesday) from 3 to 4 PM Warsaw time. On August 10, the CWG also agreed to move towards hybrid meetings combining an in-person meeting with online access in Warsaw and to hold the de duplication meeting directly afterwards. (**Location: Centrum Wsparcia Koordynacji / Centre for Coordination Warsaw Towers, Sienna 39, 1 floor, room S7.)**

Other meetings can be held on an ad hoc basis. The Sub Working Group for De Duplication is for those CWG members who are interested and is currently held on an ad hoc basis when case management and other issues arise since an approach/solution was found. The results and specific issues discussed will be announced in the general Wednesday meetings when these meetings do take place.

² These figures should be used with caution; they are based on the number of people crossing the border and do not necessarily reflect the number of people fleeing the conflict seeking refuge in neighboring countries, or the numbers of those who fled who are returning.

Date	Group	Core Themes
Wednesday November 23, 2022	CWG	FSP presentations (TBC)
Wednesday November 9, 2022	CWG	Update on RRP and coordination, Targeting severity of needs, Core PDM indicators, FSP (TBC)
Wednesday October 26, 2022	CWG	RRP 2023 overview, preliminary PDM findings from PAH, Winterization proposed package for additional costs for basic needs (seasonal).
Wednesday October 12, 2022	CWG	PDM preliminary findings and Winterization package for endorsement and future amendments when needed.
Wednesday, September 28, 2022		Rapid Cash (daily amount) presentation and agreement on MPCA for prolonged stays
Wednesday, September 7, 2022	CWG and SWG on de duplication	To be announced
Wednesday, August 31	Technical Sub Working Group on Winterization	<ul style="list-style-type: none"> • To discuss the number of MPCAs one HH can receive in 2022 • Winterization needs • Transfer value • Other forms of cash and voucher assistance
Wednesday, August 24	CWG + SWG on de duplication	<ul style="list-style-type: none"> • Update on the situation and MPCA response • Winterization • Presentation on winterization needs • De duplication update
Friday, August 12	SWG on de duplication	
Wednesday, August 10	CWG	
Wednesday July 27	CWG	To Be Announced
Wednesday July 13	CWG	To Be Announced
Friday July 1	Sub Working Group De Duplication	<ul style="list-style-type: none"> • Workshop to test RAIS
Wednesday June 29	CWG	<ul style="list-style-type: none"> • Data Sharing Agreement • RAIS update • RRP reporting

		<ul style="list-style-type: none"> • De Duplication
Friday June 24	Sub Working Group De Duplication	<ul style="list-style-type: none"> • Update on RAIS • Data Sharing Agreement
Friday June 17	Sub Working Group De Duplication	CANCELLED
Wednesday June 15	CWG	<ul style="list-style-type: none"> • RRP 2022 Update • Contingency Planning • PDMs for MPCA for basic Needs in Poland
Friday June 10	SWG De Duplication	CANCELLED
Wednesday June 1		<ul style="list-style-type: none"> • RRP Overview from Launch • Review of MPCA to date • CWG survey results • Rescheduling of CWG to every 2nd week • Longer term themes, challenges, and changes.

Quick Links

The following table in this section is intended to provide rapid access to links for information relevant for the use of CVA and MPCA in Poland for “basic needs.” The links are organized based on the information needed to respond to the types of questions (highlighted in yellow) to help organize and structure the links.

Basic Information			
Where can I find the latest information on the CWG in Poland and the Refugee situation, and response targets?			
	Poland Cash Working Group – Shared Drive (NEW)	For Registered CWG participants containing all main files, guidance notes and regular updates in a single location	LINK
	Refugee Data Portal	UNHCR – Updated data on the number of refugees fleeing Ukraine and potential returnees	LINK
	Poland Refugee Response Portal	Ukraine Refugee Situation in Poland, with overview, statistics, and event updates.	LINK
	Regional Cash Working Group	Key Documents and Minutes for CWG including meeting minutes.	LINK
	Poland Refugee Response Plan	Overview of RRP 2022 Budgets, Targets	LINK
	Poland Information Management Working Group	Assessments and Data Initiatives related to the RRP 2022	LINK
	Inter Operations Update	Inter Agency Information including targets, events and coordination.	LINK
	RCF Poland Inter-Agency Operational Update	Online form for submitting Inter Agency Updates	LINK

	CWG - Ukraine	Link to the CWG overview information for Ukraine	LINK
Poland – National Response Information			
Where can I find Information about the Government’s response to the crisis in Poland and basic social protection services for those fleeing Ukraine?			
	Government of Poland	Poland Social Assistance Overview	LINK
	Poland Government	Website for Assistance in Poland for Ukrainian citizens	LINK
	Government of Poland	Application Information and form for Cash Benefit (40 zloty) for Ukrainian refugees	LINK
	Notes on Poland	Information on numbers and profiles of Refugees from Ukraine who received PESEL numbers	LINK
	Social Registration Information for Ukrainians in Poland	PESEL Number Information for Ukrainians	LINK
Basic Needs Assistance Programmes in Poland (using MPCA)			
Where can I find information on other organizations’ Assistance Programmes for basic needs using MPCA (cash instead of in kind)?			
	UNHCR	Assistance Portal and MPCA Appointment	LINK
	PAH	Temporary Rapid Assistance (TeRA) Programme in Poland	LINK
	Lutheran World Federation	Two Centers for providing assistance to those fleeing Ukraine including the use of MPCA	LINK
	IFRC	Information on Red Cross Cash Assistance Programmes in Poland	LINK
Cross Cutting Issues			
Where can I find Guidance Information that is relevant for the use of MPCA and cross cutting issues?			
	Modules on Child Functioning	The Washington Group/UNICEF Module on Child Functioning, finalized in 2016, covers children between 2 and 17 years of age	LINK
Assessments in Poland			
Where can I find Information that supports evidence-based decision making to inform humanitarian programming in this overall response?			
	Refugee Rapid Needs Assessment - Poland	NRC’s Rapid Needs Assessment Report, March, 2022	LINK
	Post Distribution Monitoring	PDM presentation by PCPM and NRC	LINK
Refugee Response Plan Poland			
Where can I find out about the Refugee Response Plan and coordination in Poland?			
	RRP Poland	Refugee Response Plan 2022	LINK
		Refugees from Ukraine Across Europe, May 5, 2022	LINK
		Refugee Coordination Forum Overview in Poland	LINK
Reporting on MPCA use in Poland			
Where can I find out how to report our activities, targets, locations and progress to date?			

Focal Points and Sub Working Group co-chairs

Focal Points help leverage the technical expertise more widely available across the CWG especially to address cross cutting themes, such as child protection, or for technical guidance required from other clusters that can inform, support and further strengthen CWG decision making.

In addition to the co-chairs from UNHCR and PAH, there are volunteers within the CWG in Poland who provide additional support for cross-cutting themes and technical sub working groups as the need emerges. It is also recognized that the focal points may change due to turn-over during the response. ([Link](#))

1 Focal Points

- **Child Protection** - (was UNICEF, now open)
- **Financial Service Providers** - (Was Plan International, now open)
- **People with Disabilities** - (now open)
- **Sectoral Cash (outside of basic needs)** – (now open)
- **Older People** – (now open)

2 Technical Sub Working Group

- **De Duplication** – Eric Kiruhura, WVI, co-chair (eric_kiruhura@wvi.org)
- **De Duplication** – Rashid Khasanov, UNHCR – (khasanov@unhcr.org)

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Objective of MPCA in Poland

The use of MPCA in Poland recognizes that there may be people in host communities also who are at risk of not being able to cover their basic needs, but the use of humanitarian response funds for this situation focuses on rapid, temporary, assistance for those displaced from Ukraine who arrive in Poland and are most in need of MPCA.

The primary objective of using Multi-Purpose Cash Assistance (MPCA) in Poland is to respond to those most in need who fled Ukraine to help them to cover their essentials (basic needs within the Cluster System). MPCA is intended to be used as a flexible tool that provides temporary, emergency, relief and stress has been placed on the need to provide a rapid response given the relative numbers of refugees compared to local capacities to meet needs adequately and in line with humanitarian standards and comply with other laws, rules and standards (such as personal data protection and consent).

The overall approach within the CWG aims to build on and strengthen the local response and to support the already strong leadership by the government and local actors. It is temporary in nature with a view to cease to exist when refugees and other people fleeing Ukraine remaining in Poland are included in the social protection system, asylum procedures or have moved on to other countries (including the possibility of returning to Ukraine in the future, where, if applicable, eligible and in need, can apply for domestic programmes within country).

Related, the CWG agrees to adjust the response over time to ensure CVA is aligned with the best use of the humanitarian funds to respond to the needs of beneficiaries in a timely, efficient and effective manner.

Rational of Approach

During the week of February 28 to March 4, 2022, informal meetings were held between PAH and UNHCR to begin coordination efforts for a cash response for displaced persons fleeing Ukraine stressing the need to establish a rapid response system given the large inflows over a short period of time and volatility of the situation. The first CWG was held on March 7, 2022, with over 20 participants from many organizations. This document summarizes the overall decisions, rational and approach to date while also requesting feedback and agreement as rapidly as possible to avoid people waiting unnecessarily for immediate relief and is regularly updated to reflect formal and informal feedback from participants in addition to reflect changes in the situation.

GENERAL ENDORSEMENT OF THE GUIDANCE WAS SOUGHT TO CONSISTENTLY AND RAPIDLY RESPOND WITH MPCA FOR THOSE FLEEING UKRAINE AND AT RISK OF BEING UNABLE TO MEET THEIR BASIC NEEDS

Within this situational context of large numbers of refugees and other people fleeing Ukraine due to the recent invasion on February 24, 2022, it is recommended to place greater emphasis initially on the timeliness of the response to help ensure that those most in need can cover some basic or essential items to relieve them and their households from many of the negative coping mechanisms they are likely suffering from. As the situation evolved, de duplication approaches and other changes can be adapted to further strengthen the response.

CBIs have become a key modality to respond to the needs of disaster and crisis-affected populations globally. However, CBIs are not typically deployed rapidly in the immediate aftermath of a disaster. In many cases, it takes weeks, if not months, to carry out market assessments, staff training, the selection

of financial services providers (FSPs), followed by the implementation of a cash programme that involves applying, selecting, verifying and distributing. Beneficiaries may therefore spend a lot of time waiting, trying to become informed, being processed, followed by some portion of those with expectations not being selected at the end of the lengthy process. The time this could take could result in various forms of unintended harm including distorting people's decisions over what they should do to secure their lives, or worse, retorting to risky, harmful, coping mechanisms out of desperation.

In the present case, time is critical. With well over 4 million displaced people originally displaced and limited donor funds already available, it is recommended by the CWG to adopt a coherent and temporary emergency relief approach that stresses the need to reach refugees and others affected by the conflict fleeing into Poland rapidly.

Situational Context

While the threat of an imminent invasion likely resulted in some displacement leading up to 24.02.2022, well over **11 983 982 million people** have since this date crossed the border from Ukraine into neighboring countries. It has been reported, however, that an estimated **7.35 million have crossed into Ukraine**, with about 30 000 reportedly crossing back across the border daily ([Statistics](#)). These data, however, do not necessarily reflect the number of refugees since not all people crossing the border are necessarily fleeing the conflict and could be traveling for other purposes, while it may also to some extent some of the same people crossing back and forth multiple times rather than unique travelers.

Of the total number of crossings from Ukraine into European countries, some 7 785 514 are registered as refugees and of this number, some 4 460 847 are registered in National Protection Schemes. These data would serve to indicate that there remain gaps in coverage for those in need who are currently not receiving national protection assistance in addition to others who may have not yet registered in a given location. Given the volatility of the situation, there remains a potential gap in humanitarian coverage in Poland and within the EU more generally, but also a need to prepare for potential additional waves of people crossing who are unable to meet multiple needs, including for potentially more prolonged periods of time. Local capacities to provide immediate life saving humanitarian assistance are likely to be an ongoing issue for some time, despite intentions to accommodate large scale numbers of people in need. More information and a basic overview can be found [here](#).

Within this situation without sufficient assessments that can be used to inform the specific needs of the displaced populations, including targeting, the CWG endorses providing multi-purpose cash assistance to those most in need rapidly for essential items as an immediate disaster relief response measure. ***As more information becomes available, the cash assistance and approaches to address specific needs for specific groups can be adopted.***

Figure 2 below provides a snapshot of the number of people fleeing Ukraine since February 24, 2022, into neighboring countries. Poland continues to receive the vast majority of refugees. However, it should be noted that others may have fled prior to this date and many may have moved onto other locations within the EU and elsewhere during the past weeks, including returning to Ukraine for various durations of time. The severity of needs among the people fleeing Ukraine are also likely to change as subsequent waves of displaced people internally within Ukraine choose to leave the country.

Figure 2 Number of Refugees from Ukraine by Receiving Country, 09.11.2022

Receiving Country	Number
Poland	7 274 050
Hungary	1 670 028
Slovakia	900 724
Moldova, Republic of	678 326
Romania	1 460 854
Russian Federation	2 852 395
Belarus	16 705

Source: UNHCR ([LINK](#))

The situation continues to rapidly evolve. However, some characteristics at this stage can be assumed for the purpose of providing assistance, including the requirements needed to design and implement a rapid cash relief response:

- Many people are likely to have abandoned their jobs, homes, and other assets and lack sufficient immediate resources to cover their basic needs.
- Many of those fleeing are likely to be single female headed households with their children (under 18 for males) but also single females due to exit restrictions on able bodied males of military serving age in Ukraine (18 to 60).
- Some people will not be nationals of Ukraine yet be in need of emergency assistance as rapidly as possible (ie. Student populations fleeing Ukraine).
- Males of military age from Ukraine are not permitted to exit the country unless they have a legal exemption with documented proof, meaning that many displaced may be separated from their household and including unaccompanied minors.
- Reports are common that people have travelled along long difficult routes to wait for long periods of time to cross borders.
- While initially border crossings may have lacked to varying degrees assistance for people, some improvements have been made, but more remains to be done to assess people's needs at border crossings, including information to help them make the most appropriate travel decisions based on their personal circumstances.
- There is likely to be diversity in terms of the severity of needs among population groups and across locations where displaced people are currently staying.
- The capacity of host communities to respond is likely limited to varying degrees across the destination countries and while some of the immediately displaced may have been absorbed into hotels, hostels and private apartments, additional waves of displaced people are likely to add additional pressure on host communities' abilities to respond in terms of supplies of the basics (shelter, food, and other services) in addition to potential additional inflationary pressure.
- While donors are moving in rapidly to provide finances for assisting displaced persons, the funding will be insufficient to meet the needs of everyone, and targeting will be necessary as well as the setting of the amount of assistance per person to maximize the limited aid to respond to those with the most severe needs (optimal impact – or value for money).
- An inflow of actors to respond to this large-scale crisis, while welcome, could add to confusion over who is providing what, where and to whom, among not only beneficiaries but also host communities and others on the ground stressing the need to coordinate efforts and avoid duplication in addition to reducing exclusion for those who may have specific needs matching specific capabilities of various organizations.

- There will be several levels of needs that are time sensitive: needs at border crossings to accommodate people waiting, needs for those who have crossed in terms of immediate relief and essentials, and longer-term needs for displaced populations and host communities; distinguishing these needs is critical to adjust the cash response for the specific intended purposes, in this case for emergency relief for essentials for displaced populations for a 3-month period.
- Not all displaced people will have full documentation, up to date, which may affect verification, further processing, but also the cash modality used to provide assistance.
- People are likely to remain mobile to a high degree until a later unspecified date at this stage meaning that there will be a need for more regular rapid monitoring, assessment and updates to adjust cash assistance over time.
- Unaccompanied children are likely to need specific assistance that would be covered by MPCA, however, some system including protection would need to be adjusted for this possibility and advice is sought from CWG members to respond best to the needs of this target group.
- COVID remains a high risk due to a combination of factors: low immunization in Ukraine, lack of PPEs, and mass crossings and congestion. There is considerable risk that displaced and host populations may incur increases in infection rates while displaced people in need may need specific additional support beyond the intended purposes of a typical MPCA grant to cover medical treatment or limited quarantine support.

THIS SITUATION STRESSES THE NEED TO RESPOND WITH A BASIC RELIEF AMOUNT FOR MULTIPLE PURPOSES THAT IS CONSISTENTLY PROVIDED TARGETING THOSE MOST LIKELY IN NEED AS RAPIDLY AS POSSIBLE WITH AS LITTLE BURDEN ON APPLICANTS TO APPLY AND RECEIVE DISTRIBUTIONS.

Due to a lack of initial assessment information while a rapid emergency response is needed, this immediate CBI should target the most vulnerable aimed at providing a grant amount based on household size that will enable the beneficiaries to cover basic needs. This rapid emergency relief should be coordinated and consistent across organizations as far as possible while it is recognized that other programmes will evolve over time to respond to other needs. There is an assumption that the government will take over assistance and support in the mid to long-term.

Within this situation, the elements of the core emergency cash response outlined in the next section can be temporarily endorsed, while future CWG meetings can focus on setting up the following:

- A more robust needs assessment for displaced persons
- Coordination with local partner organizations, and administrations
- More robust market assessments that can be used to assess and adjust cash responses and specific programmes targeting specific groups, needs and timelines.
- Feedback from cash programmes in use to identify lessons learned and practical information that can benefit the wider cash community.
- Referral and common monitoring so to avoid duplication of data collection.
- Tracking the various Financial Service Providers used by different partners to better inform decision making over future cash distributions and programming, including risks, costs, and fees.

This initial approach also recognizes the need to allow for flexibility for different organizations to tailor their approaches to target specific groups within their specific capabilities and endorses some degree of balancing these trade-offs as far as it is possible in this setting.

The CWG – Poland Emergency Relief Cash Intervention

Amount of Assistance Provided

As a rapid response measure, the CWG will base its assistance on a basic amount of 710 zloty per person per month to cover basic needs for the first member of the HH followed by an additional 610 for each additional member up to 5 maximum. The total amount would be distributed to the head of the household (HH) selected for assistance based on severity of needs by the cash system of the organization's choice. The amount should be adjusted to reflect the number of persons per household and at this stage we are looking at no more than 4 months, when the government is expected to fully cover. The amount can be paid as a lump sum or paid per month.

Due to the need to respond to many people in need of cash assistance to meet basic needs, the CWG recommends setting the initial grant amount at **710 zloty per person per month** for the first person in the HH followed by **610 for each additional person**³ in Poland in line with basic subsistence estimates provided by the Polish Department of Statistics as of 2020 but adjusted to reflect inflation estimates since then. This amount is set based on secondary information and the CWG co-chairs have updated the tables below to reflect the changes in line with what was agreed and expected since the initial CWG meeting. The 2021 figures are soon to come but are still not yet available, but the CWG will be informed as soon as the data is made public.

Figure 3 Basic Subsistence Amounts per person and household side to cover essentials in Poland, 2020

Tabela 1. Wartość minimum egzystencji w 2020 r., w zł

Wyszczególnienie	Gospodarstwa pracownicze						Gospodarstwa emeryckie	
	1-osobowe	2-osobowe	3-osobowe	3-osobowe	4-osobowe	5-osobowe	1-osobowe	2-osobowe
	(M+K)/2	M+K	M+K+DM	M+K+DS	M+K+DM+DS	M+K+DM+2xDS	(M+K)/2	M+K
Żywność	261,97	523,93	748,41	836,12	1 060,59	1 372,77	226,94	453,89
Mieszkanie	287,90	409,23	585,76	585,76	766,16	944,18	287,90	409,23
-użytkowanie i energia	268,81	383,85	552,80	552,80	721,76	890,73	268,81	383,85
-wyposażenie	19,09	25,38	32,96	32,96	44,39	53,45	19,09	25,38
Edukacja	0,00	0,00	4,31	63,01	67,32	130,33	0,00	0,00
Odzież i obuwie	26,83	50,23	74,70	76,97	101,44	128,19	26,83	50,23
Leki	11,73	20,21	45,47	32,49	56,93	69,06	18,84	34,42
Higiena	22,74	45,00	56,22	62,29	73,53	90,98	20,10	39,71
Pozostałe wydatki	30,56	52,43	75,74	82,83	106,30	136,78	29,03	49,37
Razem ME	641,74	1 101,03	1 590,60	1 739,47	2 232,26	2 872,29	609,65	1 036,86
ME na 1 osobę	641,74	550,52	530,20	579,82	558,06	574,46	609,65	518,43

Źródło: Obliczenia Instytutu Pracy i Spraw Socjalnych na podstawie danych Departamentu Statystyki Społecznej GUS. Uwaga: Symbole użyte w tablicy oznaczają odpowiednio: M – mężczyzna w wieku 25–60 lat, K – kobieta w wieku 25–60 lat, M+K/2 – wydatki na poziomie średniej arytmetycznej dla gospodarstwa męzczyzny i kobiety, DM – dziecko młodsze w wieku 4–6 lat, DS – dziecko starsze w wieku 13–15 lat. W przypadku gospodarstw emeryckich symbole M i K oznaczają odpowiednio męzczyznę i kobietę w wieku powyżej 60 lat.

Figure 4 MPCA amounts by HH size, number of months, without additional transfer fees to cover access

Household Size

³ This amount reflects the intentional amount for the person to receive after access fees. It follows that organizations may provide additional amounts to cover user fees depending on the FSP they use for transferring funds to selected beneficiaries.

Number of Persons	1	2	3	4	5
Amount per person	710	610	610	610	610
Total MPCA amount per HH	710	1320	1930	2540	3150
For 3 months	2130	3930	5790	7620	9450

Figure 4 above reflects the updated amounts adjusted for inflation. In part for convenience of explaining to applicants why some HHs receive more than others, it was recommended by PAH that the first individual applicant receives slightly more followed by a fixed amount for each additional member of the household. Further, PAH will add 40 zloty per month for the MPCA to reflect withdraw fees associated with the distribution of payment cards. The rationale for this approach was to minimize the access fees that may prevent people from being able to purchase the targeted amount of items with the funds provided. *As a result, it is expected that organizations may use top ups to cover user fees of the MPCA in line with the method they have selected, and to ensure this is communicated so as to avoid confusion between actors in the field.*

The source of the inflation information on costs per person are based on the Polish State Stats Service Subsistence estimates, adjusted upwards by 10% to bring the 2020 figures up to a rough estimate today and rounded off since we simply do not have a market assessment or more up to date data. We also expect additional inflationary pressure over the next month that will be even higher than originally forecast due to the sheer volume of people coming into the country coupled with limited capacity in terms of bigger ticket items, such as shelter/accommodations and transport.

“Poland’s annual inflation climbed to 9.2 percent in January of 2022 from 8.6 percent in the previous month, missing preliminary estimates of 9.3 percent. It was the highest inflation rate since November of 2000, driven by prices of food and non-alcoholic beverages (9.4 percent vs 8.6 percent in December), housing and utilities (12 percent vs 11.2 percent) and transport (23.8 percent vs 22.7 percent). On a monthly basis, consumer prices rose 1.9 percent, marginally below the preliminary estimates of 1.85 percent but accelerated from a 0.9 percent uptick in December. source: [Central Statistical Office of Poland \(GUS\)](#)”

<https://tradingeconomics.com/poland/inflation-cpi>

While the final amount/ person/ month has been finalized for the time being, the CWG recommends the following to determine how much is provided to beneficiaries over time through multi-purpose cash grants (MPC):

- The total amount of the MPC distributed should reflect the number of people in the HH displaced to cover their relief needs.
- The total amount should be distributed to the head of household.
- The amount of time should be up to 3-4 months approved for the beneficiary (to be decided)
- The amount per tranche could be adjusted to reflect the severity of needs, capacity of transfer mechanisms, donor commitments, and the capability of each organization’s administration (tracking beneficiaries to make monthly payments in this context with high mobility could be challenging and burdensome as well as inconvenient for the HH in need).
- As many organizations have already transfer mechanisms in place, we will focus on not duplicating assistance over different transfer mechanisms. Agencies have arrangements in place for organizations to piggyback or partner on existing contracts.

- At this stage, PAH is opting for Sodexo cards to be issued as blank, then upon approval, activated in the amount per HH. UNHCR will initially be using a Polish developed solution (BLIK) solution as an emergency cash grant mechanism.
- Other organizations are encouraged to share the information over FSPs so that we can strengthen the ability to deliver cash more efficiently, effectively and timely.

Winterization/Seasonal Basic Needs Cash Update

The winterization package will be updated here to reflect all of the agreed upon changes.

Seasonal Update

The amounts above were reconsidered given the availability of 2021 data, increased inflation rates, and concern over winterization. However, after examination in Technical Cash Sub Working Group in September, it was decided that the adjusted amounts were not significant enough to warrant changing the MPCA transfer values at this time. It was recommended to leave the amounts unchanged until the end of the year, pending unforeseen extreme changes, and allow a winterization top up as a seasonal package separate from the basic MPCA package for those at risk of suffering from additional basic needs costs (fuel and NFIs) associated with the winter season.

Eligibility Criteria

The CWG recommends using an initial set of eligibility criteria to help target those conflict-displaced populations fleeing Ukraine because of the invasion on February 24, 2022, including setting a date for those who may have fled earlier in anticipation of the invasion

Limited funds to respond to this humanitarian crisis in Poland means that difficult choices need to be made over the use of those funds and who to assist as well as by how much. Further, a guiding principle in humanitarian relief operations is to respond to those most in need. Eligibility criteria are used as a tool to help identify those who are most likely to be in need while additional evidence is needed to select from those who meet these criteria to determine their severity of need.

The CWG recommends using the following proposed eligibility criteria to target those displaced persons who are vulnerable and most likely in need to rapid, temporary, assistance to cover essential expenses:

- Single headed HH w children or dependents – while these criteria are intended to mean a parent with their own children (nuclear family concept), there may be informal children under their care due to this situation of people sending their children with others.
- Elderly headed HH – A nuclear family may have elderly dependents with them, however, wherever possible it is recommended to enroll elderly separately (this means not including their numbers for MPCA distributions into the parent-child nuclear family)
- HH w 2 or more dependents (<18, >50) – This criteria intends to capture those HHs where the head is formally or informally looking after others, they can apply together if the dependents especially are not working age or able to work.
- Unaccompanied or separated children – see guidance for this case. MPCA cannot be distributed directly to minors (under 18)

- HH with one or more persons with specific needs - The specific needs description will include specific vulnerable groups, including young people and others fleeing Ukraine and will be provided in a guidance note in the shared drive.

The CWG recognizes the following at this early stage of the intervention:

- These criteria allow for generous targeting based on the assumption that they may change in light of findings from secondary sources, needs assessments, and changes in the situation as the displacement crisis evolves.
- Meeting the eligibility criteria does not guarantee that assistance will be provided; instead, beneficiaries will be selected WITHIN these criteria based on the severity of need to reflect the limited amount of assistance available. It is recommended to refer to these in communications as “application” criteria to reduce confusion over why some may not be selected despite meeting minimum criteria.
- Different actors may choose to focus on specific vulnerable populations according to their capacities, strengths, donor commitments, and geographical locations.
- While nationality information may be collected during the registration process and accompanying documents revealing nationality and/or ethnic groups may be used to verify identities, avoid duplication, etc. these data cannot be used for the selection process. This also reflects that displaced populations from Ukraine may include other nationalities who are equally in need of humanitarian assistance.
- People within these vulnerability groups may have been displaced before February 24, 2022 since they may have left fearing the oncoming invasion so the target group could have been displaced up to a recommended 2 or 3 weeks prior.
- While males of Ukrainian citizenship between 18 and 60 are currently not entitled to leave the country, there may be other males in need of assistance who have fled the country, including non-Ukrainian nationalities, or those of military age who have been exempted, or left just before the rules changed.
- Unaccompanied minors will require additional advice from members of the Child Protection Working Group and/or knowledge of legislation that may affect compliance. The same goes for the SBGV and Protection WG.

It is anticipated at this stage that within the vulnerability groups, different organizations may have their own approaches for targeting those most in need based on various severity criteria.

How To Enroll Potential Beneficiaries for the Purpose of Assistance?

The CWG recommends those who are active in Poland to use the common PRIMES system, including ProGres and biometrics for receiving applications from potential MPC beneficiaries. The final selection can be done based on each organization’s eligibility criteria. Others, who may use their own systems especially in the initial emergency relief stages are recommended to at least collect minimum consistency data and consent from beneficiaries to align with ProGres in time and help to reduce duplicates in addition to tracking mobile displaced populations to better reach their medium and longer-term needs.

The CWG-Poland endorses the use of a common platform across partners for receiving applications for temporary relief, UNHCR’s PRIMES system, while the final beneficiary selection, caseload management and cash modality is up to individual actors at this stage of cash programming. This platform can be implemented with relatively minor investments in training while also allowing for flexibility beyond a minimum set of applicant data. This system will also ensure data security and protection and users will be provided with different levels of user access (ie. what data to access).

One of the common problems in disaster relief is the challenge of avoiding duplications across organizations in the field. Each agency using its own databases to collect applications from those in need of assistance will typically run into legal and practical problems while trying to ensure that individual households do not receive multiple grants and reducing errors common in data collection. With limited humanitarian funding, especially in the early stages of disaster relief, duplication would leave the humanitarian community potentially reaching fewer people in need. It is also widely recognized that some households experiencing deprivation and desperation may apply for multiple assistance across organizations, further complicating the process of avoiding duplication.

After initial discussions about the situation and requirements across the co-chairs in the first week after the displacement crisis began (following the 24, 02.2022 invasion), it was decided to simplify the enrolment process by using a common platform hosted by UNHCR, PRIMES. This would not only help avoid a situation where each organization attempts to develop their own databases, but would also provide many rapidly deployable features that would allow for cash partners to achieve the following requirements:

- Increased likelihood of avoiding duplications of assistance since it is possible to see whether the applicant(s) have already received assistance from another agency in Poland, or elsewhere, as a result of being displaced in this crisis.
- It contains a minimum core set of identifiers that can be used to register a potential beneficiary and allow for the collection of tailored additional data that meets the requirements of other organizations, such as specific needs or vulnerabilities. This allows for flexibility while using the same platform.
- Tracking of displaced people who remain mobile such that they can be contacted and further assessed in the future to develop and respond to their evolving needs, including across multiple locations.
- The possibility for sharing in learning and training that is common across organizations that will allow for more rapid scale up, lower training costs, and enhanced capacity which is critical given the scale of the crisis.
- Easy onboarding for additional actors in the field.
- It is possible to view who entered, changed, and managed the information in the database allowing for enhanced auditing procedures and active monitoring.
- It is recognized that partners can also help to avoid duplicates by coordinating geographical locations for enrollment.

In order to use the system, it is necessary to contact UNHCR to obtain partner login in IDs, training and other support. It is also possible to work with UNHCR which will register a large caseload (to get lists for assistance etc.) In addition, the following provided a preliminary outline of the process to be deployed:

1. After training on the system, each agency will decide which additional data they need to collect to identify and prioritize the beneficiaries they wish to assist.
2. Agencies decide on their own how they wish to register applicants and where, and ensure their staff, volunteers or partners, adhere to basic compliance standards for meeting with applicants.
3. After registering potential cash beneficiaries, each agency decides on their own how they wish to manage their caseloads and distribute the MPCA to the final list of beneficiaries.

In the first stages of emergency response, the CWG views the use of the ProGres system to be the most appropriate approach for registering MPG applicants in common across actors while enhancing

the ability to respond to refugees in need more rapidly than would otherwise be the case. While the focus today is on temporary, emergency, relief to help those most in need to cover basics/essentials, this endorsement does not mean that other forms of assistance could not also be managed with this system (including case management) and other forms of cash assistance for other specific needs be adopted and used in near to medium term responses and beyond.

Those implementing cash assistance are advised to contact UNHCR to arrange for training for those staff members who may be involved in the actual registration process.

Financial Service Providers (FSP)

The CWG recommends finding an appropriate FSP that will allow beneficiaries to access their MPC as easily as possible with minimal delays and maximum flexibility. As the situation evolves, the CWG will collect and assess a range of FSPs that may be more appropriate for specific cases and conditions. For those without a transfer mechanism in place, agencies have already in place opportunities for common use of FSPs so do please reach out to benefit from already existing contracts and mechanisms so to avoid duplication.

While the CWG does not endorse a specific Financial Service Provider at the moment, the recommendation to date is to select a method of payment that allows rapid access while not restricting mobility due to the volatile situation and uncertainty over where those most in need may choose to temporarily locate. It may be the case that beneficiaries continue to move across locations within a country or between countries. These are the following concerns raised to date that may affect the choice of an FSP or method of payment in the context of operating and distributing MPCs to displaced persons in Poland:

- Some displaced people may lack full documentation required to open a formal bank account
- Bank cards are likely to involve specific legislations restrictions involving Know-Your-Client and other financial information that may slow down the issue of bank accounts and bank payment cards
- Other gift cards or payment cards, like Sodexo, are possible
- It may be possible to transfer funds through Western Union or other FSPs
- Beneficiaries may have been without essentials for days and this aspect of the system should minimize the amount and number of times of face-to-face meetings to apply for and receive the final distribution as far as this is possible; a method for a single application interaction is preferred given the emergency context
- Payment cards often require PINs, which can be lost, so some tracking system and service is needed for people to correct these common errors.
- Options also exist through pin code systems or voucher-like arrangements.
- People may move to other locations or across borders prior to having accessed all of the funds on payment cards; FSPs that can match potential mobility is preferred.
- Not all beneficiaries may be of the same nationality.

Over time, the CWG will collect further evidence and mapping of FSPs and their characteristics to better match and recommend specific distribution systems for meeting the needs and preferences of those displaced from Ukraine.

Communications

It is stressed that MPCA is a tool and not an objective, impact or outcome. Instead of “cash assistance” or “financial or MPCA assistance,” core messaging should aim to stress that this is humanitarian assistance with the objective of aiding those most in need to cover, temporarily, their basic needs. In the case of winterization and seasonal cash, it should target those at risk of additional suffering related to winter/seasonal additional basic needs costs. Cash instead of in-kind is used to achieve the aims of the assistance.

Populations in crises-affected communities are more likely to be familiar with the provision of in-kind assistance than “cash assistance.” Food assistance is typically understood to be directed towards those who are food deprived and in need of basic amounts to survive. Cash assistance, however, is not so commonly understood and recent interactions with community members and other actors has highlighted the need to improve, coordinate, and align key messages within the Polish Context when it comes to MPCA.

Initial field visits have brought to the surface several common misunderstandings which may hinder the ability of cash to be used and implemented. There is a sense that in-kind relief is generous and sufficient to help people who arrive, that there are programmes in place that provide some monetary assistance (even if this is not supported and informed by monitoring reports and evidence), in addition to questions raised about the relevance and acceptance of cash and why others in need may not receive any. *The following core communications points may help to improve acceptance and understanding:*

- **Humanitarian Assistance** – MPCA is not really cash assistance, so much as it is humanitarian assistance for multiple needs, it is just that the assistance is provided in the form of cash. Core messaging should stress that the programme is for humanitarian purposes.
- **Temporary** – MPCA in this context is not for addressing all needs, or chronic needs, but intended to help those in need for a temporary, short, period of time until other programming can come online, including the capacity of government authorities to respond to the scale of this crisis.
- **Conflict**- key wording should stress that the programmes are not intended for others in host communities who may also be in need and experiencing various forms of deprivation or negative coping; instead, this intervention specifically targets the needs of those who fled Ukraine due to the conflict (as opposed to other needs).
- **Needs Based** – Eligibility Criteria need to stress that people who fled, are in need, and meet these criteria can apply, but only those who are in need will be selected and those with greater severity of needs will be prioritized; eligibility criteria are not sufficient for guaranteeing assistance.
- **MPCA** – “cash assistance” in advertisements, online, or in the application process should be minimized at the expense of stressing humanitarian, temporary, relief, to facilitate the understanding of the purpose and intention of the programming, but also to help avoid resistance among others providing other forms of assistance or in need in host communities.
- **KEY WORDS** – Humanitarian aid, temporary, relief, conflict affected people, severity of needs, emergency, rapid, should be stressed and emphasized.

Annex 1 – Proposed TORs for CWG in Poland

In Brief: Following the initial Cash Working Group Meeting for Poland on March 7, 2022, this Annex 1 provides the proposed terms of reference highlighting the need to coordinate to provide rapid emergency cash relief (timeliness of response) while recognizing that changes can be made to further strengthen programming as the situation evolves and better information is available.

Terms of Reference

Temporary Cash Working Group Poland

With the increase of refugees and other vulnerable people coming from Ukraine, and an increasing amount of humanitarian actors on the ground, **a temporary Cash Working Group** has been set up in Poland. This group aims to build on and strengthen existing capacity; and to support the already strong leadership by the government and local actors. It is temporary in nature with a view to cease to exist when refugees and other people having fled Ukraine are included in the social protection system, asylum-procedures or have moved on to other countries.

The group will support the local leadership and not set up parallel assistance programmes de-linked from the government and local responses.

Functions

The CWG would be responsible for ensuring that the following functions are provided:

- Ensure the overall cash response is coherent, avoids duplication, and finds opportunities to increase effectiveness, coordinating with sectors and protection to ensure coherence;
- Provide effective information management on the delivery of cash assistance, across the response;
- Promote use of common mechanisms, standards, and tools across partners for harmonized, quality and accountable programming:
 - Coordinate and lead discussions on setting transfer values linked with the national social protection system
 - Promote a coherent and secure approach to data management and digitalisation
- Provide common services to cash partners as relevant which may include supporting joint framework of design for cash, risk assessments, financial service provider mapping, coordinated monitoring and feedback mechanisms:
 - Support to coordinated or joint monitoring and evaluation where appropriate.
 - Ensure accountability to affected people through joint feedback mechanisms on cash
 - Identify and mitigate key risks;
- Review capacity building requirements of CWG members and local actors, if needed.
- Advocate to create an enabling environment for inclusion of people in national systems including advocacy with partners for cash across the response; policy and advocacy with donors; and access to people in need of cash assistance.
 - Support system-wide advocacy with the government on transfer values, regulatory and legal issues, and risk mitigation where appropriate.
- Ensure the transition to the social protection system with an aim for only limited support in the beginning of response.
- Discuss and resolve urgent operational challenges arising.

Leadership

The CWG is co-led by the Polish Humanitarian Action ([PAH](#)) and [UNHCR](#).

Membership

Only organizations/ entities engaged in the response at the field level may participate in this group. This is to keep the CWG focused on delivery, resolving urgent issues coming up. There will be a Regional CWG that will have broader membership for interested parties.

Timeframe

This is a temporary set up with a view to phase out/ absorbed into existing national coordination functions.

Annex 2 – Membership and 5 Ws of Cash Working Group

Annex 2 provides an updated list of actors participating in the CWG in Poland to facilitate coordination, information sharing, and to help avoid duplication of efforts including geographical coverage. It is envisioned that additional members may join as the response expands and contact details can facilitate more effective communication within the group.

It is recommended that members allocate a key Cash Focal Point (CFP) to improve communications and ensure email lists, invitations and emails are delivered to relevant staff.

URGENT - PLEASE GO THROUGH THE LIST TO ENSURE THAT THE CFP FOR YOUR ORGANIZATION HAS BEEN INDICATED WITH THE CORRECT CONTACT INFORMATION AND DETAILS. IF A MEMBER OF YOUR ORGANIZATION IS NOT THE CFP, PLEASE PLACE AN X IN THE (NON CFP SECTION) SO THAT WE MAY INCLUDE THEM IN THE MEETINGS, BUT PEOPLE WILL KNOW WHO TO CONTACT.

2.1 CWG Membership and 5 Ws (updated)

Since the first CWG meeting, over 70 people from many organizations have submitted their contact email addresses to be included in the CWG mailing list and meeting invitations. As the membership has changed with the staff arrival and turnover common in emergency responses, the CWG recommends checking the links provided below to update the status of your organization's participation, your organization's designated Cash Focal Point (CFP), alternative members along with the 5Ws to facilitate coordination in the field.

- [CWG Participants List](#) – Please use this link to verify the status of your organization. Also, please remove your email address should the status change to help avoid large volumes of emails.
- [5 Ws for MPCA Coordination](#) – Please use this link to a Kobo Collect form to fill in what you know, to date, about your organization's MPCA activities. An excel form is available to facilitate the data collection and upload, updates.

Annex 3 Minimum Core Data Set

The minimum core data set was based on other cash actors adopting the ProGRES system either in the initial or later stages of an MPCA roll out. On April 14, 2022, a sub working group on de duplication met with the intention of designing and testing an approach to reduce, avoid and mitigate duplication (both intentional and unintentional), with this Annex to be updated based on the sub working groups recommendations.

Annex 3 provides an overview of the minimum data collection requirements that users of the ProGRES system will need to fill in to receive applications from potential beneficiaries for MPCGs. These data will also help to match potential duplicates in addition to facilitate and inform on future programming, including tracking mobile displaced persons, and potentially follow up on future assistance provided. Additional data fields may be used and adjusted within the system to reflect different organizations' targeting of severity or specific needs to finalize beneficiary selection.

Only interested colleagues who are planning to use the system should let UNHCR know, express interest, to access and receive appropriate training to use the ProGRES system.

Table	proGres v4 Field	Optional / Mandatory	Description of field (options)	Needed for targeting or assistance?
Registration Group	Process Status	Mandatory		
Registration Group	Registration Date	Mandatory - autopopulated		
Registration Group	Owning Office	Mandatory		
Registration Group	Record Type (Registration)	Mandatory - autopopulated		
Individual	Given Name	Mandatory		Yes - we need to try and deduplicate adults at least, so we need biographical data of all adults
Individual	Family Name	Mandatory		Yes - we need to try and deduplicate adults at least, so we need biographical data of all adults
Individual	Sex	Mandatory		Yes - we need to try and deduplicate adults at least, so we need biographical data of all adults
Individual	Date of Birth	Mandatory		Yes - we need to try and deduplicate adults at least, so we need biographical data of all adults
Individual	Relationship to Focal Point	Mandatory		
Individual	Country of Origin	Mandatory		
Individual	Registration Reason	Mandatory		
Individual	Arrial Date	Mandatory		
Individual	Legal status	Mandatory		
Individual	Legal Status Date	Mandatory		
Individual	Consent Counselling Date	Mandatory		
Individual	Consent data may be shared	Mandatory		
Individual	Agree to share Biodata	Mandatory		
Individual	Agree to share Specific needs	Mandatory		
Individual	Registration Type	Mandatory		
Individual	Ukrainian Tax Number	Mandatory	Tax number (INN); ten digits, has to be unique; if the	

			number is not available, enter NA	
Individual	Photo	TBD		
Individual	Biometrics	TBD		
Specific Needs	SPN Codes			
Document	Document Type	Mandatory	Document to prove the identity (National ID, Taxpayer card, Driving licence, passport, etc.); if the person is undocumented, select "Not available"; the information is needed for transfers through the Western Union. The passport stamp or document proofing entry is required.	Yes - we need this information as it is a KYC requirement
Document	Document number	Mandatory (but can choose 'not available')	If the document is selected (i.e., not "Not available"), enter the document number	Yes - we need this information as it is a KYC requirement
Address	Address Type			
Address	Admin levels			

Annex 4 MPCA Capacity Strengthening

One of the core issues that has come to light in terms of responding to the needs of conflict-affected people in Ukraine and those fleeing to other neighboring countries with MPCA (Multi-Purpose Cash Assistance) in an efficient, effective and timely manner is constrained capacity. A lack of cash practitioners and staff, including volunteers, with cash experience and expertise is likely to result in less impact being achieved than would otherwise be possible.

While it is not possible to for those engaged in the response to acquire all of the skills, knowledge, and expertise necessary during a time of crisis to remedy fully this situation, it is possible to strengthen the response through a variety of refresher courses and accessing some other resources that are available online. The basics can help to reduce the chances of repeating errors and mistakes and also add clarity on core issues that are necessary for getting most of an MPCA intervention moving in the right direction.

The Ukraine- CWG has held a refresher for MPCA and the Poland – CWG has decided to at least begin to provide a list of online resources that are available to address MPCA capacity. The list below is not

complete, nor are all of the materials available in languages that might be a better match for staff less familiar with Cash Based Interventions. However, the list's aim is to at least provide a starting point that also recognizes that different participants in the Poland CWG may have different gaps in cash-capacity.

This preliminary list is expected to grow:

- **Cash in Emergencies Tool Kit** ([link](#)) – (available in English, French, Spanish, Arabic and Russian)
- **UNICEF – Introduction to Humanitarian Cash Transfers** ([link](#)) – (English)
- **Cash Competency Framework** (Cash Learning Partnership, CaLP) ([link](#))
- **Cash Learning Partnership** (CaLP) – Online Training resources for Cash Interventions ([link](#)) – (Arabic, English, French, Spanish, Other)
- **PHAP – CVA Generalist** – ([link](#)) – Developed in partnership with CaLP – this certification process is designed to accredit the level of expertise in CVA, which also includes a self assessment at the outset that could be used to help inform the current level of person's knowledge for the capacity to respond to disaster affected populations with cash based interventions.
- **IFRC – Introduction to Cash Transfer Programming** ([link](#))
- **Kaya/CaLP – An Introduction to CVA and Social Protection** ([link](#)) – (English, French, Spanish)
- **IFRC/ICRC – An Introduction to Rapid Market Assessments** ([link](#)) – (English) – How shocks related to disasters can affect/impact markets resulting in the need to deploy a rapid assessment to design and implement an appropriate cash response.
- **Kaya – Remote Cash Course** ([link](#)) – (English, French, Spanish, Arabic) – The focus here is on how to manage a cash (CVA) response when access to a disaster affected population is a significant challenge.
- **IFRC – An Introduction to Market Assessments** ([link](#)) – (English, French, Castellano)
- **World Food Programme E-Learning for Cash-Based Transfers** ([link](#))

Annex 5 Notes from CWG Meetings

This Annex contains the highlights from the general CWG Wednesday meetings and the sub working group on de duplication. Additional sections will be added in the future to accommodate the creation of new technical sub working groups or task teams when needed.

CWG General Meetings

This section is currently being updated to cover the meetings since May 4, 2022

Highlights from the CWG, Wednesday, October 12, 2022

Date and Time: Wednesday, October 12, 2022, at 3:00 PM – online + in person

Co-chaired by: Barrie Hebb, barrie.hebb@pah.org.pl; Mirjam Burman, burman@unhcr.org

Two Core Topics:

1. MPCA Transfer Value
2. Winter Transfer Value

Agenda:

- Overview
- Transfer Value and Winter Package recommendation
- Red Rose (Santander/Blik will also be present – tbc)
- Discussion/Questions
- Action Against Hunger presentation

Minutes and action points:

<p>MPCA transfer value / winterization transfer value</p>	<p>Conclusion and recommendation from transfer value meeting:</p> <ul style="list-style-type: none"> - MPCA transfer value remains the same till end of 2022 (for three months: 710, 610 for each additional member of HH - Winterization to be separate transfer value - 1,000 PLN per person (lump sum for 6 months period) Option 3 <p>Two types of grants:</p> <ul style="list-style-type: none"> - 1) Basic MPCA transfer grant - 2) Seasonal winter grant
<p>Presentations of financial service providers</p>	<p>(Red Rose)</p> <p>It is a technology company integrated with FSPs, works with UNs, ICRC, IFRC, USAID ...etc.</p> <p>Has a One solution which is online system can do a) Beneficiary data management, b) Humanitarian assistance delivery and tracking, c) national scale mass campaigns, d) staff and logistics management.</p> <p>Has three main tools: ONEapp, ONEplattform, and RRcollect (open data collection based on ODK). The system can be set to end-to-end automation.</p> <p>RedRose contact:</p>
<p>ACF presentation</p>	<p>Brief on the PDM conducted in August for a project phase one funded by UKaid, cash was delivered through the FSP (Up bonus), withdrawal on Euronet ATMs 91 were interviewed out of 1670 beneficiaries who got 300 PLN/person covering 15 days, focusing on vulnerably families especially who are kicked out accommodation, mothers with small children, and disability/chronic illness.</p> <ul style="list-style-type: none"> - 71% were families with children (50% of beneficiaries were children) - 63.75% of cash was spent on food, 10% clothing, 8.75% healthcare - 57% reported cash has met their most priority needs - WhatsApp was used mostly for feedback and complaints mechanism, 93% were aware about F&C mechanism. - Food Consumption Score FCS was 91% within the acceptable range, 5% in poor range - 18% of respondents were refugees who have been displaced for more than one time
<p>RRP</p>	<ul style="list-style-type: none"> - RRP 2022 – For the reporting requirements, Partners are requested to report to the Activity Info (English) and (Polish). If you don't know to report to AI, find the instructions below or reach out to UNHCR - Erica Frank, frank@unhcr.org and Rashid khasanov@unhcr.org - RRP 2023 planning is ongoing, request for inputs to be shared later in the upcoming meetings.
<p>Volunteering for sub working groups and discuss tasks</p>	<p>Proposed SWG:</p> <ol style="list-style-type: none"> 1. Targeting SWG 2. Transfer value SWG 3. Food SWG 4. Education SWG 5. Cash for shelter SWG

	Focal Points Needed: <ol style="list-style-type: none"> 1. FSPs Monitoring 2. Protection for Children and Older people 3. Social protection system
AOB	

Action points:

- SWGs and Focal points: Volunteers from organizations who would like lead and participate in SWGs are invited to register themselves to lead and participate (3+ participants / SWG) – [link for registration](#)
- Partners who have advertisements about their cash programming to share the links/website [here](#)
- Report to the Activity Info ([English](#)) and ([Polish](#)) – Training Video: <https://drive.google.com/file/d/14anqlgZ740Vvtpv8JENaU4AkRW8JJQ2s/view?usp=sharing>
- Activity Info – Manual: <https://drive.google.com/file/d/1GqQv0ufPvbTmTfEwuE-gchFm6WZx36Pr/view?usp=sharing>
- Presentation from other FSPs will take place in the next meeting.

Highlights from the CWG Meeting, September 28, 2022

Date and Time: Wednesday, September 28, 2022 at 3:00 PM – online + in person

Co-chaired by: Barrie Hebb (PAH) and Mirjam Burman (UNHCR), barrie.hebb@pah.org.pl, BURMAN@unhcr.org

Two Core Issues:

1. MPCA Guidance over limits during winter months
2. Potential Daily Cash Grants (Flexible Food Assistance – 3 days?) at border crossing.

Agenda:

- Any Field Updates
- Rapid Cash Presentation
- ISCG follow up
- Social protection follow up
- PDM core indicators
- WHO and health translation voucher (4 PM or after)
- Other SWGs and Focal Points
- Requests for updates and links

Minutes and action points:

General	A plan to invite 4 different main financial service providers for presentation on the services they provide, feedbacks from partners are welcomed by email – after two weeks.
Presentation on emergency cash assistance by Tesco	Each HH received 270 pln per person up to 5 members, cash is distributed on Master cards with withdrawal limit of 200 pln and the remaining can be used at shops/PoS. Cards can be used inside Poland only. Challenges were: <ol style="list-style-type: none"> 1. Number of households arriving to the centers was not predictable 2. Find appropriate physical locations to not miss eligible beneficiaries 3. Coordination with shelter management and other NGOs.

	<p>90%+ of HH withdrew the 200 pln, average amount left in the cards after 3 days was 12 pln.</p> <p>For any questions or follow ups, contact glenn.thayer@gmail.com</p>
Potential daily cash grants and Transfer value	Potential daily cash grants in the reception centers for the vulnerable HH who cross the border (targeting approach to be discussed in the targeting SWG)
Inter Sector Coordination Group Follow Up	<p>Data needs for advocacy with government authorities, thanks in advance for having a look and inputs: link</p> <p>Partner who did assessments or planning to do to reach out information management working group IMSG – Assessment registry dashboard</p> <p>To set up transfer value SG and then to come up with the transfer value/winter top up recommendation – meeting on Friday – invitation will be sent by email</p>
Collaboration and coordination with other clusters / SWGs	<p>Collaboration and coordination with other clusters / WG – Silvia from WHO: Refugees with health conditions are subjected to have medical documents translated in Polish in order to get health support/ services from the Polish government – cost of translation of such documents are potentially high</p> <p>-</p>
Volunteering for sub working groups and discuss tasks	<p>Proposed SWG:</p> <ol style="list-style-type: none"> 6. Targeting SWG 7. Transfer value SWG 8. Food SWG 9. Education SWG 10. Cash for shelter SWG <p>Focal Points Needed:</p> <ol style="list-style-type: none"> 4. FSPs Monitoring 5. Protection for Children and Older people 6. Social protection system
AOB	

Action points:

- Partners to share market assessments / fresh data to help calculating the SMEB/MEB
- SWGs and Focal points: Volunteers from organizations who would like lead and participate in SWGs are invited to register themselves to lead and participate (3+ participants / SWG) – [link for registration](#)
- Next Friday 30.09 at 2:00 pm – transfer value group
- Partners who have advertisements about their cash programming to share the links/website with CWG

Highlights from the CWG Meeting on Wednesday, September 14, 2022

Date and Time: Wednesday, September 14, 2022 – online + in person

Co-chaired by: Barrie Hebb, barrie.hebb@pah.org.pl, Mirjam Burman, burman@unhcr.org

Agenda:

- Inter Sector Coordination Group Follow Up

- Overview of Winterization and Recalibration Sub Working Group Discussion, primary concerns, and next steps
- Request for organizations to volunteer for sub working groups and discuss tasks/core objective for each (targeting, social protection, education, shelter, FSPs,
- Continued use of MPCA
- Transfer Value follow up

Minutes and action points:

General	<ul style="list-style-type: none"> - Updates on CWG: 142 registered participants, >55 Agencies - De duplication SWG meeting is no longer scheduled and updates on De-duplications will be within the general CWG meeting.
MPCA Guidance over limits during winter months	<ul style="list-style-type: none"> - The primary objectives for MPCA were set to be rapid, flexible, dignity & respect, support for the local market. - Transfer value was calculated by PAH based on the original data from Polish subsistence amount from the ministry of social policy who already had data on the basic amounts per person per month for basic accommodation, medicine, transport, food, hygiene...etc. - Basic recommendation and schemes for sectoral cash approach with coordination with other sectors e.g. Cash for translation of medical documents, Cash for rent, NFI kits' voucher... etc. - To recalculate the transfer value and establishing the SMEB and MEB through CSWG
Potential daily cash grant	<ul style="list-style-type: none"> - The objective is to provide MPCA for vulnerable HHs who show up at the boarder when they first enter the country. - Two different cash assistance programs, the emergency cash as rapid response for those who newly arrive to cover their basic needs and mainly food for short period of time. And the general Multipurpose multi-moths cash assistance, the transfer values of both to be calculated.
Inter Sector Coordination Group Follow Up	<ul style="list-style-type: none"> - 4.3 M Projected Refugee Population entering Poland by December 2022 - Following up with government of Poland to strength the coordination with the government to avoid the duplication with governmental assistance/service.
Winterization and Recalibration Sub Working Group Discussion	<ul style="list-style-type: none"> - The adjustment of the transfer value is considered the same of calculation of transfer value for winterization, Recalibration the transfer value that would incorporate with winter season as well.
Volunteering for sub working groups and discuss tasks	<p>Proposed SWG (for coordination and liaising with relevant other sectors):</p> <ol style="list-style-type: none"> 11. Targeting SWG 12. Transfer value SWG 13. Food SWG 14. Education SWG 15. Cash for shelter SWG <p>Focal points</p> <ol style="list-style-type: none"> 7. FSPs Monitoring 8. Protection for Children and Older people 9. Social protection system

Continued use of MPCA	Summary of concerns from different resources <ul style="list-style-type: none"> - Upcoming influx movement is expected to happen upcoming month with immediate needs at the border, with high demand for rapid assistance or emergency cash for couple days. - RRP increase in gap and PIN, capacity Polish government and humanitarian community is not sufficiently covering all the gaps - Inflation of the essentials and fundamentally for winter - Budget limitation - Risk of homelessness during winter and exposed HH to risk of eviction - School season related items (to follow up with Education cluster)
AOB	

Action points:

- Partners to share market assessments / fresh data to help calculating the SMEB/MEB
- Volunteers from organizations who would like lead and participate in the SWG to email CWG – invitation will be sent by email

Highlights from the CWG Meeting, May 4, 2022

Missing Items from the Agenda

- A brief discussion on the PDM toolkit has been added to the agenda
- The issue of eligibility criteria and how to include people with special needs
- As the situation evolves, we may need to make decisions on changes to target groups to include not only those who are fleeing, but host families also especially given the duration of this emergency crisis and the capacity constraints of people to cover the costs associated with hosting and lack of other alternatives.
- Further, we may need to include other types of cash grants for other sector-specific needs, that are outside the MPCA, such as medical assistance.

Field Updates

- IRC has kicked off a small pilot approach for MPCA project in Warsaw targeting 150 HHs.
- PAH reported to have about 700 people enrolled with a low rate of rejection, preparing for 2nd tranche with a potential interim PDM of a small number of beneficiaries to assess the rollout
- UNHCR reported a delay in Poznan enrollment center with this one and others in Gdansk and Gdinya expected during the week of the 9th ad a mobile team beginning in Mid-May
- The issue of referrals was raised in the field due to the desire to assist people in need, but where and when MPCA might not be the best match with some expectation to coordinate information more effectively to direct applicants to the most appropriate service.
- PAH experienced some requests to enroll people by distance, however, due to the physical use of Sodexo cards this presents a limitation and an alternative FSP would be needed along with some verification changes to accommodate non – face-to-face enrollments.
- UNHCR has a [system](#) for making [an appointment online](#) that also involves some elements of pre-selection and now with other centers can help to alleviate the need for traveling long distances to enroll in Warsaw in addition to being able to deal with referrals from other NGOs for potentially fast-tracking some cases.

Update on de-duplication

- IFRC raised the issue of the need to adapt the de duplication process to deal with cases that may be in process or at different stages potentially.
- UNHCR highlighted that of more than 3 million refugees in Poland, only about 800 000 are potentially targeted for MPCA and their capacity aims to reach 300 000 persons so the need to avoid duplication is important to ensure we reach as many of the most severe in need as possible.
- IFRC and UNHCR are currently in the stages of reaching a data-sharing agreement to facilitate de duplication
- It was agreed in previous CWG meetings that the issue of de duplication is a technical issue warranting a separate sub-working group to find an acceptable and appropriate solution that would also not be too administratively burdensome for multiple actors to use in a practical way.
- The last sub WG meeting took place on Friday, 29, 2022, stressing the need to include several characteristics such as genuine consent to collect and use personal data from beneficiaries including safety, security and data sharing for these purposes, the need for legal advice and data sharing agreements to be in place, the core set of data that would need to be agreed upon to be able to uniquely identify HHs enrolled and approved for MPCA, and SOPs that are needed for this process.
- It was also recognized that agreement would have to be made over the stages of the process for MPCA as to when and how duplicates would be identified and handled.
- It would also be useful for organizations to share their online links to the MPCA programmes to help reduce some potential duplication and coordinate overlap.
- It was also stressed that de duplication refers specifically to a HH receiving a similar MPCA over the same period and not necessarily other forms of assistance since a HH may have multiple needs beyond the scope of MPCA and they should not be excluded necessarily from MPCA due to other forms of assistance provided.

Eligibility Criteria

- The original MPCA was designed for a rapid, transitional, and temporary relief response for refugees fleeing Ukraine and was based on very preliminary estimates and data at the time with the understanding that as more information became available, some issues, such as eligibility criteria and target groups may require revision.
- It may be the case that the CWG decided to provide relief to host families given that the crisis is ongoing, the capacity of Poland to absorb refugees remains constrained, and there are likely to be costs associated with hosting for longer duration; if this is also included, the CWG may need to gather information on the kinds of costs to be covered and what changes to targeting and criteria would be used to support this type of expansion of the Cash response beyond direct relief to refugees to also assist host family HHs.
- Other types of grants were also discussed briefly including sectoral and group grants to respond to other specific needs.
- PWDs and special needs issues were also raised since it may affect the vulnerability criteria but also the access to enroll and receive MPCA; it was recommended that some training could be provided to identify and respond to these specific issues to improve inclusivity of the MPCA response in Poland.

- The issue was also raised to gather more specific information on the transfer value and gaps in coverage that the MPCA is supposed to respond to since the original transfer value was set to reflect subsistence amounts from the Polish government estimates and programmes adjusted to inflation for essential, basic, needs.

Online Courses

- The issue of Cash Capacity was raised since volunteers and other staff across organizations may lack specific cash capacities or skills while it is unlikely to be feasible to train staff fully in all aspects of cash during an emergency response.
- The CWG Briefing note was updated to include an Annex with some initial online resources for cash capacity across several themes and organizations.
- Organizations are encouraged to expand the list and potentially select from the list those short trainings that may be useful for responding to specific gaps.

MPCA or other support related to people with medical needs

- The question was raised as to whether any organizations were preparing or engaged in responses to deal with HHs with people who needed additional support programmes for specific needs, such as medical or HH with PWDs
- PCPM reported that they are launching a pilot with IRC for distributing cash to HHs with family members who have disabilities, and they can also potentially receive referrals from others who have identified cases.

Other Issues

- It was agreed that the relevant government representatives should be invited to attend the CWG meetings moving forward and to re – affirm that their participation is welcome.

Next Steps:

1. By CoB on Friday, if you would like space on the next agenda please notify the CWG co-chairs
2. The new emails will be updated for the participants list
3. The minutes will be updated
4. The de duplication meeting is on Friday, 3:30 Warsaw time
5. The co-Chairs will invite the Ministry of family and social affairs as well as ZUS to the CWG Poland meetings.

Highlights from the CWG Meeting, April 27, 2022

Field Information

- One of the issues experienced from the field concerns people who may be applying multiple times to the same organization for MPCA.
- PAH reported only finding one duplicate file so far, however, this was from an applicant who applied multiple times and had also been reported by the volunteers carrying out the enrollment.
- In this case, the applicant was reported to have been under high stress/duress and this raised the implementation issue of whether the applicant should be enrolled multiple times.

- The recommendation was that this is a humanitarian response and it could be the case that conflict affected individuals may simply wish to apply multiple times under these stressful circumstances and it is better to allow the person to apply and discuss their situation with staff and simply remedy this situation, as far as possible, with internal de duplication processes; this approach also minimizes the error of potentially rejecting an applicant who may be thought to have applied before, but in fact who did not.
- While this issue involves internal de duplication, the possibility of excluding people due to potential previous enrollment also raises concern over potential exclusion issues as a result.

Returnees to Ukraine

- The data portal on the refugee situation was shared by UNHCR ([link](#))
- There is recent data based on OCHA and the Border Services of Ukraine that indicate that over 1 million people have crossed back into the country in recent weeks.
- While this may indicate that some of those who fled Ukraine may be returning, it could also reflect some of those who have returned temporarily for holidays, or to take advantage of an opportunity to visit relatives, spouses, or property.
- UNHCR reported that some indications were that people were returning across the border for holidays (Easter) and then re crossing back across the border.
- The issue of returnees, and the numbers, however, also may have an impact on the use of MPCA in Poland.
- The mobility of refugees has been an issue since the onset of the crisis and it was recognized that while a person fleeing Ukraine may apply in Poland, they may decide after applying, receiving their MPCA, or a portion of the 3-month payment, to move elsewhere within the EU, or potentially back to Ukraine depending on the region and duration of hostilities among other factors.
- Those who have been enrolled and approved for MPCA in Poland may relocate back to Ukraine and this may mean that the method of transferring cash would be affected, such as whether Sodexo cards could be used or if the fees involved may need to be considered.
- STC also stressed that people enrolled should not have their MPCA affected per se by their mobility and continue to have access to the intended amount regardless of whether they move beyond Poland including returning to Ukraine, and any additional fees that may be involved or access issues should be included in the assessment of the FSPs.
- **It was agreed in terms of general guidance that the MPCA is intended to provide relief to the conflict affected population and that while they may have enrolled in Poland, their return to Ukraine should not result in the cancellation of the cash assistance.**
- For those approved, they should continue to be enrolled and receive the remaining months of assistance as determined by the amounts originally agreed as the transfer value in Poland.
- **Additional access and fees issues would be examined to determine if any significant changes should be recommended.**
- However, the amount transferred is based in principle on where they applied, not where they move to since we could not anticipate that upon enrollment, thus the intended amount of the MPCA would still be the zloty amount based on a 3-month period and number of people in the nuclear - family HH.

- DKH Katastrophenhilfe also raised that the mobility issue is linked to de-duplication guidance would also look at this issue and this would be addressed in the de duplication sub-group (UNHCR also indicated that the RAIS system could be used to facilitate this).
- It was also stressed that cancelling MPCA for those enrolled would not be recommended since it was already determined that the beneficiary was in need and compelling them to reapply in another country would likely cause unintended and undue harm on those who are in need.
- Further, the FSPs information would be updated to potentially look into, and map, the coverage of this issue of access and delivery across the borders.

Regional Coordination Update

- A meeting was held with UNHCR over the regional CWG coordination the previous week.
- Several issues were discussed that involve the potential areas where Regional Cash Coordination may be leveraged to further strengthen the use of MPCA to meet the needs of conflict affected populations in this crisis situation.
- In addition to mobility issues, cash transfers, taxation, and a range of other issues, capacity was addressed in addition to the use of coordinated tools, such as a PDM, to further facilitate MPCA and access across countries while people continue to move in response to the evolving situation.
- Other issues include the mapping of FSPs at the regional level due to the mobility of refugees and potential taxation information to ensure that those in need are aware of the assistance and that it is an unconditional humanitarian grant.

Presentation of the 5 Ws on Cash Assistance

- The 5 Ws for facilitating the geographical decision making, de duplication, and planning needs also to be updated even if partners do not know the exact numbers; plans are also possible ([link](#))
- The Refugee Response Plan 2022 ([link](#)) was shared and there is a need for those implementing MPCA in Poland to report on their activities, and later there will be additional training provided for reporting
- One of the gaps identified so far is the transfer value, and this means the amount transferred to the beneficiaries within the month of the reporting.
- The issue raised here was on how to report this number since originally the intention by some was to distribute lump sum cash grants for a 3-month period whereas others may only be transferring for that single month resulting in problems interpreting and reporting the data.
- This issue was clarified that the number of people receiving MPCA that month, and the amount transferred should be reported.
- Oxfam raised the issue of how to report cash transfers to non-HHs since they are currently piloting a system that involves **group transfers**, which involves a number of individuals within a group that may or may not be related.
- At the outset of the CWG in the earlier stages of the response planning, it was recommended that MPCA be distributed in the transfer amount per person based on HH size (up to five persons), with the total amount going to a nuclear family (parents + children), however, it was

also mentioned at that time that as the situation evolved, other eligibility criteria, sectoral cash etc. may become relevant and changes discussed and recommended.

- This issue of group grants would also affect the reporting based on number of grants versus number of individuals and amounts received per person which would diverge from the initial amounts.
- The group grant could be issued for those affected by the crisis, including refugees, other than basic needs, or to assist potentially host families, temporary shelters, etc. This means the objectives may diverge from the temporary relief, basic needs, in the original MPCA programme.
- The need, for example, to improve temporary accommodation facilities to host refugees etc. might involve cash programming, but this would be sectoral and can be discussed and expanded upon further as these interventions evolve.
- **In summary, for clarification, it was indicated that the total amount transferred for the month should be reported, and based on the amount per person in the transfer value calculations, it should be possible to know the number of people assisted and average HH size.**
- Until now, also, the targeting of Host Families is possible, and possible to report, but no one has reported including host families yet, and this issue will be reflected in future CWG discussions also.

PDM Plans and Toolkit

- One of the outcomes of the Regional CWG meeting was the use of a coordinated PDM tool to be used by multiple actors in this response to the Ukraine Crisis.
- While it was recognized that different organizations may have different indicators based on different target groups, impact/outcomes, and donor or organizational standards, nevertheless **a core consistent minimum set of questions could be used across the region to further strengthen the use of Cash to better response to the needs of those affected by the conflict.**

Focal Points for De Duplication

- In terms of de duplication, UNHCR pointed out that in addition to ProGres, the Refugee Assistance Information System (RAIS) also permits the use of ID data other than names that can potentially be used more anonymously to check for duplication.
- Core ID data such as mobile telephone numbers, Tax IDs, passport data etc could be used to identify matches for MPCA.
- Focal Point volunteers will be identified at the de duplication meeting to co-chair this sub working group.

Date/Time Setting for De Duplication Sub-Group Meetings

- It was agreed that the de duplication sub working group meeting should take place on Friday afternoons at 3:30 PM to address finding a potential technical solution for reducing, mitigating and avoiding as far as possible potential (intentional and unintentional) duplicates for MPCA.

- It was also stressed that de duplication has to be practical and implemented in such a way as to not harm other qualities of MPCA, such as timeliness, efficiency, or compliance with standards, laws, and consent.

Capacity Building for Cash Assistance

- The CWG – Ukraine conducted a brief refresher training in MPCA and it was noted that there were some issues with cash capacity especially for volunteers and others involved in MPCA who may have never been involved in cash before.
- It was decided to start (Annex 4) a list of online training courses related to MPCA that could facilitate participants to rapidly strengthen specific gaps they may be experiencing and to provide basic introductions for cash responses for disaster affected populations that may be useful for this context.

Setting of the Meeting to bi-weekly

- During the initial stages of the response in late February and early March, it was agreed to hold the Poland-CWG weekly for coordination and to facilitate key decision making over the response given that time was of the essence.
- The issue was raised as to whether the CWG meeting schedule should be altered to every second week, or any other changes in schedule made.
- For now, it was decided to maintain the weekly meeting while also scheduling sub working groups to deal with technical issues separately with the understanding that they would report back with guidance, progress and coordination issues.

Additional Issues

- Whether those in Poland from Ukraine can receive cash assistance was also raised during the CWG.
- It was stressed that refugees had to apply for a PESEL number, and although there is a social protection scheme – it does not appear that these payments have started yet but are expected to commence with potential back payments in mid May.
- The amount of assistance is for up to two months ([link](#)) and although potentially over 1 million have received their PESEL number, it is unknown at this stage how many may receive this cash assistance ([link](#))
- This means that gaps still likely remain in terms of providing those in need with immediate relief but also that many who have not yet decided where they will reside (such as outside of Poland) may not have applied for the PESEL number and be eligible in the end also for the cash assistance.
- The issue of host families was raised.
- The following link was shared for registering Host families in Poland ([link](#))
- For coordination the issue of where UNHCR intends to open additional enrollment centers was raised.
- UNHCR mentioned that currently they have two enrollment centers in Warsaw, 1 center in Krakow, with another in the pipeline for Poznan (30/4 start up) and another in Gdansk (9/5

start up) and a mobile team around the 15/5 and another in Gdansk with LWF and one in Wroclaw in mid-May.

Next Steps:

- A de duplication meeting will take place on Fridays at 3:30 PM for the technical issue of finding a way to deal with duplicate files
- The PDM tools will be clarified and shared at a future CWG meeting
- The 5 Ws are needed in addition to reporting on MPCA for the month
- A preliminary list of online trainings will be collected and shared.

Highlights from the CWG Meeting, April 20, 2022

News from the Field

- There have been access issues still reported by some members of the CWG for the shared drive, uploading the 5 Ws, and with the access to the team's calendar and previous recordings.
- With over 110 participants, there continue to be some issues with reconciling the access.
- PAH reported that about 300 HHs are registered for MPCA, payments made through Sodexo with about 2 days to upload the funds onto the cards.
- Few errors so far have been reported with a low rejection rate (targeting severely in need people in the field but better data will be shared once enrollment rates are higher), with some lost cards or a couple of people who have moved since enrolling.
- Oxfam reported is starting with selecting the FSP process and has not yet started distributions but FSP information from the CWG will be highly relevant for informing their choice and implementing.
- UNHCR reported having its 4 centers currently operating with one currently being opened, with about 25 000 persons enrolled, around 12 000 HHs, distributed over 15 million zloty and additional payments in the pipeline.
- Katastrophe and Hilfe at stage of finalizing the FSP – Conotoxia – and identifying locations (1 in Warsaw and 2 other mobile units) with a target of 5000 HHs but potentially higher pending donor financing.
- Conotoxia has no known limits on the card, the demands for KYC are flexible.
- PCPM and NRC's cash programme has managed to reach the target with support for over 1700 HHs, 4200 individuals, with 3 months assistance, with all beneficiaries having received the first month of payments and soon there will be the initial beneficiaries receiving the second month installments, with 5Ws forthcoming.

FSP Mapping

- One of the core reasons for the CWG is to share information and coordinate, and a common question continues to arise over FSPs for transferring cash to beneficiaries especially for new entrants into the response in Poland
- FSPs can slow down the response time significantly and affect the quality of the response, so a request was made to members to share and begin mapping FSP qualities to avoid replication of errors and identify more effective solutions as well as track how FSPs deal with errors and commitments.
- Initial progress ([Poland FSP Mapping - Google Sheets](#)) was shared by IRC on some basic features of FSP mapping which could be expanded by the group.

- So far, the information has not grown too much except for the IRC side but it is an approach that can be used to update from other members and the format, fields and qualities can be expanded (live document approach recommended).
- This is based on the Ukraine CWG file.
- Each week new features, FSPs, and information seems to be coming out so a live document seems to be more appropriate.
- We should add in card limits, experience and potential lists of those using the services (contact information), the timeliness for delivery to the person, for others to use along with potential hyperlinks for quick reference, the liability for KYC compliance.
- The CWG also would like volunteers to manage the file and potentially enlarge relevant data
- Some of the technical qualities like the digital payments need to be explained to be more user friendly, like BLIK and other less common FSP options.
- Paynetics appears to be the option that IRC is finalizing, however, they have a global agreement with Red Rose and the use of Moneygram.
- Future audits of an MPCA project is likely to involve questions over the choice of FS providers and having this information documented simply helps people prepare, save time, and make more informed decisions.
- PCPM and NRC have also been working through Conotoxia, with this one being viewed as best for starting immediately.
- PAH reported that the move from lump sum to monthly payments due to card limits has also resulted in a change in comms to beneficiaries to ensure they keep their card over the 3 months, plus improved tracking due to a higher risk of lost cards, PINs, etc.
- Pauline Perez and Ahmad AlAhmar have volunteered to help track this information.

Social Protection Discussion

- A lot of questions have been received about the social protection system in Poland and the Zus system as part of the follow up from previous discussions in the CWG.
- UNICEF provided this link with a summary of information with PPT ad reporting. ([The social protection response for Ukrainian refugees: Poland's Big4 social protection programming presentation and discussion on the regional response | socialprotection.org](#))
- One of the main issues is the time lag between obtaining PESEL and receiving cash assistance.
- Over 900 000 have registered so far for PESEL, however, it should be noted that only those intending to stay in Poland would be eligible for this assistance.
- In the Romanian case, social payments do not appear to have been paid yet, but in Poland we may need to request a government official to present the results so far, and Zus was launched at the end of March, but the first payment is scheduled for mid-May, then automatically and more immediately distributed; looks like about 1.5 month delay so far with back payments made with no one paid directly so far.
- Polish bank accounts are required for these social payments, however, there have been adjustments made to allow opening no fee accounts (or low fee accounts) with banks present at registration centers with immediate accounts after PESEL
- The issue of top ups to use for specific purposes that utilize the bank accounts for cash distributions was raised, however, this option has not been explored.
- There appears to be an 18 month period (up to August 2023) for covering people in the social protection scheme in Poland.

- UNICEF shared [links](#) for modules on Child Functioning (2-4, and 5 -17) for rapid disability identification CwD

Follow Up on De Duplication

- The de duplication issue was raised at the last CWG meeting and it was agreed that an approach had to be found to reduce intentional and unintentional de duplication.
- It was agreed to hold a kick-off sub group meeting to deal with this issue
- The Sub WG would be separate due to the technical level required for de duplication, and then inform the CWG of the findings.
- The meeting was also used to highlight problems already taking place, add to this potential risks and processes that can be piloted.
- Beneficiaries have to provide genuine consent for their personal data to be shared, in addition to MOUs for data sharing, and at which stage of distributions this would take place.
- The Annex will also be adjusted to reflect core data requirements across actors to facilitate de duplication – since the original was based on using ProGres (UNHCR).
- UNHCR is working on a draft version of an SOP for procedures with maintaining the list of those assisted, while also dealing second, with those currently being processed
- With 3 months of payments, this would have to be adjusted to accommodate potential double dipping per HH.
- The draft version will be shared quite soon.

Assessments Update

- One of the other purposes of the CWG is to coordinate and share assessments on needs, markets in addition to the FSPs, especially given that the initial response was developed for rapid response based on secondary data with the intention to adjust once up-to-date information became available.
- Caritas is in the process of carrying out needs assessments across all of Poland and will share information later, with this assessment aiming to inform an emergency appeal within Caritas.
- IRC shared their [assessment findings](#) in overview.
- PAH is working on assessments that can be filled in over wider areas without the use of enumerators, and this will be shared later.
- UNHCR uses an online form for enrollment and this collects some basic data that could be used to inform the response also.

Refresher for MPCA

- The CWG for Ukraine has organized an MPCA refresher course and the issue of capacity and potential training needs for the Poland response was raised.
- Online courses might also be tailored to meet the specific situation details

NEXT steps

1. To arrange the next de duplication meeting
2. Establish the sub groups for FSP and de duplication
3. The [link](#) for the 5Ws was shared by UNHCR again
4. Online courses will be collected for sharing in a future ANNEX

Highlights from the CWG Meeting, April 13, 2022

The following highlights the issues raised during the last meeting:

- There are some initial reports from the field that people may have doubts about the reality of cash assistance, while there is little data on the extent of this problem. However, it may indicate the need for further improving communications to target groups to reduce the risk of exclusion.
- PAH reported first payments with Sodexo cards are on their way after some delays related the limits per card and per month. This resulted in a switch from a lump sum to monthly payments and the use of two cards for families over 3 members to operate within the specified zloty limits per card.
- Low rejection rates were also reported which could be the result of targeting those highly in need, or the need to adjust severity of need criteria. This will be assessed and reported once larger enrollment numbers take place.
- The CWG now has more than 100 people on the participants, emailing, list. Errors with access or receiving emails are likely to be slightly more common, but efforts will be taken to reconcile the lists and access regularly to accommodate.
- Sharing experience from the field that can be relevant for other members of the CWG is encouraged for each meeting to help others adjust to further improve the efficiency, effectiveness and timeliness of MPCA in Poland.
- The 5 Ws are still available online and filling this out will facilitate field coordination in addition to reducing some chances of duplication of efforts in the field. Some errors with uploading have been reported, however, the excel file can be shared with UNHCR co-chair for uploading the data.
- UNHCR shared that there are now about 18 000 enrolled in their system representing over 5 600 Households, with an average size of about 2.3. Data snapshots were shared with the CWG.
- The issue of People with Disabilities was also raised to help ensure that access to enrollment is maintained.
- UNHCR stressed that biometric data is only collected from children over 5 years old, however, it was recognized that other organizations may face legal issues with the collection and storage of biometric data.
- The biometric data issue is still being looked into legally and while it may permit rapid de duplication efforts, there are also issues beyond legal compliance such as equipment and training, and the need to enroll face to face to fully utilize the features of this system.
- The waiting time for assistance was also raised in addition to the problems this may cause, such as people moving to other locations, and potentially applying elsewhere in the hoped of receiving some assistance and causing duplication.
- IOM reported on their recent pilot with fewer numbers showing up than originally expected through a reception center. Over 500 per day were previously reported passing through. Outcomes from the pilot will be shared.
- The issue of notifying people that they were approved or not approved was also raised in addition to how long it may take to approve and notify.
- IOM reported also using Sodexo cards for their MPCA pilot.
- UNHCR presented briefly on its next enrollment centers

- ProGres is continuing to be rolled out and those organizations who wish to access training should contact Christine at UNHCR, the new Registration Officer, for assistance. Nkirote@unhcr.org.
- The issue of identifying people at risk was raised. Generally, vulnerability criteria are used to help guide identifying those who likely are more in need of cash assistance, but within these categories, severity of needs are used to further target and approve those enrolled for MPCA.
- CRS/Caritas plans to start roll out of MPCA in 4 locations in the next weeks.
- IFRC reported starting small scale cash distributions while ACF reported currently distributing 15 days worth of support with potential plans to move towards 3 months coverage later.
- SOS has a voucher programme primarily for foster families at the moment but is interested in a larger scale roll out of MPCA later.
- The CWG discussed the issue of a need to find an appropriate approach for de duplication while the legal issue of data sharing was also raised and the potential for others to see the private personal information of other applicants in the ProGres database etc.
- It was agreed that a sub working group for de duplication would be formed and this technical issue looked into with reporting back to the CWG.
- The first meeting is planned to take place on Thursday, April 14, for those who can attend a kick off session with a number of organizations expressing interest in taking on this task.
- Focal Points will be sought for managing the portal along with the FSP mapping and de duplication approach.

Next Steps:

1. Sub working Group for de duplication
2. Identifying focal points for de duplication, portal management, and FSP mapping
3. Potential Work Shop for implementing MPCA in Poland and sharing of experienced and practices/guidance.

Highlights from the CWG Meeting, April 6, 2022

The following highlights the issues that were addressed on Wednesday, April 6:

- This meeting has been recorded and is available on the teams space for participants of the CWG – Poland for reference purposes.
- Sharing relevant MPCA experience during the past week, PAH highlighted some issues with the intended use of Sodexo cards. The original plan was to issue these cards to applicants and upload the Cas Transfer Value as a lump sum for a three-month period for those who met the criteria and were deemed most in need from the pool of applicants.
- Unexpectedly, however, Sodexo stated that the limit for the maximum amount per month to be uploaded per card was much lower than previously through in late February, early March with a new maximum limit of 2200 Zloty per card per month.
- This would affect the lump sum plans in addition to accommodating larger HH sizes even within the CWG recommendation of a maximum of 4 to 5 per nuclear family HH.

- PAH has adjusted its MPCA programme to issue 2 cards for large HH, upload the funds monthly over a 3-month period, and emphasize communications to ensure people do not dispose of the cards after the first month.
- With this, PAH's MPCA pilot has been completed with the first payouts scheduled for the end of the week and lessons learned will be shared at a future CWG meeting.
- Other members have shared information on limits with other cards, Action Against Hunger highlighted that EU limits are typically 150 Euros.
- However, a card is being piloted in Romania, an UP Cohesia Card ([link](#) here in French) by AAH.
- If certain payment cards are linked to an ID, there are other possibilities that move beyond these limits, however, within the EU the name has to be spelled in Latin.
- Findings from the Romania Pilot project will hopefully be shared at a future meeting.
- Some preliminary findings from interactions with people in the field continue to indicate some issues revolving around the use of "cash assistance" with emails beginning to be received stressing the need for cash to help others once it is known that cash is available somehow.
- This stresses the need for communications to be effective in stating the purpose of Cash Based Interventions, and that the assistance is temporary, relief for humanitarian purposes, and enrollment does not guarantee final selection.
- There was some discussion on blanket coverage versus needs based, with stress on the need to communicate eligibility criteria and final selection based on severity of needs.
- IRC stated that the lessons and information over FSPs and limits is useful for informing the design of pre paid card interventions for MPCA currently in the works.
- Restrictions on card limits is tied to EU legislation and AML and KYC compliance issues.
- Sodexo cards for the payout only requires from the NGO the card number and load amount within the limit each month (personal data etc. to be retained and processed by the NG, not Sodexo).
- These transfer issues raised the theme of FSPs for the MPCA interventions in Poland and the ongoing need to collect the information from those who have already begun roll outs in terms of mapping, experience, and assessment of FSPs as well as any others who have carried this out to help inform other Cash actors.
- PCPM raised the issue of de duplication in Warsaw and the need to take various steps to reduce/avoid potential overlap.
- UNHCR stressed that they allow people to register for an appointment online to enroll in their MPCA programme in Warsw
- Multiple applications and a 3 month payment scheme might, however, result in duplication, including unintentional since many refugees might apply to a number of programmes hoping to be selected by any one of them.
- UNHCR stressed that the [online 5 Ws](#) can be used to facilitate geographical targeting to help reduce overlap although it was also highlighted that people are moving and some may be able to use transport to apply in multiple locations.
- The Kobo form used for the 5 Ws and the shared folder for other documents generally works, however, several CWG participants have reported errors in using and accessing them. This has to do a lot with the volume of participants, the requests and turnover in addition to updating and reconciling access lists; if a problem persists, please contact the co-chairs.
- The CWG sharedrive materials are available here ([link](#))

- UNHCR has shared some learnings with respect to using BLIK money transfers to beneficiaries. Amounts had to be rounded off since ATMs cannot payout 10 zloty bills.
- Approximately 11 000 persons in Warsaw have so far been enrolled in the UNHCR programme with under 2% experiencing errors such as losing PIN numbers, or not withdrawing, as required, the whole amount at one time.
- The average HH size from the 11 000 is approximately is about 2.5 persons.
- This key learning also highlights the need to include reconciliation and error findings in assessments of FSPs in addition to potentially including geographical areas for enrollments to be included in announcements to facilitate de duplication.
- Information on the UNHCR programme in Ukrainian, English and Polish has been uploaded into the shared folder.
- A referral system has also been highlighted as a potential theme for future CWG discussions to ensure that beneficiaries receive the assistance they need and deserve.
- SMS communications will be used by PAH to notify those approved for MPCA in Poland, however, it was highlighted that with an overwhelming amount of information currently available in reception centers, there should be some attempt to coordinate blanket SMS messaging to avoid burdening those in need with too much information that is then difficult to assess and use.
- The following findings were provided to highlight preferred methods of communications with beneficiaries by UNICEF:

Figure 1 What are your preferred channels/sources of information to learn about the available services, your rights and entitlements in the country you currently are?

	Poland
Talking/calling friends, neighbors, and family	13% / 1k votes
Direct contact with representatives from organizations providing aid (UNICEF/UNHCR/Red Cross/NGOs) and volunteers	10% / 858 votes
Messaging Apps	6% / 483k votes
Social media	56% / 4.4k votes
Website of national government of the country I currently am	6% / 533 votes
Website of national government of my destination country	1% / 103 votes
Website of NGOs and international organizations (UNICEF/UNHCR/WHO)	1% / 99 votes
Helplines	3% / 253 votes
Total number of votes	7,804 votes

- Social Protection links was briefly discussed and will be highlighted again in upcoming CWG meetings with the [Zus](#) system discussed and some preliminary data highlighting that some 700 000 refugees have already received their PESEL number, a general requirement for receiving social assistance, in addition to 290 000 children for the Dobry Star programme already being covered.
- UNHCR highlighted that CWG participants can contact them to register for ProGres system training for enrolling and registering displaced persons in addition to tracking MPCA beneficiaries/applicants.
- Focal Points will be sought for assisting in the collection, coordination and reporting of FSP mapping in Poland with relevant links and learnings also from other neighboring countries, including Ukraine.

- Other documents will be uploaded soon to the shared folder including guidance for MPCA for child protection
- Onebe cards were mentioned also as a possibility from a US-based company for up to a 1000 USD limit for single use (no monthly payments loaded on to the cards) with some degree of KYC flexibility

Next Steps:

1. Documents will be uploaded onto the shared drive for use by the CWG
2. Participants list to be reconciled for access
3. 5 Ws to be updated
4. Clarity over referral mechanisms and suggestions sought
5. FSP mapping focal points to be sought

Highlights from the CWG Meeting, March 30, 2022

The following highlights the issues that were addressed on Wednesday, March 30:

- NRC provided a brief overview of their initial MPCA enrollment, distributions underway, and their use of [Conotoxia](#) as their cash transfer mechanism. Over 1400 beneficiaries have been enrolled to date with over 400 distributions having taken place. Preliminary results show that approximately 68% of the funds distributed have been used by beneficiaries stressing early potential evidence of immediate needs.
- A critical issue that has emerged is the need for further collection of evidence on the extent to which errors within the MPCA system take place and mechanisms to correct these errors to ensure that beneficiaries are able to successfully access the assistance provided with as little trouble as possible.
- A very small number of cases were reported that highlighted the loss of the payment card after the loss or entry of the incorrect PIN number over 3 times and the need to take several days to replace cards.
- While the % reporting is to date small, it can be expected that as members of the CWG expand and scale up the cash response, various errors are likely to take place in larger numbers and in different ways and the ability of FSPs to correct should also be included in the mapping and assessment of FSP providers.
- UNHCR has reported that over 5000 people have been enrolled so far in Warsaw and they use the BLIK system via Santander bank. This is a close or proximate transfer mechanism to electronic money.
- Monitoring by PAH of locations for MPCA enrollment indicates that there are changes in the flow of refugees through reception centers and other locations in terms of scale and length of stay; this stresses the need to be mobile and agile to ensure that capacity of staff can make adjustments between locations to ensure as much inclusion as possible.
- This may highlight even more the importance of geographical mapping of organizations so that each can move between various locations within a small area to utilize limited human resource capacity more efficiently through roving enrollment teams, or the use of online registration as that becomes feasible.

- As the workload within this response increase along with the complexity and range of issues related to MPCA, the CWG discussed Focal Points for specific issues. Child Protection focal points and rental market monitoring have been identified.
- The CWG is open to other Focal Points and potential areas for additional thematic coverage include 1. Mapping FSPs and following up on the experience from usage, 2. Needs and Market Assessments.
- The CWG stressed the need to use the shared drive as a platform for maintaining key documents, such as the 5Ws, the participants list (now over 80 members), strategic papers, and potentially those documents other organizations are willing to share, such as their announcements of their MPCA programmes as a sharing of best practices for others to build their own response programmes.
- UNICEF raised the issue of transfers to Ukrainian refugees who hold Ukraine issues bank cards as a modality that could be used rapidly to help people potentially receive funds prior to fleeing, during the process and after arrival.
- Western Union does have the ability currently to transfer funds to holders in Ukraine with Ukrainian bank cards (name on card, card number required, + amount of transfer into UAH form foreign currency). This has worked and has zero fee currently and takes about a day, however, there are limits on the amount that can be transferred without a red flag, and limits on the total amount from a single account holder. **This will be further investigated along with remittance systems in Poland.**
- UNICEF also drew attention to the fact that not everyone has usable bank cards, including abroad, and that other modalities are needed to reach all those in need.
- Other cautions include checking the FSP contract with banks to ensure, if existing bank cards are used, whether the MPCA amount transferred may be used to pay off existing debts or mortgages rather than providing accessible relief funds (this has happened in Ukraine via Privatbank and was noted in 2015 at the CWG), and also contract that allow for transfers to beneficiaries versus other people in their standardized contracts (Sodexo contained employees as the recipient of the purchasing organization rather than potentially a non-employee or staff member).
- More mapping needs to be done to identify potential coverage and capacity gaps within the Polish social protection programmes to avoid overlap but also to target those likely to be most in need.
- It was recommended by the CWG to use the concept of nuclear family for MPCA distributions and the number of people per HH (nuclear family), with larger than 4 or 5 members to be enrolled as a separate distribution and elderly members also to apply separately for an MPCA.
- Guidance notes will be provided for the issue of unaccompanied minors and be placed on the CWG [shared drive](#).
- UNICEF shared the experience from Greece that one off pre paid cards, while rapid at first, also meant re-issuing cards for those enrolled when programmes were extended.

Next Steps:

- 1) CWG members to fill in 5W as far as possible.
- 2) share child protection guidance to be shared on the shared drive.

- 3) share guidance on nuclear family registration.
- 4) organise a side call on pushing cash to UKR cards.
- 5) map out outreach mechanisms - UNHCR to share their initiative.
- 6) work closely w PESEL and SP inclusion.
- 7) confirm focal points for important themes.
- 8) UNHCR to revert on the BLIK solutions to interested parties.
- 9) Members to update their organization's contacts if changes took place.

Highlights from CWG Meeting, March 23, 2022

This meeting was intended to also include protection issues relevant for implementing MPCA in the Polish context in coordination with the Protection WG. However, due to technical issues with the links, this will be followed up in other CWG meetings along with key insights. The following reflects the meeting's highlights:

- CWG meetings will be recorded and stored for future reference, especially given the large number of participants and scheduling challenges.
- Preliminary visits to the field revealed some issues related to communicating Cash Based Interventions, namely some hesitancy and resistance by local authorities and other actors to people receiving humanitarian assistance in the form of cash.
- More communications guidance may be needed to stress that MPCA is actually humanitarian relief aiming to provide in this context rapid, temporary, relief for those most in need fleeing Ukraine rather than calling it "cash assistance." Key Communications for programming will follow FSPs in this Briefing Note.
- Vulnerability and eligibility criteria may cause some confusion for applicants for MPCA; being eligible does not necessarily guarantee selection for MPCA and this message needs to be clarified.
- In Annex 2.1, links are provided to update contacts for participants in the CWG in addition to the 5Ws to facilitate coordination.
- Clarification was added over the transfer value and that depending upon the transfer mechanism, additional fees may be included as a top up to ensure that beneficiaries can use the intended amount to cover their relief needs as far as possible.
- The maximum number of people per HH covered could benefit from further discussion since some are using 4, others 5, but the total amount paid out to beneficiaries based on the monthly transfer value is up to the implementing organization (lump sum for x number of months, recommended up to three, versus monthly payments).
- Unaccompanied children are recognized as an issue in addition to those acting as a guardian, formally or informally, over children in this context; it is recommended to seek the advice of CWG members with relevant expertise to provide specific guidance on this issue, in addition to organizations targeting specific groups within the eligibility criteria for which they have expertise and capacity (5Ws will facilitate this process).

- While there are provisions to meet some immediate needs in reception centers and at border crossings, people remain highly mobile and only receive rapid temporary assistance (typically from 1 to 3 days). **Cash is the most appropriate form of temporary relief beyond these immediate services to cover needs beyond those at the border while also recognizing that in kind assistance would be bulky and difficult for people to carry onwards in addition to the typical benefits such as flexibility and dignity of choice.**
- Reaching people in these crossing points and adjacent communities as quickly as possible may facilitate and support the logistics of helping people to move beyond temporary shelter and the limited capacity in these zones to house and respond to large numbers of refugees in addition to relieving pressure on limited local capacities and infrastructure.
- Many border crossings have provision for various free sim cards with Polish numbers; it is recommended to potentially enroll applicants for MPCA after they receive a Polish number to facilitate tracking and communications.
- There is a strong need to follow up with the emergency MPCA with assessment tools for markets, needs, and mobility to further strengthen the ability of CWG members to respond timely, efficiently, and effectively to those most in need.

Themes for Upcoming CWG meetings:

Members of the CWG are encouraged to submit to the co-chairs prior to CWG meetings items that should be included on upcoming meeting agendas including themes that are relevant for strengthening the use of MPCA to meet the needs of those fleeing Ukraine in the Polish context. The following have been proposed to date from the membership:

- **Best Practices for Implementation of MPCA in Poland** - to discuss how PSEA and risk mitigation is being/will be factored into cash distributions; what SOPs and mechanisms are in place/being set up. Would be great to share between organisations what each are doing and also to define a shared and cohesive approach in this group which can be informed by the PSEA network, GBV and protection coordination groups too. I'd be happy to input into this conversation next week as its very much part of my work
- **Exclusivity** – While the humanitarian intervention focuses most strictly on those who have fled Ukraine, the possibility of improving comms tools to provide basic details, websites, with information available to Poles through the National system (to reduce friction and misunderstanding pro-actively).
- **Eligibility Criteria** – improving communication with communities to ensure eligibility is not interpreted as a guarantee of receiving aid, feedback from implementation, adjustments and updates on criteria and effective targeting.

Notes from De Duplication Technical Sub Working Group Meetings

Highlights from July 8, 2022

Meeting recording: [Nagrania — OneDrive \(sharepoint.com\)](#)

List of attendees in [Annex 1](#).

Agenda 1: Updates on the UNHCR Refugee Assistance Information System (RAIS) tests.

- 1.1. Eric Kiruhura reported that a number of organisations have been testing the UNHCR Refugee Assistance Information System (RAIS) and no major issues have been experienced.
- 1.2. Members who were testing the platform were invited to share their experiences (positive and negative).
 - 1.2.1. Kateryna Chumakova inquired whether her account could be shared with colleagues from her organisation. It was clarified that the account should be used by the staff who signed up to avoid other people accessing the data who are not on the list. If additional accounts are needed, then a request can be made through UNHCR.
 - 1.2.2. Kateryna also indicated that her colleague Ahmed requested for access to RAIS but the account was not setup. Eric to follow up with UNHCR to ensure accounts for live system to be configured in a timely manner.
 - 1.2.3. Kateryna enquired about the ‘case number’ referenced in the user guide. It was clarified that this likely came from another context. The fields to be used in Poland is what is agreed within the Cash Working Group (CWG) and specified on the data sharing agreement (DSA). Eric to follow up with UNHCR to revise the user guide.
 - 1.2.4. Kateryna enquired about the details and frequency of uploading content on RAIS. It was clarified that only beneficiaries who have received assistance are uploaded on RAIS, and updates can be done as frequently as organisations disburse so the RAIS data is updated.
- 1.3. Given that testing is completed, UNHCR will now go ahead to remove all the testers from the platform and wipe out the test data so that the environment is prepared for actual use.
- 1.4. UNHCR to streamline and enhance the customer support to members as we move into de-duplicating with real data.

Action item #01: UNHCR to ensure that staff for organisations who sign up are added in a timely fashion, and also enhance the level of technical support to RAIS users.

Action item #02: UNHCR to revise the RAIS user guide to reflect configuration and processes for Poland.

Agenda 2: Adoption of the data sharing agreement.

- 2.1. A copy of the latest [data sharing agreement](#) had been circulated following last week’s discussions and members requested to provide final inputs.
- 2.2. Members invited to bring up any outstanding issues that need to be addressed before the document is adopted.
 - 2.2.1. Amos Doornbos recalled that the length of time data will be kept had been agreed to last until 31 December 2022 (in clause 17.4). Eric confirmed this was previously agreed and that the clause will be amended.
- 2.3. Beata Dolinska wanted to find out if any discussions had been held regarding how the data sharing agreement will be signed – would all organisations sign the same copy or there is another agreement. It was clarified that the document lists all participating partners in an annex and the signing will be done by UNHCR and each participating organisation (compared to one copy signed by all partners).
 - 2.3.1. Amos pointed out that once the Cash Working Group endorses the DSA, then UNHCR needs to outline and coordinate the DSA signing process. Each agency signing will need a copy of the document with other agency signatures.
- 2.4. Ahmed requested if a training on the use of RAIS will be made available. It was confirmed that training and user guides will be provided by UNHCR.
- 2.5. The sub-working group members unanimously adopted the data sharing agreement (with amendment pointed out by Amos). The document to be presented at the CWG for endorsement.

Action item #03: Eric to revise clause 17.4 to reflect the data storage timeline lasting until 31 December 2022.

Action item #04: UNCHR to outline and manage the DSA signing process.

Action item #05: UNCHR to organise training for organisations participating in the deduplication process and using RAIS.

Action item #06: The Co-Chairs to present the DSA at the next CWG for endorsement.

Agenda 3: Adoption of the SOPs.

- 3.1. The standard operating procedures (SOPs) from the Romanian CWG had been proposed at the last meeting to be adopted as a basis to jumpstart the Poland CWG SOPs. These documents had been sent to members to review and provide input. The documents included: [SOP on the co-ordination of MPC assistance on RAIS in Poland](#), [Cash coordination process flow](#) and the [De-registration consent form](#).
- 3.2. The SOP documents will be added as annexes to the DSA.
- 3.3. Members were invited to raise issues or provide feedback to the SOPs.
- 3.3.1. Anna Paradowska proposed that the introductory paragraph should be clarified to include both geographical and electronic deduplication. This amendment was agreed by the members.
- 3.3.2. Amos Doornbos added some additional data points (first name, family name, date of birth of head of household or all family members) that would need to be shared bilaterally in case potential duplicates are flagged by RAIS. He recommended that all agencies should be aware that they would need to share extra data.
- 3.3.2.1. Beata proposed adding these additional data points into the agreement and some members were supportive. It was clarified that the additional data fields are not standard fields that are uploaded on RAIS, but only get shared bilaterally when a potential duplicate is flagged, and previous discussions agreed to include them in the SOP.
- 3.3.3. Beata proposed that a standard text should be agreed on for communicating information to beneficiaries / persons of concern about the data sharing agreement during registration process. Members agreed to include a standard text that could be used by the organisations. Beata to propose text that could be adopted and it will be sent to members to review ahead of the CWG meeting.
- 3.3.4. Agnieszka Nosowska pointed out that the data points to be collected includes “nationally issued personal ID number by hosting government (temporary protection ID” which does not apply in Poland. This was changed to PESEL number.
- 3.3.5. Agnieszka indicated that the section on dealing with duplicates has this statement “...for a period of time coinciding with the one intended by the actors in the said payment...”. She asked if the duplication related only to the time coinciding with the assistance from another organisation or assume a one-off enrolment to multi-purpose cash assistance (MPCA). She clarified that if potential duplicates are only flagged during a given period, then this might lose relevance. Agreement to clarify the statement so that it reflects that potential duplicates will be flagged for entire period.
- 3.3.6. Agnieszka disclosed that another section in the document is also titled “dealing with duplicates” but references valid grounds for de-registration. She requested that the heading be changed and also pointed out that the section looks incomplete. It was agreed that the section will be reviewed.
- 3.4. The revised SOP document is to be sent to the members for review and final comments and is expected to be presented to the CWG for endorsement.
- 3.5. The process flow document was also presented to the members. The members adopted the process flow and will be included as an annex in the DSA document.
- 3.6. The de-registration consent form’s utility for the Poland deduplication process was not clear. The document seems to be related to the section discussed in minute 3.3.6 above, and both needs to be reviewed. There could be utility in the case when a person is registered by one organisation and they don’t receive any assistance. In such a case, perhaps a process could be worked where a person can request to be removed from the first organisation list and included in another organisation’s list. The process needs to be discussed and agreed at the CWG level. In the meantime, it was agreed that the de-registration consent form will not be included as an annex to the DSA until the CWG works out the process.
- 3.7. Agnieszka proposed including a form that would allow beneficiaries / persons of concern to request for their data to be removed from all platforms.

Action item #07: Eric to modify the introductory paragraph to reflect both geographical and electronic deduplication.

Action item #08: Beata to propose standard text to inform beneficiaries about the data sharing agreement. Text to be sent to members to review ahead of the CWG meeting.

Action item #09: Eric to clarify the statement “...for a period of time coinciding with the one intended by the actors in the said payment...” to reflect entire period so that duplicates are flagged as long as they have received MPCA from another organisation.

Action item #10: Eric to review the second section titled “dealing with duplicates” to ensure it is completed.

Action item #11: An agenda to be included in a future CWG meeting to resolve the challenge of people being registered by one organisation, but not receiving assistance, and providing an opportunity for them to de-register from that organisation’s record and seek assistance elsewhere.

Action item #12: The Co-Chairs to present the SOP at the next CWG for endorsement, once members have had a chance to undertake a final review of the amended document.

Agenda 4: Any other business.

- 4.1. There being no other business, the meeting was closed.
- 4.2. Next meeting to be held on Friday, 15 July 2022, at 3.30PM (CEST).

Annex 1: List of Attendees

Name	Organisation
Members Present	
1. Eric Kiruhura (Co-Chair)	Collaborative Cash Delivery Network
2. Beata Dolinska (Co-Chair)	Polska Akcja Humanitarna
3. Dagmara Gatkiewicz	International Rescue Committee
4. Korowajczyk	
5. Amos Doornbos	World Vision & Collaborative Cash Delivery Network
6. Margaret Busby	Catholic Relief Services
7. Ahmed Ali Mustafa	Polska Akcja Humanitarna
8. Agnieszka Nosowska	Polskiego Centrum Pomocy Międzynarodowej
9. Kateryna Chumakova	Polska Akcja Humanitarna
10. Anna Paradowska	Lutheran World Federation
11. Kamil Yücel	Diakonie Katastrophenhilfe Germany
12. Maëlle Tappou	Plan International
13. Pietro Mirabelli	Norwegian Refugee Council
14. Any other attendees missed?	
Apologies	
15. Rashid Khasanov	United Nations High Commissioner for Refugees
16. Mirjam Burman	United Nations High Commissioner for Refugees

Action items from the call:

1. UNHCR to ensure that staff for organisations who sign up are added in a timely fashion, and also enhance the level of technical support to RAIS users.
2. UNHCR to revise the RAIS user guide to reflect configuration and processes for Poland.
3. Eric to revise clause 17.4 to reflect the data storage timeline lasting until 31 December 2022.
4. UNCHR to outline and manage the DSA signing process.
5. UNCHR to organise training for organisations participating in the deduplication process and using RAIS.
6. The Co-Chairs to present the DSA at the next CWG for endorsement.
7. Eric to modify the introductory paragraph to reflect both geographical and electronic deduplication.
8. Beata to propose standard text to inform beneficiaries about the data sharing agreement. Text to be sent to members to review ahead of the CWG meeting.
9. Eric to clarify the statement “...for a period of time coinciding with the one intended by the actors in the said payment...” to reflect entire period so that duplicates are flagged as long as they have received MPCA from another organisation.
10. Eric to review the second section titled “dealing with duplicates” to ensure it is completed.
11. An agenda to be included in a future CWG meeting to resolve the challenge of people being registered by one organisation, but not receiving assistance, and providing an opportunity for them to de-register from that organisation’s record and seek assistance elsewhere.

12. The Co-Chairs to present the SOP at the next CWG for endorsement, once members have had a chance to undertake a final review of the amended document
13. [Mirjam Burman](#) and [Rashid Khasanov](#) - need to work with you to finalise the DSA and SOPs.

Highlights from July 1, 2022

Thank you for those who managed to attend the Deduplication Sub-Working Group Meeting today. If you missed and would like to catch up on the discussions, here is a [link to the recording](#).

Highlights of key discussions:

- The UNHCR Refugee Assistance Information System (RAIS) tests are ongoing. Further testing needed on the block coordination module. Here is a [useful guide](#) to the feature. Eric to coordinate with UNHCR and to share guidance with the RAIS testers. RAIS tests to be completed by end of day on Tuesday, 5 July 2022.
- Outstanding issues on the [data sharing agreement](#) (DSA) discussed. Agreement to have a stop date of 31 December 2022, with an option to review possible extension. Rashid to work with UNHCR team to incorporate all the agreed changes and share a final draft by Tuesday, 5 July 2022. The final DSA to be shared at the next Cash Working Group meeting for adoption. Members who would like to participate in the deduplication process can then sign the DSA.
- Agreement to jumpstart the standard operating procedures (SOPs) discussion by reviewing and providing input into the SOPs extensively discussed in the Poland CWG. Members to share feedback by end of day Tuesday, 5 July 2022. Kindly share your feedback on the following documents:
 - [SOP on the co-ordination of MPC assistance on RAIS in Poland](#).
 - [Cash coordination process flow](#).
 - [De-registration consent form](#).

Highlights from June 24, 2022

The challenges and legal issues for the DSA were reviewed with the outstanding issues to be incorporated into a final draft for sharing at a future date.

- Briefly, to re state the purpose of the sub working group, it's to identify a practical way that we can use to avoid the same HH getting the same MPCA over the same period of time in Poland for this RRP, 2022 and it does not refer to other potential assistance, such as small pocket money grants, or cash for purposes beyond the basic needs from the MPCA.
- The stress is also placed on finding a procedure that complies with legal requirements, humanitarian standards, but at the same time is not too administratively burdensome and does not slow down the distributions for the majority of approved applicants due to focus on a potentially small number of duplicates; it is still unknown as to the extent, and potential extent, of this problem over time.
- Since the first CWG meetings in early March, the issue of duplication has been central since there is a large number of HHs potentially in need with a limited amount of funding and the

solution would be complicated due to the characteristics of the situation, data available, and number of actors implementing MPCA using different systems for processing applications and collecting data.

- Soft approaches for minimizing duplication were encouraged for the time period leading up to the proposed solutions, such as improved comms, checking for duplicates within one's own system, and geographical focus coordination across organizations.
- Initial agreements were also made in the CWG to collect a minimum set of core data such that a central database could collect and use the beneficiary data at some future date for the purposes of de duplication.
- It was agreed that for those organizations involved in de duplication, that the UNHCR RAIS database would be proposed as the central MPCA database for these purposes.
- Several core documents have been shared and it was agreed that for de duplication in Poland, a multi-lateral data sharing agreement is needed, a set of SOPs outlining the process including case management, a shared core set of data and templates for practical purposes, and focal points for each organization to register, use, check and manage duplicate files etc.
- At the end of the last Sub Working Group meeting, it was agreed that the next steps would involve, after a demonstration of RAIS, a practical workshop that would involve organizations uploading files to check for potential duplicates, and following this workshop, clarity would be used to provide feedback to finalize the DSA, the SOPs, and other outstanding issues.
- These next steps were envisioned to take place in the week following the last SWG meeting, however, there have been delays with the DSA, the test environment for the workshop, and registering organizations' focal points in the RAIS system
- It was also agreed that the core data set would not involve people's names, contain the minimum data to help potentially identify unique households, but that due to documentation, the data set would not necessarily be complete (not all core data would be available across all beneficiary HHs) and that we would only include data for those approved and distributed cash into the database to check against new applications prior to an organization's distribution.
- How to manage the process once a potential duplicate is identified would need to be further outlines in the SOPs, and any additional data sharing that this may involve would also need to be reflected in the DSA.
- On the CWG [shared drive](#), the DSA is available for comments, but also an excel file for organizations to insert the contacts (Focal Points) for the use of the RAIS system , etc.
- At this stage, the registration process ran into some issues, however, this is being corrected at this time and some dummy data across the core sets for the workshop is near completion.
- **Today's discussion will focus mainly on the development of the DSA to date and provide detailed feedback to help speed up the process following the workshop on RAIS.**
- The Data Protection officer from UNHCR was available for the SWG to outline questions, concerns and comments made on the multi-lateral DSA.
- It has taken time to develop the DSA since it started at the regional level and this process involved collecting comments and questions from several countries involved in the refugee response from Ukraine, the original RAIS system was developed for the MENA region and now it looks like the DSA for this case will be at the country level since there are enough differences across the region – so it is less of a standardized template and the approach finally adopted

involves the minimum set of articles into which each CWG in each country can add to fit their specific case.

- It is also expected that the RAIS will be unique for each country rather than a shared database with access and data from countries across the region so this DSA would be for those parties to the agreement for the case of Poland without access to data for other countries' databases.
- **The first concern was raised over how people in Poland can access the personal data for potential corrections, removals or views in line with national data protection legislation.**
- The concept or approach in the DSA is that the party which collected the data for processing in the first place is the one responsible for the consent and managing of the personal data and the one that has to respect the national legislation.
- **The question however was raised over whether the data could be deleted from RAIS?**
- This is a bit complicated and involves several issues since if a person could have their data deleted this would defeat the purpose of having the data base to check for duplication and then people could receive multiple MPCAs over the same period of time.
- However, the correction and deletion of data has to be included also in the agreed and accompanying SOPs with the issue of expiry also addressed – in that the purpose of the data collection is for de duplication and when this purpose is no longer served, the data should be deleted and time bound.
- The purpose of the data collection is therefore critical and dealt with a bit later in the DSA but essentially governs the principles and procedures over the use and storing of the data.
- **Can we delete a file from RAIS?**
- This is a technical issue that needs to be raised with the RAIS data management team, but also the timeline needs to be set on when the data expire.
- Also, the point here is that access to the RAIS system is only for the business team supporting that country from the side of UNHCR, but how difficult it might be to delete the data needs to be addressed to this team in addition to the procedures for doing so.
- It should also be pointed out that the core data collected are for de duplication of the same MPCA over the same period of time and thus, it should be removed such that a HH that received the MPCA for a 3-month period would no longer be in the data base once that MPCA period expires and this has to be clarified.
- The amount of time that the data remain in the system needs to be clarified in the SOPs.
- The SOPs will accompany the DSA and be part of the overall agreement and these will be clarified and finalized after the workshop in which the RAIS system can be tested and the case management procedures outlined.
- **What happens next after a duplicate is identified?**
- The database in RAIS ideally would contain the core data for those MPCA distributions that are still valid within the 3-month period and the holder organization of that case.
- If a potential duplicate is identified, is there a need for an additional bilateral agreement for data sharing between the organizations that would manage the duplicate file?
- In the IFRC agreement, the procedure adopted is simply that the original holder of the MPCA continues to manage that file and the duplicate is simply not eligible for the cash transfer.
- It should also be noted that we want to avoid data sharing via emails etc. in a non-secure environment once potential duplicates are identified.
- So the SOPS have to clearly highlight what to do next

- Do we assume, for example, that RAIS is always correct? That the data is 100% accurate? What happens when we identify a potential duplicate in the sense that we need to verify that it is an actual duplicate, otherwise we run the risk that someone who was identified and potentially approved is rejected for MPCA when they should receive one and they have been falsely believed to already be included in another organization's cash programme – a false duplicate?
- Further, what happens if someone complains due to thinking that they have been rejected as being a duplicate when they claim to not be receiving the MPCA from another organization?
- While the core data set may be quite reliable, we need to have procedures in place that deal with the specific follow up steps for managing the cases that are no duplicates, from those that are verified duplicates, and correction mechanisms.
- The preliminary proposed steps are the following – 1. A potential duplicate file is identified, 2. This file is frozen temporarily by the organization that identified their applicant as a potential duplicate but not necessarily rejected, then 3. The duplicate must be verified as a duplicate. 4 the simplest option is for the organization to contact their applicant and ask, and if yes, then the duplicate can be removed, if not – then the next step – 5 – check with the other organization's Focal Point on whether it is a genuine duplicate or not then decide whether to reject or accept the application.
- The potential sharing of the cases across organizations within the data base needs to be included in the DSA – but also within the consent we collect from beneficiaries so that they are aware of how their data is being used, but also that we are checking for duplicate files.

Access to RAIS

- From the UNHCR side this is limited to the business team for that country database case and these focal points can be shared and agreed upon – and there is no need for wider user sharing since those in Poland will not have access beyond the database in this multilateral agreement
- This will be covered in article 5 of the agreement.
- However, it was pointed out that we need clarification over who we can easily and quickly contact on the other side within the database for potential duplicates and that Focal Points provided access within RAIS should ideally be those who can manage the cases and check their respective databases.

Third party access

- The principle behind the DSA and the RAIS access is that the data will not be shared with third parties and is only to be collected and stored for the stated purposes of the de duplication process and ought to be deleted after that purpose no longer exists.
- If local partners are implementing partners and need access to RAIS, they should join the agreement, otherwise the processing should fall under the party to the agreement, otherwise adjusting the data sharing agreement to cover third parties would become very complicated.
- This issue was raised in Romania and this article on third parties was included in the original DSA but then removed in this multilateral agreement since all the parties accessing the database should be parties to the agreement.
- UNHCR is not sharing the data in RAIS with other parties.
- Article 10 on confidentiality and access can also be amended to reflect these concerns.

Next Steps:

- We will continue the DSA discussion at the next CWG meeting to update the CWG on progress, next steps and outstanding concerns with the DSA not covered in this meeting since there are some comments left over.
- The RAIS access, registration, dummy data, test environment etc. will proceed so that we can hold a workshop to finalise and test the process and update the documents.

Highlights from June 3, 2022

A De-duplication meeting was scheduled for June 3, 2022, which would involve a demonstration of the RAIS system from UNHCR as a potential platform for reducing/minimizing duplication:

- The core objective of this technical sub working group meeting was to view the actual platform that may be used to identify “potential” duplicates for MPCA beneficiaries for the same amount over the same period of time to help ensure that the limited funds were spread to as many different vulnerable HHs in need as possible.
- Stated differently, it has been recognized since the outset of the CWG meetings that duplication could be a potential problem for several reasons: there is a limited amount of funding to provide MPCA to cover basic needs and it is not possible to cover everyone with the basic subsistence amount, it would be an error to provide the same HH with more than one MPCA grant since this would necessarily mean that another HH also in need could have received assistance and did not (as was intended), multiple actors coupled with the scale, intentional or unintentional attempts to apply for aid and the lack of understanding of “cash assistance” might result in multiple applicants and distributions.
- There have been several stumbling blocks since the outset, however.
- First, the sharing of beneficiary data requires “genuine” consent and data sharing agreements to comply with personal data protection laws.
- Second, there is no single unique identifier that can be used to check for duplicate MPCA for the same HH over the same period and this means a core data set needs to be agreed upon to at least reduce, avoid and mitigate duplicate files and at least allow the potential identification.
- Third, there was a lack of platform for how this would work.
- It was agreed in the previous technical sub working group meeting that essentially three components were needed to propose a genuine solution: an agreed upon core data set, a multi-lateral data-sharing agreement, and an agreed upon S-O-Ps to actually support and facilitate the checking for duplicate files.
- Stress was also placed on the need for the solution to be practical, easy to use, and rapid so as to not slow down the timeliness of the response for the vast majority of legitimate cases while focusing on trying to prevent a small percentage of potential duplicates (assuming the scope of the problem is not widespread – and without sufficient data to date over just how often this occurs).
- It was also recognized that now that months into the response, the issue of duplication is likely to be more significant since the scale of the crisis is larger, more actors are starting to enroll MPCA applicants, and beneficiaries are becoming more aware of assistance programmes and MPCA and may apply multiple times hoping to receive assistance from at least one source

(unintentional duplication) versus those who may strategically apply hoping to receive multiple MPCA (intentional duplication).

- **The differences between these two, intentional and unintentional, was stressed** as important in previous meetings since it was recognized that beneficiaries do not know when they apply if and when they will receive assistance and a standard coping strategy involves naturally multiple applications which is different from those who may seek to receive multiple grants and this would affect the nature of the solution and SOPs.
- To date, however, the 3 items in terms of core data, SOPs and data sharing agreement were not achieved so it was concluded that members of the CWG sub working group should view the proposed RAIS platform to see how this would actually work in practice, then use this practical information to finalize these three core items more concretely and return to the CWG with practical guidance on the agreed procedure within Poland for mitigating, avoiding and reducing duplication.
- It was also noted that this is only a part of the holistic solution and reflects the technical dimension – other soft dimensions also can reinforce and strengthen de duplication, such as strong communications to the beneficiary community to reduce multiple applications, internal checks for duplicate files, and severity of needs etc. used for targeting those most in need.
- UNHCR’s presentation of the RAIS system was technically delayed, and the first half of this meeting recapped the progress to date and involved some discussions on the MPCA programs to bring others up to speed in case they had missed previous meetings.
- The RAIS system was presented with a procedure to identify duplicates against those files already registered in the system – including across multiple identifiers, and that the excel file used by the organization could be bulk uploaded with the system identifying potential duplicates (assuming that the data is accurate on both sides).
- The RAIS system permits also a case management process to allow actors to block or register the data as receiving MPCA assistance for a specific period of time.

While the system appeared to be user friendly, **the next steps** were agreed upon moving forward:

1. The CWG would provide an excel sheet on the shared drive to register email addresses/profiles of the potential RAIS users into the system so that they could access the training platform.
2. A set of temporary core duplicates would be agreed upon with the assistance of the new co-chair from WVI to create synthetic files for system testing and practice.
3. UNHCR will begin to start the testing environment
4. At the next De duplication meeting, the group would go through trying to test and identify and manage duplicates in the testing environment with synthetic data that does have duplicate files across actors.
5. After testing the environment in the platform, the WG would agree to finalize the core data set that makes sense, the SOPs, and any adjustments to the data sharing agreement
6. The results would be presented to the CWG as the proposed solution and
7. Implementation would follow

8. Co-chairs for the sub working group will be finalized to facilitate, coordinate and report on the progress of the proposed solution, feedback and minutes.

Highlights from May 17, 2022

The need for agreement on data sharing and case management, SOPs, also identified as a challenge to finding a technical solution for this context.

The following items were highlighted during the Friday meeting online between 3:30 and 4:30 PM:

We shared a survey:

What type of Data Sharing Agreement does the cash actor you are representing at the Poland CWG prefer?

Only 8 responses:

- 87.5% “Multi-agency Data Sharing Agreement between all the cash actors, for deduplication purposes
- 12.5% Bilateral Data Sharing Agreement between your Agency and UNHCR, for de-duplication purposes

Following these results, we might want to add more questions:

- Is the person already engaged in running MPCA at the moment?
- What scale of the target are we looking at?
- How long has the problem been so far? Only 1 single case known so far.
- We should carry on the Data Agreement as we get more information on assessing the extent of the problem.
- For CBM, the extent of the problem of the duplications is bigger and was reported by the beneficiaries themselves through complaint mechanisms. Some people asking if it was fair for people from their village to receive the assistance from CMB and then later from UNHCR in Warsaw (same assistance for the second time). Problem reported by organisations but also by affected populations: how to respond to the concerns reported by the affected communities.
- Communicate more proactively with the refugees to tell them they should apply for MPCA, people are asking if they can apply but are told to wait for 3 months.
- Survey: what is the purpose of it? Legal issue, if they find a duplicate, how do we resolve if we don't have shared data.

Data sharing agreement brings some legal questions:

- Who is the data controller so if?
- If an organization shares the data with, so if the organization registers, the people collect the data. Technically they're the data controller. If they then share the data with UNHCR. It kind of depends, if legally on can we grant UNHCR the ability to also be the data controller or can they only be the data processor and if they can only be the data processor then they don't have the legal right to share that data with another organization and that's why we need the multilateral, and this is one of those.

- **Advice or clarity from a GDPR expert or legal expert would really help all the conversations.**
- In reality it is multi-lateral data sharing from what you have described. So not clear about the purpose of the survey. Isn't it determined already based on the above?
- Not all the people have access to all the data. Need to be checked for de duplication, loading them to a platform and highlight my data, what is distributed and what is not.
- What point do we share the data? If someone applies with UNHCR but doesn't get the assistance.
- Make a requirement to only upload the data for the people who has MPCA distributed.
- Recommendations to adjust: difference between registration, enrolment and distribution
- What happens when there is a duplicate file? What are the steps? Should we put this in a flowchart we would share?
- Maybe add in the deduplication process, the beneficiary will get the assistance within 2 days so we do not remove them from our list if we could have provided a quicker assistance.
- Make sure people are comfortable with the biometrics, fingerprints etc. We need to train our partners to make sure we have the equipment to do that if this is part of the solution.
- Discussions with partners whether this data collection is legal or not: different results from different partners so non consistent results.
- CWG meetings – drafted list of what objectives/requirements.

Challenges:

- timeliness, not too complicated to check the duplication.
- Not the same metrics data (phone number, passports etc. mixed results)
- Agreement for all the members of – requirement: quick, easy, straightforward, data consistency.
- Consent to share the personal data with the UNHCR database, free to reject but still will be considered. Make sure they know how their data are used, and what are they used for.

In addition:

- SoPs – are we assuming that the system is always correct? Do you need to verify?
- If there is a duplication, contact the person to check if they have received assistance. Could be an error of data, verify and double check – small number of cases which is manageable
- Recommendation to agencies, if they find a duplicate, they should double check and verify if this person is a duplicate?

Next steps:

- Small number of organisations to test the system, template etc. before it gets extended.
- Proposed summary of requirements, update the flowcharts, circulate it amongst the group, identify some orgs who are happy to try this out.
- Draft SoPs, data sharing agreement to be shared.

Highlights from May 6, 2022

The difficulties in deciding which identifies to use and getting enough agencies on board in a legally compliant way were raised.

- The importance of informing beneficiaries that the assistance provided by the majority of cash actors is multipurpose cash assistance for basic needs was highlighted.

There have been reported cases of PoCs expressing concern asking whether they need to move to Warsaw in order to register with UNHCR.

- Cash actors implementing MPCAs for basic needs which are approached by PoCs who state that they have submitted their phone number to UNHCR but have not yet been invited for enrolment to the cash programme were requested to kindly proceed with enrolment of said PoCs and informing UNHCR in order to remove them from the waiting list.
- It is agreed that for cases spotted of persons or families receiving MPCAs from more than one actors, one of the streams of assistance needs to stop.
- There was no consensus reached with regards to whether a multi-partite or bi-lateral Data Sharing Agreement would better serve the purpose, while acknowledging that some actors might be reluctant to sign a multi-partite agreement and instead opt for a bilateral (with UNHCR) at regional level. The options mentioned were:
 - Bilateral between UNHCR and each cash actor at country level (would allow everyone to avoid duplication with UNHCR which currently has the largest cash caseload);
 - Multiple bilateral agreements between cash actors to allow access of everyone to the data shared by others in the deduplication system;
 - Regional agreement between cash actors;
 - Multi-agency agreement between all cash actors allowing.
- **A centralised deduplication system requires everyone to put their data in.** If an organisation keeps their data out, then their data are not considered in the deduplication process – which increases the chances for someone in their caseload to be receiving assistance from one of the other cash actors too.
- Concerns were expressed by some of the actors with regards to whether the five identifiers previously discussed are all needed and IRC proposed including only one (be it the UKR Tax ID Number, or the UKR Passport Number) combined with DOB in order to provide the additional safety in case of typing errors leading to possible false hits.
- The counter argument expressed was that if the data element decided to be shared is reduced to one or two – e.g. the tax number - data sharing is minimised on one hand, but the possibility for PoCs who do not have this data field and still receive assistance to not be captured by the deduplication effort increases. As such being mindful to not share more data than needed for deduplication, the agencies need to agree on exactly which these data elements will be. A decision on the way forward must be reached ASAP, as already the roll out of more cash programmes and wider geographical spread of cash actors' operations are increasing the chances of duplication occurring. The SWG will update weekly the CWG on the topics discussed and the way forward, for its endorsement of any recommendation.
- An analysis on the most popular data elements will be shared by UNHCR that currently has a large sample in proGres V4.

From a sample of 33,790 adults in V4:

- Tax ID: 55%
- PESEL: 86%
- Passport: 57%
- National ID: 1.7%
- Phone: 100% (but easily interchangeable)

Next steps:

- UNHCR will share a simple multiagency data sharing agreement;
- Analysis of the % of HH with the data point initially agreed (as per above)

- The RAIS solution can be rolled out in the next couple of weeks. As the Data Sharing Agreement should be structured on a specific tool, it will be based on the assumption that RAIS will be used. An initial agreement by the Cash WG is needed.
- An e-survey on a multi-agency vs bilateral D/S Agreement will be set up and shared with the Cash WG.

Highlights from April 29, 2022

How significant of a problem is duplication likely to be at this stage? and the need to find an easy to use approach to not affect efficiency or timeliness.

- This meeting began with some discussion over the basic scope of the potential duplication problem, with questions over how many organizations were actually distributing MPCA to how many targeted households in Poland.
- The second core issue discussed was how we could approach identifying unique households so as to assess the scope of the potential problem, how we might resolve it, and how much time and resources might be worth dedicating to the type of solution.
- If duplication is a widespread problem with some HHs getting multiple grants while others experiencing similar or more severe levels of needs were getting none, we might be willing to dedicate relatively more of our limited resources, including human resources, to solving this issue whereas if there are fewer cases currently and likely to happen, or simpler softer approaches such as geographical coordination and profiling/targeting, we may be able to find other solutions. (ie. There are multiple ways or options to minimize the scope of the potential problem that need to be compared qualitatively)
- We would need to find a proposed procedure that would be simple, easy to use, and based on an agreed upon set of core identifiers that we consistently collect as completely as possible (completeness), but also to avoid spending too much time at the expense of large numbers of unique HHs that are unlikely to be duplicated.
- This Sub Working Group will also need to decide who will be in charge of the central database and system, in addition to SOPs, and data sharing agreements (DSAs).
- Pauline Perez has volunteered to act as co-chair for the meetings to assist in the coordination until she leaves at the end of May, 2022.
- A template, preliminary, on data sharing will be shared among the CWG for feedback and also to deal with legal considerations, including the type of data that can be shared and whether we need a multi-lateral data sharing agreement versus bilateral.
- We will also need SOPs for a variety of reasons, including how the dataset will be managed and updated, but also which kind of data is to be entered (approved beneficiaries versus those who have simply applied) since case management would also be an issue.
- **Case Management** - One of the issues, for example, that has arisen is what happens if there is a potential duplicate matched. If the beneficiary shows up in multiple databases we would need to know whether they have been approved or not to avoid multiple rejections with a HH in need getting nothing by accident, but also to block and reserve those we intend to assist in a clear way so that rapid decisions can be made over how to deal with duplicate files.

- One potential solution is to only enter into a main database those who have already been approved and received their first distribution.
- The solution also requires clarity over the objective which is to avoid the same HH getting more than one MPCA for the same purposes over the same period – and it is not about duplication of core data so much as the assistance – for example, a HH getting a hygiene kit at the border would not be denied MPCA for basic needs to avoid them getting more than one assistance packaged – it is about duplication of MPCA for the same purposes.
- The system has to also be open to how we would deal with people who lack documents to verify and prove their identity. It is not known at this stage to what extent this is an issue. Some people without documents are rarely showing up in some application databases, but this could be due to the exclusion of people without documents from applying in the first place.
- IOM has mentioned that they have their own data sharing agreements.
- Data sharing agreements are normally for everyone involved since other actors can see the data other people have entered and they need to be able to case manage; this is quite important here due to the scale of the MPCA programmes, but also to the number of organizations involved.
- The RAIS system was also suggested as the potential data management system to be used for sharing information on assistance to avoid duplication.
- We will need to clarify the agreed upon purposes of the de duplication process to share back to the CWG, the number of people and roles etc of those who actually carry this out and consult with legal experts on the requirements of personal data protection.
- Files will be shared for feedback to start moving this process forward with guidance and a technical solution sought that is easy to use and low on administrative and procedural burden.

Highlights from Thursday, April 14, 2022