Winterisation Task Force Meeting Minutes

Time& Location:	14 February 2024, Microsoft Teams
Chaired by:	IOM
Agenda:	1. Welcome & Introductions 2. Updates on Current Response Capacity 3. Operational Planning: 3.1. Winterisation Program Updates by Partners 3.2. Post-Distribution Monitoring Tool 4. Any Other Business (AOB)

1.Welcome & Introductions

The Winterisation meeting began with the introduction of agenda and Winterisation Task force activities and sub activities explained with the matching of status of project as shown in below table. The post distribution monitoring tools are finalized with and shared with partner as a guidance.

Activity	Sub-activity	Month	Status
Kick-off Winterisation Task Force Meetings	Discussion on Winterisation Assistance 2023-2024.	September	Completed
Update and Publish WTF Documentations	Winterisation SOP.	October	Completed
	Winterisation TF TOR.	October	Completed
	Update Winterisation Assistance Amount.	October	Completed
Map the services	Facilitate the data collection process to map targeted provinces, supporting partners to avoid overlaps.	September-December	Completed
Data Collection on Provided Assistance	Through CBI Mapping Tool	February-March	Ongoing

Coordination Meetings	9 Winterisation Task Force Meetings Conducted.	September-February	Completed
	Conduct meetings on Bi-weekly/monthly bases.	December-March	Planned
	Wrap-up of Winterisation TF meetings with final updates, lessons learned.	April	Planned
Post Distribution Monitoring (PDM)	Publish Task Force Guidance on PDM	December-January	Completed
Publish Lessons Learned	Publish lessons learned, findings, and full package of winterisation documents.	May	Planned

2. Updates on Current Response Capacity

Ten partners are implementing Winterisation assistance, targeting a total of 65,000 vulnerable households. These partners operate in Adiyaman, Gaziantep, Hatay, Kahramanmaraş, Malatya, and Kilis, providing cash assistance ranging from 4,000 TRY to 11,900 TRY. Assistance is planned to be delivered by the end of February

3.Operational Planning:

3.1. Winterisation Program Updates by Partners

IOM assessments, cross-checks, and selection processes have been completed, and defined beneficiaries will receive the assistance by the end of February.

UNHCR lists were completed in December, and distributions will be completed within this week. PDM reporting will be finalized by the end of March.

Concern has targeted 1200 households under the Winterisation project. Seven hundred households have received assistance, and five hundred households are expected to receive cash assistance within the upcoming week

3.3 Post-Distribution Monitoring Tool

The Winterisation Post Distribution Monitoring Tool is shared by Task Force as guidance for partners to update their tools.