

MINUTES OF MEETING

Title of meeting	Cash Working Group (CWG)
Date & time	06 Mar 2014, 2.30 pm
Location	UNHCR Beirut, Lea Building 1 st floor
Objectives	Support CTP in the response to the Syrian refugee crises in Lebanon
Facilitator /Chair	Charlie Higgins, UNHCR / Isabelle Pelly, SCI
Minutes taker	Isabelle Pelly, SCI
Participants	List included at the end of the minutes
Item 1. Update from targeting task force (TF) Francesca Battistin (IRC) & Susana Moreno (WFP)	<p>The TTF has met 3 times so far. Next steps are as follows:</p> <ol style="list-style-type: none"> 1. The TTF has agreed on testing the existing verification questionnaire across the country to see if it identifies vulnerability, and will conduct 10 FGDs country-wide with refugees to support refinement of criteria. 2. Although the TTF is not designing the assistance package(s), the question remains as to how to operationalize the tiers. WFP and UNHCR are reviewing the burden score, which would allow immediate identification of the tier of vulnerability into which a household falls; this will include a review of which of the vulnerability criteria are not captured in the burden score. 3. Targeting will be conducted through an automated pre-identification formula, based on proxy indicators, to be administered at registration/re-registration. In addition a safety check will be applied through use of the verification questionnaires to be applied to HHs near the threshold(s). Certain 'red flag' cases will be identified (including through refugee consultation) for automatic exclusion or inclusion, and these will also be subject to verification. 4. The TTF will look at cases that NGOs still feel have been wrongly excluded; and they confirmed that agencies will be able to refer cases for verification. 5. The timeframe for the outputs of the TTF was not confirmed – they need to review their work-plan and get agreement between all the members. <p>Discussion:</p> <ul style="list-style-type: none"> • In response to a question on whether agencies will be able to see why a refugee was placed in one tier and not another, it was confirmed that information on the criteria for this decision would be shared with agencies, as with the outcomes of the current verification process. • The CWG co-leads asked the TTF and the MEB Revision Task Team to coordinate; because one of the vulnerability criteria is the HH's ability to meet the MEB, e.g.: <ul style="list-style-type: none"> ○ The 'extremely vulnerable' category = those who cannot meet their survival needs;

<p>Item 2. UNHCR's cash programme</p> <p>Jean-Marie Garelli, UNHCR</p>	<ul style="list-style-type: none"> ○ The 'highly' / 'moderately vulnerable' = those who can meet survival needs but not 'livelihoods protection' needs or basic needs such as education. • IRC raised a recommendation made in the TTF that the winter cash continue for one extra month for all current beneficiaries in order to not disrupt assistance before the introduction of the interagency cross-sectoral unconditional CTP. • WFP responded that we should be looking for: <ul style="list-style-type: none"> ○ An incremental interim solution that does not disrupt current assistance too much, but gradually takes over from it; ○ A longer-term solution based on the outputs of the TTF. <p>During March, UNHCR will take over the management of the ATM cards used for winterization, and the Hygiene/Baby Kits that have been monetized (by DRC only).</p> <p>UNHCR's CTP is linked to discussions going on in the TTF, and they are ready to apply targeting in an incremental manner (with interim steps, to be followed by the optimal arrangement by end-2014). This applies particularly to the question of whether to continue providing Hygiene/Baby Kits (in kind or in cash), as UNHCR will put in place an interim arrangement until an 'acceptable' targeting solution is found.</p> <p>In response to the recommendation to continue providing winterization cash until the CTP is ready to replace it, there are two main considerations. First is the issue of the cost; second is a concern about the validity of the winterization targeting since not all those in the winterization programme will be in the CTP. In the meantime the guidance given at field level is to tell beneficiaries to keep their ATM cards.</p> <p>UNHCR's budget for its CTP depends on projections of income across the whole year, nevertheless it should know what its CTP budget for 2014 will be, soon.</p> <p>UNHCR did not completely rule out the possibility that it could manage the CSC cards for everyone, but funding for everyone's CTP cannot pass through UNHCR Lebanon's accounts. The funds would have to be loaded onto the cards through sub-accounts, which is technically feasible, but some elements would be tricky, such as the question of who 'owns' the account, especially if funds remain unspent within it, and the many protocols that would be needed to handle the issue of fees.</p> <ul style="list-style-type: none"> • UNHCR recommended a separate discussion on the 'technical' issues regarding card management responsibilities across agencies. • Agencies which have not already opened an account with CSC need to look at their internal (mainly data management, communications and M&E) capacity to manage a CTP and decide if it is worthwhile to develop the necessary capacity.
<p>Item 3. Update from agencies on the work they are leading on:</p> <p>a. Minimum Expenditure Basket (MEB) revision Cécile</p>	<p>Revision of the MEB will be based on data from 16 organizations. There is good data for the North and the Bekaa, but it is lacking for the South, Mt Lebanon and Beirut. Most data is based on the amount required by an entire HH, although the food item quantities in the MEB are per capita. For the moment the MEB is region-specific but it will be converted into a national average for the purpose of designing the assistance package. At the moment the aim is to get a revised MEB that is acceptable for immediate CTP planning purposes. The team will need to refine this over time and build it into the monitoring framework.</p>

<p>Barriere, Solidarités International</p>	<p>WFP stated that the WB had made a helpful suggestion for establishing what is really 'minimum' or 'survival' in this context, and that is the poverty line as defined by the National Poverty Targeting Programme, of \$112 per person per month.</p> <ul style="list-style-type: none"> • Solidarités launched an appeal for further price data, to be provided ASAP. • A meeting is scheduled for the Sector Leads to review the composition of the MEB on Wed 13/03/2014 at 1400.
<p>b. Market assessment Susana Moreno, WFP & Debbie Gourlay, DRC</p>	<p>WFP recently piloted a market assessment tool in Aarsal to understand market capacity to cope with the influx and make a decision on most appropriate form of food assistance. WFP will circulate the form used to the CWG for comments, as it will be used to create the food component of the baseline. The markets for NFI including fuel, transportation and hygiene items, plus water, and rent all need to be brought together with this food component, although the exact mix will need to be defined through the consultancy that the team has designed.</p> <p>The purpose of this consultancy is to determine the main aspects of market functionality to be assessed. The study will be at national level but with regional sampling proportional to the refugee population in different areas. It should be led by an international consultant, with a local survey team doing data collection and the international doing the analysis.</p> <p>Deliverables from the one month consultancy: determine sample size and methodology; contact national survey companies for the data collection component (ideally to be completed by 01 Apr); finalization of the assessment tool; data collection (2 weeks); draft report and workshop (tentatively on 14 Apr), with a final report on 17 Apr.</p> <p>The Market Assessment task team leader (Debbie Gourlay) will be leaving DRC. need to find solution to support task team, and to manage consultancy</p> <ul style="list-style-type: none"> • Draft TOR for the market assessment consultancy to be circulated by COB Fri 14 Mar. • CWG members were requested to provide feedback on WFP's assessment tool and its appropriateness and to prioritize the most important questions, by COB Fri 14 Mar.
<p>c. M&E Framework Burgen Belltown, IRC</p>	<p>The team aims to exploit current capacities and knowledge. Since it is difficult to design the M&E framework in the absence of a decision on the exact nature and scope of the interagency unconditional CTP, the team has developed TOR for a consultancy to:</p> <ol style="list-style-type: none"> 1. Review agency M&E systems and capacities (reporting requirements, indicators, skills etc.) for a consolidated analysis of monitoring systems across the country. 2. Develop minimum M&E requirements (What? When? How to measure?); the necessary tools, processes, data quality and management; the requirements for data analysis; and the M&E training needs. 3. Produce a roadmap including immediate elements to incorporate into existing M&E for a basic system; and steps to achieve a truly joint overall M&E framework in the longer term, once questions on the CTP targeting and

	<p>assistance package had been resolved.</p> <p>The timeline for this work is for the first part of the process to be completed by mid-late Apr. IRC is willing to be the managing party for the consultant and, if so, would advertise for 5 days and then review a pool of consultants internationally and in-country.</p>
<p>d. Accountability & Comms Jerome Seregni, UNHCR</p>	<p>This team is dealing with issues of credibility; therefore more agencies need to volunteer for this work. Outputs of their work should cover the following:</p> <ol style="list-style-type: none"> 1. A data-sharing agreement that complies with CaLP best practice (DRC leading); 2. A feedback and complaints mechanism, including a system for referral and follow-up (CARE leading); 3. A mapping of all actors with ATM card-based CTP, their numbers and locations; 4. Guidelines, tools and roles and responsibilities for communicating with the refugees, above all having 'One Voice' to the People of Concern (PoC); 5. A set of recommendations on compliance – essentially a checklist; 6. Messages on key issues such as the move from in-kind to monetized assistance, well in advance of the shift (at least a month); similarly with the end of winter cash support – in the form of a Q&A. 7. Outputs will be in two stages: (1) interim best practice; (2) reviewed guidance based on the actual CTP design. 8. The aim is to produce the first drafts of all the above pieces of work by 31 Mar. <ul style="list-style-type: none"> • Agencies requested to propose names in order to broaden membership of task team.
<p>e. Operational Set-up Charlie Higgins, UNHCR & Isabelle Pelly, SCI</p>	<p>The task team had prepared TOR and subsequently met with a consultancy company (Avenir Analytics). SCI is now the managing party for their consultancy on the operational set-up, which comprises the management, financial, administrative, data management and data interaction processes, standard operating procedures (SOP), and necessary support systems to run a CTP. The consultancy will be 6 weeks work over an 8 week period, commencing 17 Mar, therefore to be concluded by 9 May. It is possible that the 2 weeks provided for feedback could be shortened.</p> <ul style="list-style-type: none"> • The consultant should meet task team leaders, sector leads and others for his work so these meetings should be set up during the week 17-21 Mar.
<p>f. Risk Management No lead as yet</p>	<p>The work on risk assessment and risk management cannot really be started until the operational set-up is described, since many of the risks lie in implementing the procedures and systems that underpin the programme. Therefore we will return to it in a month's time.</p>
<p>Item 4. Coordinating all the work WG co-leads, Charlie Higgins,</p>	<p>Coordination and synchronization of all the pieces of work currently being undertaken by the CWG is vital. For instance, there are evidently many common concerns in the work of the MEB and market assessment task teams; these processes (and task teams) need to move in parallel. A consultant had not been found to support coordination but other support had been offered by DfID and</p>

UNHCR & Isabelle Pelly, SCI	<p>ECHO, and this is being actively pursued.</p> <ul style="list-style-type: none"> Any agency which may have suitable HQ colleagues who could support the coordination role were requested to come forward to the WG co-leads, ASAP. Many task teams are proposing consultancies to advance the work. The CWG co-leads will compile the requests for funding that task teams require and share this with donors. 	
Item 5. Review / Research:	<p>The second round of Winter Cash PDM needs to start during the week commencing 17 Apr, therefore the sample size and case numbers to be monitored need to be finalized the week before. The aim is complete all winterization PDM by 31 Mar and publish an interim PDM based on the first round before this date, followed by a final PDM report by 15 Apr.</p> <ul style="list-style-type: none"> UNHCR to send instructions for the second round of PDM by 21 Mar. Data from the first PDM cycle should be shared with the MEB team. 	
a. Winter PDM Charlie Higgins, UNHCR		
b. Winter Cash Study Francesca Battistin, IRC	<p>Proposals from survey firms have been received and are under review. UNHCR has also provided all the necessary data on the 1,400 refugee HHs living in the 88 villages immediately below and the 89 villages immediately above the 500m cut-off line, which is required for the sampling. Data collection is planned for 01-19 Apr, with initial results ready by end-Apr/beginning-May.</p> <ul style="list-style-type: none"> IRC will circulate the survey questionnaire to the leads of all task teams (and to UNHCR Programme) for refinement of the questions, and call a meeting to finalize them. 	
c. MSNA Ciara Noone, ACTED	<p>There will be a chapter on cash in the MSNA, based on indicators defined by CWG.</p> <ul style="list-style-type: none"> CWG members were requested to give feedback on the cash indicators in the MSNA. 	
Item 6. Suggestion to create a 'Core Group' WG co-leads, Charlie Higgins, UNHCR & Isabelle Pelly, SCI	<p>There is a recommendation that the agencies leading CWG task teams be formalized as the 'CWG Core Group'. Its initial focus will be on all aspects of the creation of the interagency cross-sectoral unconditional CTP, and later it may become a mechanism for oversight on that programme. This will enable the CWG more broadly to focus on issues other than solely the creation of the unconditional cash assistance programme, such as providing technical support and advice to agencies and the sector WGs on issues such as cash-for-work, etc.</p>	
Item 7. AOB & Next Meeting	<p>The next meeting will be held at 2.30 pm on Thu 20 March in the Lea Building.</p>	
Follow-up action	Who	By when
<ul style="list-style-type: none"> UNHCR recommended a separate discussion on the 'technical' issues regarding card management responsibilities across agencies. 	UNHCR Programme to be requested to initiate this discussion	By end-Mar
<ul style="list-style-type: none"> Agencies which have not already opened an account with CSC need to look at their internal capacity to 	All CWG agencies	N/A

manage a CTP and decide if it is worthwhile to develop the necessary capacity.		
<ul style="list-style-type: none"> • Solidarités launched an appeal for further price data, to be provided ASAP. 	Cécile Barriere, Solidarités International	COB Fri 21 Mar
<ul style="list-style-type: none"> • Meeting for the Sector Leads to review the composition of the MEB. 	Charlie Higgins, UNHCR	Wed 13/03/2014 at 1400
<ul style="list-style-type: none"> • Draft TOR for the market assessment consultancy to be circulated. 	Debbie Gourlay, DRC	COB Fri 14 Mar
<ul style="list-style-type: none"> • CWG members were requested to provide feedback on WFP's assessment tool and its appropriateness and to prioritize the most important questions. 	All CWG agencies (to Susana Moreno, WFP)	COB Fri 14 Mar
<ul style="list-style-type: none"> • Agencies requested to propose names in order to broaden membership of the Accountability & Communications Task Team. 	All CWG agencies (to Jerome Seregni, UNHCR)	COB Fri 14 Mar
<ul style="list-style-type: none"> • The consultant for the 'operational set-up' needs to meet task team leaders, sector leads and others to undertake his work. 	Charlie Higgins, UNHCR, & Isabelle Pelly, SCI	During week 17-21 Mar
<ul style="list-style-type: none"> • Any agency which may have suitable HQ colleagues who could support the coordination role were requested to come forward to the WG co-leads, ASAP. 	All CWG agencies (to Charlie Higgins, UNHCR, & Isabelle Pelly, SCI)	COB Fri 14 Mar
<ul style="list-style-type: none"> • Many task teams are proposing consultancies to advance the work. The CWG co-leads will compile the requests for funding that task teams require and share this with donors. 	Charlie Higgins, UNHCR, & Isabelle Pelly, SCI	COB Fri 21 Mar
<ul style="list-style-type: none"> • UNHCR to send instructions for the second round of PDM. 	Charlie Higgins, UNHCR	During week 17-21 Mar
<ul style="list-style-type: none"> • Data from the first PDM cycle should be shared with the MEB team. 	Charlie Higgins, UNHCR	COB Fri 14 Mar
<ul style="list-style-type: none"> • IRC will circulate the survey questionnaire to the leads of all task teams (and to UNHCR Programme) for refinement of the questions, and call a meeting to finalize them. 	IRC (Burgen Belltown)	COB Fri 21 Mar
<ul style="list-style-type: none"> • CWG members were requested to give feedback on the cash indicators in the MSNA. 	All CWG agencies (to Ciara Noone, ACTED)	COB Wed 24 Feb

Key contacts

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