

MINUTES OF MEETING

Title of meeting	Cash Transfer Working Group
Date	6 FEB 2014
Location	UNHCR – Beirut
Objectives	<ul style="list-style-type: none"> • Support CTP in the response to the Syrian refugee crises in Lebanon
Facilitator(s)/Chair(s)	<ul style="list-style-type: none"> • Riikka Mikkola (UNHCR)/Isabelle Pelly (Save)
Minutes taker	<ul style="list-style-type: none"> • Riikka Mikkola
Participants	<ul style="list-style-type: none"> • List included at the end of the minutes
Main points/questions raised	<p>Mass information:</p> <ul style="list-style-type: none"> • UNHCR Mass information officer presented the concept in a nutshell. The presentation is shared together with the minutes. • Noted that currently there are some 113 helplines made available to Syrian refugees, mainly through various NGOs. UNHCR is in the process of setting a nationwide, comprehensive info line. • There is an ongoing process to develop a “living Q&A” – a document that would be updated periodically (monthly?) and cover a variety of services. Instead of being distributed to the refugees, this would provide support to the outreach volunteers, helplines and other information channels used to provide messages to the population of concern. • The content of this Q&A will be developed and updated by the sectors. • Questions related to mass information should be directed to Jerome Seregni (SEREGNI@unhcr.org) <p>Feedback from the Cash meeting in Brussels:</p> <ul style="list-style-type: none"> • ECHO organized a high level meeting to discuss cash programming in Lebanon, in Brussels, on January 29th. The venue was chosen in order to mobilize senior management from HQs. However, this also made the discussion less pragmatic. • The main three themes covered during the meeting were assessment and targeting, assistance package and integrated programming.

- Targeting: It was noted that it will be much easier to target 20% of the population than 70% and to apply criteria that is acceptable and understood. Recommendation was to decide on a system/targeting mechanism and to “fly with it” but by building in correction measures ensure improved accuracy over time.
 - Recommendation to compare the existing targeting mechanisms to see whether they all identify the same population as the most vulnerable.
 - Focus should also be on what is being targeted for as this determines the appropriateness of the various options.
 - Refugees should be included in this process.
- Assistance package: Tiered approach acknowledged as appropriate.
 - The MEB needs to be updated not only in terms of prices but also with the view of what actually is the minimum level. For example if the normal daily wage is USD10/day and workers have access to 15days of work per month also the support should be in line with this minimum threshold (of survival).
 - Clear acknowledgement that joint M&E frameworks should be adopted in Lebanon. Also 3rd party monitoring was put forward as an advisable option.
- The meeting in Brussels was only the first step in a wider process. The next step will be a briefing to the in country donors at the next donors meeting.

Task Force for Targeting:

- A task force consisting of UN and NGO representatives has been formed to ensure that the process advances within the given timeframe. The TF will consult the CTP WG along the process.
- The TORs will be finalized by the identified group during their first meeting. Time of the meeting to be determined.

Implementation of the Action Plan:

- Proposed an MOU type arrangement between the main actors providing cash assistance under the cross-sectoral framework. The overseer of this agreement to be determined.

- A number of activities have to be completed in the set up stage of the new approach. These include:
 - Review of the expenditure basket based on updated mkt monitoring data and review absolute minimum levels by sectors
 - Identification of gaps in market assessment information and drafting of a proposal for the necessary complimentary documentation
 - Review the monitoring framework used for example in Somalia and identify areas applicable to the Lebanon context and propose modification to ensure relevance as part of the overall monitoring of the Syria response.
 - Draft guidance on accountability based on the CaLP proposed standards for areas including but not limited to beneficiary communication (mass info, feedback and complaint mechanisms etc) and data protection
 - Optimal operation structure for the delivery of cross-sectoral cash assistance across and in-between agencies – guidance from the part of donors required as significant linkage with the funding will be channeled this year
 - Recommendations on the implementation of the operation structure
 - Operational risk matrix and proposed mitigation measures across agencies
- Agreed that one agency/agencies take the lead in one of the above components to ensure timely submission of deliverables. The role of the lead agency can consist of drafting of TORs and facilitating external support when and where in-country resources are insufficient.
- All agencies to report back to the group by COB Monday the 10th on their capacity to take on one of the above.
- Recommendation that UNHCR takes the lead in data protection etc.

AOB:

Request to all agencies to support the cross-sectoral needs assessment

that has recently started. ACTED will share a template of research questions, which agencies can compliment. In addition all agencies are requested to share information regarding their existing data.

All agencies involved in the monitoring of the winterization programme should aim to submit their data no later than February 15th for analysis.

As of February 15th Charles Higgins, will take over as the chair of the CTP WG.

From Feb 20th until the end of the year, the CTP WG meetings will be held at the Leah building conference room. Time and frequency of the meetings will remain unchanged.

Follow-up action	Who	By when
<ul style="list-style-type: none"> Confirm the lead agency for the various components highlighted in the action plan 	All agencies	COB Monday the 10th
<ul style="list-style-type: none"> Share the research questions and data requirements for the need assessment 	ACTED	
<ul style="list-style-type: none"> Ensure winterization data has been submitted for analysis 	All involved agencies	February 15th

Key contacts

Name	Title	Organization	Email	Phone
Riikka Mikkola		UNHCR	mikkola@unhcr.org	71911385
Isabelle Pelly	FSL advisor	SCI	isabelle.pelly@savethechildren.org	

List of Participants

Name	Organisation	Phone	Email Address
Jerome Seregni	UNHCR	70180166	seregni@unhcr.org
Peter Grzic	UNRWA		p.grzic@unrwa.org
Yannick Martin	OCHA		martiny@un.org
Hilary Dragicevic	Oxfam	76027223	Hilary.dragicevic@oxfamnovib.nl

Juliusz Ziemak	PCPM	71-478357	jziemak@pcpm.org.pl
Piotr Stopke	PCPM	79307055	pstopke@pcpm.org.pl
Charlie Higgins	UNHCR	76-421609	Higgins@unhcr.org
Davide Amurri	TDH Italy	76-003384	d.amurri@tdhitay.org
Aimee Karam	MoSA	70111473	Karam.aimee@gmail.com
Niccolo Giancarli	AVSI	71-308384	niccologiancarli@gmail.com
Okwir Justin	Oxfam GB	76780468	JOkwir@oxfam.org.uk
Francesca Battistin	IRC	71374888	Francesca.battistin@rescue.org
Maureen Philippon	ECHO	70873462	Maureen.philippon@echofield.eu
Amy Keith	LHIF	70996652	coordinator@lhif.org
Charlie Rapoport	UNRWA		c.rapoport@unrwa.org
Isabelle Pelly	Save	71 906484	Isabelle.pelly@savethechildren.org
Camille Brunet	HI		Basicneeds.ta.lb@hi-emergency.org
Hart Ford	Acted	76-421616	Hart.ford@acted.org
Layal Sarrouh	CPiE WG	70996607	LSARROU@UNICEF.org
Angela Santucci	IOM		asantucci@iom.int
Toni Ayrouth	UNHCR	76182637	ayrouth@unhcr.org
Julie Lang	WVI	76 868634	Juliet.lang@wvi.org
Alexandra Lages	CARE	71089857	lages@tdhitaly.org
Marc Petzoldt	UNHCR		Petzoldt@unhcr.org
Catherine Bellamy	WFP		Catherine.bellamy@wfp.org
Susan Collyer	SCI		s.collyer@savethechildren.org.uk
Chiara Nava	AVSI		Chiara.nava@avsi.org
Andreas Deuble	SDC	71181581	Andreas.deuble@sdc.net

Karl-Friedrick Glombitza	SDC	79122791	Karl.glombitza@sdc.net
Corina Eggenberger	SDC	71 456 195	Corina-kim.eggenberger@eda.admin.ch
Caroline Bedos	Solidarites International	76891428	cdm@solidarites-liban.org
Lara Abdelsamad	NRC	70 888 219	Lara.abdelsamad@nrc.no
Cecile Barriere	Solidarite	76 043 697	cashadvisor@solidarites-liban.org
Boris Aristin	DRC	70996654	Boris.aristin@drclebanon.org
Ellen Hynes	UNICEF	70076814	ehynes@unicef.org
Ciara Noone	ACTED	79160371	Ciara.noone@acted.org
Rana Rahal	CLMC	03728160	rrahal@eclmc.org
Martina Iannuzzotto	ACF		miannizzotto@lb.acfspain.org