

CASH Working Group
 Syrian Refugee Response in Jordan

Meeting Location	UNHCR Khalda office – Executive Room	Meeting Date	25.08.2014
Chair Person	Emily Sloane- Oxfam	Meeting Time	15:00-16:00
Minutes Prepared by	Ella Gough		
Purpose of Meeting	CWG Meeting		

1.) Summary of action points

Number of action point or discussion	Action point	Focal Point / Organization
1	Agencies to check that information in dashboard is correct. Any necessary changes should be made through ActivityInfo, and Angeliki (panagoul@unhcr.org) should be informed of changes.	All organisations. Angeliki Panagoulia
2	Agencies to submit application for one person from their organisation to attend the creative thinking and advocacy workshop on 7 th September 2014 to esloane@oxfam.org.uk . If your Country Director did not receive an invitation, send a note to esloane@oxfam.org.uk including their contact information.	All organisations.
3	Angeliki to send around the list of banks that CWG has compiled.	Angeliki Panagoulia
4	Agencies to nominate one focal point who will be responsible for upkeep of Activity Info in their organisation, and send their name to Angeliki. The focal point should then email Angeliki (panagoul@unhcr.org) in order to get editing rights so that they can begin data entry.	All organisations. Angeliki Panagoulia.
5	If agencies are aware of any services they provide which are not yet available as an option for data entry in Activity Info, they should email Angeliki (panagoul@unhcr.org)	All organisations who provide services that are not available in Activity Info.

2.) Attachments and References

Documents	Location	Contact Person
Cash Dashboard		Angeliki Panagoulia
PU-AMI PDM survey results for UCA presentation		Anthony Dutable
UNHCR user guide to Service Mapping and Activity Info		Edouard Legoupil, Angeliki Panagoulia

3.) Minutes

Item	Discussion
Review of July dashboard.	<ul style="list-style-type: none"> • The dashboard was examined. In particular, information about funding was checked. An enquiry was made as to whether all funding was to be presented in USD. It was confirmed that the standard currency was USD, and agencies should be reporting in USD. <ul style="list-style-type: none"> ○ <i>Agencies should flag up any errors in the dashboard or in funding and make relevant changes in Activity Info, copying Angeliki (panagoul@unhcr.org) in so that she is aware of changes made.</i>
Task force updates	<ul style="list-style-type: none"> • Gender focal points: Lisa and Angeliki are the gender focal points. Both were absent. • Common Evaluation Tool: Task force members unable to attend the meeting, but the draft tool is complete. • Creative Thinking and Advocacy: Invitation to the creative thinking and advocacy workshop was sent out 25th August. The 1st part of the workshop will be for NGOs. Legal experts and speakers from UN agencies will attend. The workshop attendees will start brainstorming creative ways of manoeuvring within regulations to provide support which encourages long-term positive outcomes for refugees in Jordan. The workshop will be at the ILO office on 7th September 2014. The 2nd part of the workshop will bring in government representatives and donors, but this part is still being planned. It was recommended that the task force look into inviting participants from Lebanon, as they have more experience with long-term solutions. <ul style="list-style-type: none"> ○ <i>Agencies should please send one representative from their agency to the workshop, as space is limited.</i> • Common Assessment Tool: HI is trying to coordinate with DRC. There will be more to report at the next meeting. • Joint Market Survey: Rhodes was absent. A request was made at the NFI meeting for extra help for this task force. 2 members of the NFI WG offered their support.

<p>PDM draft questionnaire, presentation by ICMC</p>	<ul style="list-style-type: none"> • ICMC were not able to attend the meeting. The presentation will be given at the next meeting.
<p>PU-AMI presentation on UCA</p>	<ul style="list-style-type: none"> • PU-AMI presented the main results from their PDM survey regarding the distribution of urgent cash assistance in Amman, Zarqa, Jerash and Balqa (2,154 families). • The main findings from the survey were as follows: <ul style="list-style-type: none"> ○ Demographics of beneficiaries: 65% have a chronic disease, 20% have functional limitation, and 28% are female HH. 4% are unregistered, 50% are pending UNHCR renewal, and 30% hold inaccurate MOI card. ○ 70.5% of beneficiaries did not use the hotline. 11% say that the location of bank unclear, particularly in rural areas. 100% of beneficiaries reported satisfaction. 72% used cash to pay rent, 22% used to pay medical expenses, 20% used cash to buy food. Jordanian beneficiaries mainly used UCA for food and utilities. 15% mentioned increase in prices for grocery items after the cash distribution (this could be linked with Ramadan). 24% said that time between assessment and distribution (3 weeks) was too long. • An enquiry was made as to which bank was the best to use to provide cash assistance. It was recommended not to use Jordan Kuwait Bank. There is a list of banks that have been used. <ul style="list-style-type: none"> ○ <i>Angeliki to provide the list of banks.</i> • It was suggested that the time invested to provide UCA was too great considering the output. Suggestions to cut time included distribution at a central location. This suggestion was refuted, as it would raise protection issues, and because discretion was needed to avoid causing price increases. Another advantage of direct house visits was that the vulnerable person was more involved in making decisions about how the money was spent. • A question was asked about the best time for distribution. Winter and Eid were both proposed, but no conclusion was reached. • It was suggested that scope of delivery might overlap with CBOs, but it was proposed that as it was a one shot delivery of UCA, overlap did not matter.

<p>Services mapping and Activity Info database; presentation by UNHCR</p>	<ul style="list-style-type: none"> • A presentation was given on the usage of the ActivityInfo database of services available to refugees in Jordan. Hard copies of a user guide were handed out during the meeting, which contain the link to the Activity Info database. This user guide has also been shared in soft copy format. • One focal point per organisation will input data (one entry on Activity Info per service provided), and this focal point will ensure all data is entered. <ul style="list-style-type: none"> ○ <i>Agencies to nominate focal point who will be responsible for upkeep of Activity Info in their organisation, and send their name to Angeliki. The focal point should then email Angeliki (panagoul@unhcr.org) in order to get editing rights so that they can begin data entry.</i> • The information in Service Mapping is available as a map or as a list, and information is constantly updated. It was noted that thus far the tool is just used for service mapping, and is not a referral service. <ul style="list-style-type: none"> ○ Information in Service Mapping can be extracted in hard copy. • A question was raised about the usefulness of the Service mapping in the field when an internet connection is not available. It was suggested that lists can be collected when a computer is online, and will then be stored when the computer is offline. The only disadvantage of this system is that the lists will not be updated until the computer is back online. <ul style="list-style-type: none"> ○ <i>If agencies are aware of any services they provide which are not yet available as an option for data entry in Activity Info, they should email Angeliki.</i>
<p>AOB</p>	<ul style="list-style-type: none"> • None.
<p>Adjournment</p>	<ul style="list-style-type: none"> • The meeting was adjourned at 16.00.