

Basic Needs Working Group Amman, Jordan

Meeting Location	EMOPS Room UNHCR Khalda	Meeting Date	9 May 2016
Facilitator	Volker Schimmel, UNHCR & Elias Jourdi, NRC	Meeting Time	15:00– 17:00
Minutes Prepared by	Ruba Saleh UNHCR		
Purpose of Meeting	Regular/Monthly Meeting		

1.) Summary of action points

No.	Action Point	Focal Point / Organization
1.	To review the BNWG work plan to revise the inter-sector linkages.	BNWG members
2.	To send an email to BNWG with the logistic requirement for the services advisor training.	Ruba Saleh
3.	CFW SOP and complaint mechanism to be shared by BNLWG in Zaatari upon final endorsement.	Adem Shaqiri

2.) Session Summaries

Item	Discussion
Brief update from ISWG	<ul style="list-style-type: none"> - The Zaatari Strategic Plan was introduced. It will define the vision, objectives and activities for 2017-2019. At Zaatari level, sectors have started; a draft plan is to be finalized early June, and submitted for review to sectors at Amman level for feedback and endorsement in July. - Through the Inter-Sector Working Group meetings in 2015, possible inter-sector linkages have been identified. It was agreed to review the work plan for the BNWG in the next meeting in June to prepare in advance and to have an overview of the identified linkages and to assess challenges and obstacles that hinders working on them. - On 8 May, the prevention against sexual exploitation and abuse (PSEA) network lunched a community based complaint referral mechanism that have been developed in consultations with humanitarian agencies and more than 700 refugees. It also includes clear guidance on investigating complaints and allegations. For more information on the PSEA network, please follow the link (http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=74). - With regards to updating and reviewing the JRP, MoPIC is considering two options: the first is to have an annex to the existing JRP 2016 to include livelihoods for refugees and new education projects. The second is to have a comprehensive review of the existing JRP for all sectors. Clear guidance from MoPIC on the preferred option and process will be communicated by senior inter agency coordination officer.

	<ul style="list-style-type: none"> - A training for Sector Gender Focal Points will take place on 15-17 May; in addition, UNHCR Coordination Unit is in the process of arranging for a coordination training in July-August, similar to the trainings conducted on 2014 and 2015 and targeting new coordinators.
<p>Update on OCHA Jordan Humanitarian Fund (JHF).</p>	<ul style="list-style-type: none"> - Basic Needs had the highest number of submission to the OCHA/JHF. Out of 18 submitted proposal, Basic Needs had eight exclusive projects and two with protection dimension. - A technical committee consisting of UNHCR, Intersos and LWF will review the submitted projects. The dead line for the review is Thursday the 12 May.
<p>Update on Cash for Work (CFW)</p>	<ul style="list-style-type: none"> - In May 2015, a discussion started in Zaatari in order to establish a system to organize cash for work opportunities. An SOP was drafted by BNLWG in Zaatari and improvement in terms of avoiding possible duplication was noticed. - In March-April 2016, the BNLWG in Zaatari conducted a revision for the CFW SOP to include eligibility criteria in addition to classified job opportunities as the following, semi-skilled, skilled, highly skilled and technical. - Currently 90% partners in the camp are applying the new rates that linked to the job opportunity skill-level classification. The rates are specific to Zaatari context and it does not comply with the Jordanian labour law. - In order to maximize the number of refugees participating in CFW programs, agencies needs to adhere to the rotation mechanism as the following; Six-month period for semi-skilled and skilled and up to one year for highly skilled and technical job opportunities. - A CFW module in RAIS v2 will be used to record CFW activities in the camp and the pilot phase will be ready in two weeks to be tested by partners. At the current time, UNHCR are reporting all CFW activities on RAIS. - Complaint mechanism document was drafted in order to insure that refugees have the basic right to file a complaint regarding unfair treatment, report cases of misconduct, and seek fulfilment of their right to appropriate assistance. All refugees should bring any complaint to the attention of the specific agency. - CFW SOP and complaint mechanism to be endorsed by BNLWG in Zaatari camp and shared accordingly.
<p>Update on the Financial Tracking System (FTS)</p>	<ul style="list-style-type: none"> - An overview of the financial tracing for the BNWG in the first quarter reflected the received fund by group members who appealed under basic needs in the JRP/3RP. - The financial tracking reflected a consistency in the budget requested and received that considered an encouraging sign to the BNWG. NGOs who wish to provide feedback and updates are welcome. Dead line for providing feedback is Thursday the 12th of May.

	<ul style="list-style-type: none"> - Please follow the link to review BN financial tracking for the first quarter: http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=71
SGFP presentation	<ul style="list-style-type: none"> - Basic needs sector gender focal point (SGFP) provided an update from the SGFP network in addition to the process of reviewing projects proposal against gender marker in order to insure gender mainstreaming. - Gender marker is a tool that codes, on a (2-0) scale, whether or not a humanitarian project is designed to ensure that women, men, boys and girls of all ages will benefit equally from it, and that it will contribute to increasing gender equality. - BNWG sector gender focal points are Zaid Awamreh from PU-AMI and Ruba Saleh from UNHCR. - For more information on the SGFP network please follow the link: http://data.unhcr.org/syrianrefugees/documents.php?page=2&view=grid&WG%5B%5D=70
Services advisor and Activity info reporting	<ul style="list-style-type: none"> - Services Advisor is a web-based system that enable mapping of the services available for refugees. The Services Advisor allows users to view the services on the map and in the service directory, where they can filter by sector, area, names of the service provider and referral requirements. The tool is extremely useful particularly to identify gaps in services and the commitment of NGOs as services providers is need for regular update on the site. - Services advisor training for sectors will take place in May-June. BNWG members are requested to share contact details of their nominated focal point with Ruba Saleh (Salehru@unhcr.org) by 5 May COB. - NGOs needs to value their NFI assistance in order to be able to add it to the Total amount distributed in activityinfo. In addition, NGOs should report "0" if they did not have activities or funds on a particular month. - The deadline for ActivityInfo April reporting is 8 May. The members timely reporting is appreciated. A monthly dashboard will be produced to reflect the monthly activities of the BNWG.
AOB	<ul style="list-style-type: none"> - Next meeting to take place on the 13th of June from 10-11 am taking into consideration Ramdan's working hours.

Organisation	Name	Email
UNHCR	Volker Schimmel (Co-Chair)	schimmel@unhcr.org
NRC	Elias Jourdi (Co-Chair)	Elias.jourdi@nrc.no

INTERSOS	Majdi Sunna	Procurement.jordan@intersos.org
GRC	Melanie Ploeger	ploeger@grcmideast.org
Medair	Tamsin Blake	cashpm-jor@medair.org
UNHCR	Najwan Durgham	aldorgha@unhcr.org
ZOA	Simon verduijn	s.verduijn@ZOA.nl
UNICEF	Mays Albaddawi	malbaddawi@unicef.org
CARE	Mohammad Awamreh	Mohammed.Al-Awamreh@care.org
Danish Red cross	Jacinta Hurst	Jahur@rodekors.dk
Caritas Switzerland	Sigrid Pfaffle	Spfaffle@caritas.ch.
NEF	Julia Daley	jdaley@neareast.org
PU-AMI	Zaid Awamreh	Jor.progw@Pu-ami.org
World Relief Germany	Joe Bers	Jbers@@worldrelief.de
IOCC	Fadi wakileh	fwakileh@ioccc.org
IOCC	Zaher Siryani	zsiryani@ioccc.org
CRP	Zainab Al Saadi	zayneb.alasaadi@collateralrepairproject.org
IFRC	Mariano Gomez	mariano.gomez@ifrc.org
Medair	Dalia Barhoum	cashpo-jor@medair.org
UNICEF	Jawad Islam	jaslam@unicef.org
MoSD	Rasha AL Adwan	Rasha_79@yahoo.com
WVI	Ali Khazendar	Ali_al_khazendar@wvi.org
LWF	Charles Okumu	pro.jor@lwf-dws.org
ACTED	Marielle Noyer	marielle.oyer@acted.org

ACTED	Perin Arkun	perin.arkun@acted.org
UNHCR	Ruba Saleh	Salehru@unhcr.org