

Basic Needs Working Group Amman, Jordan

Meeting Location	EMOPS Room UNHCR Khalda	Meeting Date	8.8.2016
Facilitator	Volker Schimmel	Meeting Time	300– 5.00 pm
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 share summary document of VAF-BN sector tree review with BNWG members.	Olive Cribb
2.	To share the updated MEB with the BNWG members.	Olive Cribb
3.	To circulate the BN work plan with notes and feedback on achievements.	Volker Schimmel
4.	To share the BN gender analysis framework document with the gender analysis team.	SGFP (Ruba Saleh & Sana Qasmieh)

2.) Session Summaries

Item	Discussion
Update from ISWG	<ul style="list-style-type: none"> - OCHA JHF: OCHA is in the process of preparing for a new call for proposal that is expected to be launched by mid-September. A total figure of five to six million USD will be allocated to this call; the ceiling for a project is 400,000 USD. Sectors are in the process of identifying priorities by 17th of Aug. Fund must be utilized for immediate life savings emergency response. BNWG agreed that the sector priorities are Azraq camp(?), winterization and the berm. - JRP Update: MoPIC will have an internal meeting with JRP Task Forces chairs on 14 Aug. A new task force will be created for the livelihoods sector. JRP Task Force chairs will be provided with detailed instructions and guidelines for JRP 2017 – 2019, including new templates for the Project Summary Sheets that will include detailed activity level information. MoPIC plans to organize a workshop on 4-6 October (to do what?). - Sector Progress report: inter-agency coordination unit prepared a progress report by sector to show the progress made against the year-end targets. BNWG members agreed to revisit the calculation of target per indicator (e.g. average, monthly snap shot or accumulative). BN progress report to be finalized by (by whom?) the next BNWG meeting. - Urban Coordination Mechanism: During the Coordination Skills Training in mid-July, training participants raised the issue of the urban coordination mechanism, roles and responsibilities in addition to coherence of the urban structure that consist of Amman, south, Irbid and Mafrq. BNWG members suggested improving

	<p>the communication and feedback mechanism to enhance the effectiveness of urban coordination and supporting the information flow in each area.</p> <ul style="list-style-type: none"> - Sector Performance Survey: The purpose of the survey is to get feedback on the current performance of sector and area-based coordination and on whether there has been sufficient improvement since the last review in 2015. BNWG members were encouraged to share their constructive feedback by participating in the survey that will be launched next week. - Elizabeth Barnhart (BARNHART@unhcr.org) will be taking over Co-Chair responsibilities for the BNWG until December 2016 replacing Volker Schimmel. A new election for the BNWG chairs will take place in Jan 2017.
Update on VAF and MEB review	<ul style="list-style-type: none"> - The review of Basic Needs sector tree was concluded based on the feedback received from VAF-BN partners and data testing of the selected option (option three). The updated VAF tree is leaner, and more effective to use. In addition, it includes a metric that take into consideration vulnerability vs priority. A summery document will be shared with the BNWG members for their review. - The VAF Advisory Board met last week to discuss the VAF work plan, review the questionnaire and agree on type of data collected. The VAF advisory board will meet again in Aug. The next baseline will be collected using the new VAF form. Qualitative review of vulnerability, defined by refugees themselves, will be obtained from the participatory assessment that will take place in September. - The updated calculation obtained from the Baseline will feed into the MEB. The updated MEB will be shared with BNWG members.
Review of the BN work plan	<ul style="list-style-type: none"> - The BNWG members reviewed the work plan for 2016 and tracked the progress of what has been achieved by the BN sector so far. The work plane will be shared with BNWG with notes and feedback regarding the progress achieved. - Regular reporting on RAIS is critical in order to prevent duplication of assistance. Cash and voucher module is active, and enables partners to cross-check all types of cash assistance. BNWG members are to contact Oliva Cribb CRIBB@unhcr.org in order to have access to the assistance master coordination module.
SGFP update	<ul style="list-style-type: none"> - SGFP provided an update on the basic needs gender analysis framework. The purpose of the analysis is to assess the gender dimensions of the Basic Needs and challenges of Syrian refugees in Jordan. - The gender analysis will generate gender related data/information to inform design, implementation, monitoring and evaluation of interventions in the Basic Needs sector. - The main methodology will involve a document review, key informant interviews, and focus group discussions. Support of BNWG members is needed to develop a gender analysis team. - IFRC, Mercy Corps, World Relief, DRC, IRC, Medair, PU-AMI, GRC and ACF offered their support. An email will be shared with the focal point from each

	organization for an introductory session on gender analysis, and to agree on time and level of support from each organization.
AOB	<ul style="list-style-type: none"> - UNICEF presentation on “Accountability to Affected Populations (AAP)” is postponed until the BNWG meeting on 5 Sep. - PU-AMI will share their PDM finding at the next BNWG meeting.

List of Participants

Organisation	Name	Email
UNHCR	Volker Schimmel	schimmel@unhcr.org
ACF	Fall Francies	fieldco-north@jo.missions-acf.org
ACTED	Sana’a Qasmieh	sana.qasmieh@acted.org
AVSI	Fadi Hrimat	fadi.hrimat@avsi.org
DRC	Andrew Merat	andrew.merat@drc-jordan.org
ECHO	Randa Kuhail	randa.kuhail@echofield.eu
ECHO	Mstleo Pasttrone	Mstleo.pasttrone@echofiled.org
GRC	Melanie Ploeger	ploeger@grcmideast.org
ICRC	Samia Al Dalahmeh	saldalahmeh@icrc.org
IFRC	Yukta Kumar	Yukta.KUMAR@ifrc.org
IFRC	Hilary Dhliwayo-Motsiri	Hilary.motsiri@IFRC.org
INTERSOS	Anna Corra	bn.jordan@intersos.org
IOCC	Osama Daibes	odaibes@iocc.org
IRC	Rawan Mustafa	rawan.mustafa@rescue.org
MC	Tala Al Momani	tmomani@mercycorps.org
Medair	Dalia Barhoum	cashpo-jor@medair.org
NEF	Suzan Barakat	sbarakat@neareast.org
PU-AMI	Daniel Osnato	jor.progco@pu-ami.org

PU-AMI	Sua'd Shehadeh	jor.shelternfi@pu-ami.org
UNHCR	Elizabeth Barnhart	BARNHART@unhcr.org
UNHCR	Jessica Gut	gut@unhcr.org
UNICEF	Mays Albaddawi	malbaddawi@unicef.org
World Relief Germany	Joe Bers	jberg@worldrelief.de
World Relief Germany	Kiri Harper	kharper@worldrelief.de
WRG	Rasha Batarseh	rbatarseh@worldrelief.de
WVI	Ali Khazendar	Ali_al-khazendar@wvi.org
WVI	Gerald Johnson	gerald_johnson@wvi.org
WVI	Michael Beeman	Michael_Beeman@WVI.org
UNHCR	Ruba Saleh	Salehru@unhcr.org
UNHCR	Hiba Azaizeh	azaizeh@unhcr.org