UNHCR
The UN Refugee Agency

Basic Needs Working Group
Amman, Jordan

Meeting Location	Executive meeting Room UNHCR Khalda	Meeting Date	3.07.2017
Facilitator	Fabiana Maffeis (PU-AMI)	Meeting Time	2.00– 4.00 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.	Basic needs gender analysis to be shared with BNWG for their review. BN Partners comments and feedback to be shared with SGFP by 10th of July COB.	Ruba Saleh & Sana Qasmieh
2.	UCA task force to share a matrix with the UCA actors to support the process of collecting data and information related to UCA interventions	Fabiana Maffeis

2.) Session Summaries

Item	Discussion
Information management update (Activity info vs Service advisor)	- UNHCR Information management presented updates regarding the status of partners reporting using activityinfo and services advisor. - Activity info is an online database that allows partners to report their achievements based on pre-set indicators adherent to the JRP structure. It allows humanitarian organizations to access, manage, map and analyse indicators, and thus to monitor humanitarian projects. - Services Advisor is a tool that provides up-to-date information about availability of humanitarian services. Services Advisor allows users to view available services on a map and in a service directory, where they can filter by sector, governorate, services provider and referral requirements. - Sixteen partners reported their monthly achievements on activityinfo and only six partners added their projects information and referral pathway on services advisor. Partners are encouraged to reflect their projects in services advisor as its being used by the helpline and case managers for referral. - Information management team is willing to support partners is utilizing the information management tools. partners in need for support are encouraged to contact Gorgui Diouf (dioufg@unhcr.org)

Update form the UCA task force meeting	- The Urgent Cash assistance (UCA) Task Force headed by PU-AMI had their first meeting on 13th of June; the creation of the task force was prompted by some members of the BNWG to try to bring some clarity and harmonization in the way UCA interventions are done.
	- The TF will share a matrix with all UCA actors in order to collect data and information to support the process of creating the UCA guideline.
	- The task force will have their next meeting in July before the coming BNWG meeting. For further information in the Task force please contact Fabiana Maffeis (jor.progco@pu-ami.org)
Presentation on the Basic Needs gender analysis	- Basic needs sector gender focal point (SGFP), Sana Qasmieh form (ACTED) and Ruba Saleh form (UNHCR), presented the finding of the Basic Needs gender analysis that have been produced with the support form a Basic Needs gender analysis team consisting of IRC, DRC , NEF and UNWOMEN.
	- The presentation covered objective of the gender analysis, methodology, findings and recommendations. The gender analysis reflected the notable changes in the traditional roles of women and men at household levels. Women are more empowered and men are getting supportive and understanding of increasing involvement of women in the public life.
	- The gender analysis will be shared with the BNWG members for their review. Comments and feedback to be shared with SGFP by 10th of July COB.
Standard Operating Procedures for Coordinated Needs Assessments	- The inter-agency coordination unit presented the standard operating procedures for Coordinated Needs Assessments. The ISWG revised and endorsed the SOP in June 2017.
	- The SOP aims to guide agencies through the process of coordinating needs assessments within the Refugee component of the Regional Refugee and Resilience Plan (3RP).
	- The SOP focus on supporting and promoting information-sharing between agencies and reducing of duplication of efforts, ensuring that appropriate Sector Working Groups provide technical input where relevant and results of the conducted assessments are uploaded at the Needs Assessment Registry.
	- The revised SOP is available through the following link: http://data.unhcr.org/syrianrefugees/assessments.php?page=1&view=grid&Country[]=107
	- The new assessment registry is accessible for user in the following link: http://data.unhcr.org/syrianrefugees/assessments.php?page=1&view=grid&Country[]=107
	- For further information regarding the Coordinated Needs Assessments registry, please contact Elena Guseva (guseva@unhcr.org).
AOB.	- The Next BNWG meeting to take place on Monday 7th of Aug from 2.00 pm to 4.00 pm at the UNHCR EMOPS conference room.

List of Participants

Organisation	Name	Email
ACF	Lara Colace	hodfsl@jo.missions-acf.org
ACTED	Sana'a Qasmieh	sana.qasmieh@acted.org
ACTED	Natalie Davirro	natalie.davirro@acted.org
Caritas	Mai Dababneh	emergency@caritasjordan.org.jo
DRC	Basma Khorsheed	basma.khorsheed@drc-jordan.org
ICMC	Annette Nuguet	nuguet@icmc.net
ICRC	Samia Al Dalahmeh	saldalahmeh@icrc.org
Medair	Dalia Barhoum	cashpo-jor@medair.org
NRC	Ala'a Saqarat	alaa.alsaqarat@nrc.no
PU-AMI	Fabiana Maffeis	jor.progco@pu-ami.org
Red R UK	Nour Habjoka	nour.habjoka@redruk.onmicrosoft.com
WVI	Hala Abu-Maizer	hala.abumaizer.wvi@gmail.com
IOCC	Layla Ahlamarneh	lhamarneh@IOCC.org
UNICEF	Gabriele Erba	gerba@unicef.org
UNHCR	Harry Brown	BROWNHA@unhcr.org
UNHCR	Ruba Saleh	Salehru@unhcr.org
UNHCR	Heba Azazieh	AZAIZEH@unhcr.org