CTPWG - MINUTES OF MEETING

Date & time	17 April 2014, 2.30 pm
Location	UNHCR Beirut, Lea Building 1st floor
Facilitator /Chair	Ivan Vuarambon, UNHCR
Participants	List included at the end of the minutes

Item 1. Assistance to unregistered Cécile, SI	A WG on unregistered refugee is established (SI, SCI, HI, Care, DRC, IOM, Medair, IRC, ECHO. DfID). The objective is to agree on an assistance package and kind of assistance, decisions: • No changes for the time being • From July onwards provide similar assistance as registered (250 USD/HH/month regardless of HH size). • Duration of assistance: 3 months (then advocate for registration through case management). • E-voucher for food assistance not decided yet, needs donor support and food parcel is easier. • Protection issues to be discussed. SCI will implement a project through ATM cards for 2'100 HH (10'000 HH identified). Targeting according to Burden Index (question to UNHCR on the formula). Amount 120 USD/HH/month. Actions UNHCR needs to facilitate/accelerate registration process More information on numbers, profile, etc. is needed.
Item 2. Assistance to Newcomers Chadi, UNHCR	NFI-WG is currently reviewing the possibility to move from in kind to cash assistance. • No change is foreseen for the time being (NFI kit + food parcel). • DRC is hosting a database on newcomers. • ECHO supports the process of aligning the price of the in kind assistance. • Solidarites is conducting a phone survey with newcomers (200HH), 57% would prefer cash instead of in kind. • NFI-WG has set the limit from newcomer to become unregistered at 30 days (this limit does not reach consensus; some agencies apply a 3 month limit). • TdH is implementing a cash project for newcomers. Actions None as long as cash assistance is not planned for Newcomers Follow-up on TdH project (any info there?)
Item 3. Update on Task-Groups **a. Targeting** Francesca, IRC	 The objective is to come up with a reliable socio-economic vulnerability index permitting pre-identification of vulnerable HH. Exp. deadline: end May • A test survey using an extended questionnaire with 350 HH is planned to start in two weeks. • Discussion on gold standard is ongoing (exp/capita or other indicators). • Best method for the time being is a mix of dependency ratio and family size. Actions Provide key messages on targeting to all stakeholders. Contribute to the INQAL.

b. MEB
Cécile, SI
	MEB is finalized (607 USD/Month/Family of 5).
	It should not be confused with the SMEB (Survival MEB – 435 USD) which only purpose is to define minimal contribution to selected beneficiaries:
	
	• Reminder: recommendation from MEB task group for the assistance package is:
	   - $250/HH/Month for the severely vulnerable (Tier 1) – est. 8% reg. ref.
	   - $150/HH/Month for the highly vulnerable (Tier 2) - 25/30% reg. ref.
	• The MEB is higher than the NPTP threshold (112 USD/Month/Pers => 560 USD/Month/Family of 5), and official minimal wage (450 USD/Month).
	
	Actions Key message on why MEB is higher than other estimations (rent?).
	                      Gather information on how much Lebanese poor pay for rent.

c. Market Ass. Nicholas, KDS	KDS is in country and starting the consultancy (funded by ECHO). The objective is to assess market structures that shall be affected by CTP. First Analysis in three weeks • It is a complex work that normally needs time but has to be done quickly. • KDS is preparing the questionnaires and sampling methods. • They will also meet with whole sale actors to evaluate impact at that level. Actions Solidarites (Cecile) to provide data already collected. Nicholas Skibiak (nskibiak@kdsconsult.com) will contact some of us.
d. M&E Burgen, IRC	Consultant is in country (funded by IRC). The objective is to gather information on M&E methodologies applied and develop a framework to be adopted by CTP actors. Exp. deadline: end May Action Marcus Catsam (marcuscatsam@hotmail.com) will contact Agencies
e. Op. Set up Heid, DfID	Consultant (Avenir) is following the planned schedule. Final report end of April On April 8th a workshop was organized (Avenir consultants + Core Group) to present findings on the two first components of the scope of work: 1) Scope & use of unconditional cash grants 2) Current operational set-up Next workshop (April 28th) will cover the three remaining components: 3) Critical areas for improvement 4) Recommendations for the future operational set-up 5) Actions to implement the recommended operational set-up. On April 30th Heads of Agencies and key actors in CTP should convene to discuss the findings and recommendations of the consultancy.
f. Acc. & Comm. Heidi, DfID	Mass communication strategy • UNHCR is testing a Q&A to communicate on the Agency's shift in programming. • Once the test is completed, the INQAL shall be finalized Data management/Data protection • Proposal from the Core Group to improve compliance on Data Sharing Agr. • Proposal to create a page on unconditional cash assistance in Activity Info (not supported by certain agencies which reports against sectorial activities).

	Accountability (Rami – Care)
	• Referral mechanism and feedback from assessments to be improved.
	• Use of ODK (Open Data Kits) to file complaints during PDMs
	Actions Core Group to reignite the INQAL process.
	UNHCR to clarify its mass communication strategy
	UNHCR to test dedicated page on Activity Info.
Item 4. UNHCR Ivan, UNHCR	• Last winterization uploads still pending (planned for end of next week). • Unconditional Cash Assistance Project waiting for final targeting method to be defined to establish the first list of eligible beneficiaries. • With limited funding capacity (36 mio USD), applying the 250 USD/HH minimal amount means the first round of beneficiaries for May will be reduced to 7'500 HH (instead of 12'000 planned) out of a total of 230'000 registered HH (3%).
Item 6. AOB	Leonie (ACAPS) informs that the **MSNA** (Multi Sector Needs Assessment) is being reviewed by the Steering Committee. Report will be published by the end of April.
Next Meeting	Next meeting will be on **Wednesday 30th April at 2.30pm in LEA building (1st floor)**

List of Participants

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