

# MINUTES OF MEETING

<b>Title of meeting</b>	Cash Working Group (CWG)
<b>Date &amp; time</b>	3 April 2014, 2.30 pm
<b>Location</b>	UNHCR Beirut, Lea Building 1 <sup>st</sup> floor
<b>Objectives</b>	Support CTP in the response to the Syrian refugee crises in Lebanon
<b>Facilitator /Chair</b>	Charlie Higgins, UNHCR / Isabelle Pelly, SCI
<b>Minutes taker</b>	Ola Kobeissi, UNHCR
<b>Participants</b>	List included at the end of the minutes
<b>Item 1. Update on the last winterization Payment &amp; update on UNHCR unconditional cash assistance programme</b>	<ul style="list-style-type: none"><li>• Delays incurred to the last winterization payment [managed by UNHCR] due to problems with data management. Transfer will be done by latest 9 April. UNHCR Cash unit will notify agencies accordingly.</li><li>• Confirmation from Ivan Vuarambon (Head of UNHCR Cash Unit) that CSC can space-out the last winterization payments, but this could be problematic for refugees given the so-far delay in payments. Ivan suggested - to which the cash working group agreed - that March's upload is done at once (i.e. without spacing-out the payments) and that UNHCR will request CSC to liaise with the banks to make sure ATMs are adequately loaded by that time.</li><li>• Ivan provided clarifications on the inter-sectoral unconditional cash assistance programme that UNHCR is rolling out in May in line with the recommendations of the targeting task force:<ul style="list-style-type: none"><li>○ Provision of hygiene and baby kits will end in June (inclusive)</li><li>○ Provision of Cash for rent will end in June</li><li>○ The Unconditional Cash Assistance Programme will target 12,000 HH in May from an automated list that captures the severely vulnerable with a high burden index. 3000 additional households will be included from June onward reaching 33,000 in December or 10% of the 1.4 M registered refugee population by then. The current budget for 2014 is \$36 million.</li><li>○ Beneficiaries of unconditional cash will not be receiving H/BK or cash for rent assistance.</li><li>○ A number of the severely vulnerable could still be left out and not captured by the formula. Those will be referred by NGOs and will be included to the list according to UNHCR vulnerability criteria. Susanna/WFP insisted that referred cases should be assessed using the verification tool/questionnaire.</li></ul></li></ul>
Ivan Vuarambon, UNHCR	

- UNHCR to prepare one-page update on future programme (including targeting; verification process; and assistance package)

**Item 2. VASyR 2014**

Susana Moreno  
WFP

Susana Moreno (WFP) gave a presentation on VASyR 2014 (*Presentation attached to these minutes*)

- The VASyR 2014 exercise aims provide an updated overview of the living conditions of Syrian refugees one year on from the VASyR 2013 exercise. VASyR 2014 will interview 350HH/region i.e. a total of 1400HH, registered or awaiting registration, from 19 May till 6 June (3 weeks). Preliminary results will be out end of June and the final report will be released in July.
- VASyR 2014 will provide a basis for decision making and reviewing of programmatic activities including RRP6 & targeting (although results will not be on time to directly inform July targeting)
- A technical/information task team is being formed by representatives of each of the technical sectors to discuss methodology, questionnaire, and analysis parameters
- A household questionnaire has been developed based on the VASyR 2013 one. The questionnaire to be shared with the CWG, and there will be two opportunities for feedback.
- Question by Simon Little (DfID) on whether VASyR 2014 will focus principally on food security issues. Response from Susana was that the questionnaire employs a multisectoral approach; it includes core questions on food security in addition to questions on wash, shelter etc.

- Request for a nomination of one CWG agency representative on the VASyR task team

**Item 3. Update from agencies on the work they are leading on:**

**a. Targeting**

Marc Petzolt  
UNHCR,  
Francesca  
Battistin IRC,  
and Susana  
Moreno WFP

- The targeting task force is still working on the questionnaire to inform targeting beyond the 8% automatically targeted through the burden score. This questionnaire will focus on the strongest cross-sectoral indicators of vulnerability (building on existing tools)
- The targeting process is being aligned with that in Jordan, supported by the same World Bank specialist

- Targeting task force to prepare one-page update on process to date

**b. Minimum Expenditure**

- Current average MEB per month is \$600 including food, NFI, rent etc. (*MEB is attached to these minutes*)

<p><b>Basket (MEB) revision and proposed assistance package</b> Cécile Barriere, Solidarités International</p>	<ul style="list-style-type: none"> <li>• Recommendation from MEB task group for the assistance package is: <ul style="list-style-type: none"> <li>○ \$250 for the severely vulnerable representing 8% of the refugee population (based on VASyR 2013)</li> <li>○ \$150 for the less yet sufficiently vulnerable representing 25 -30% of the refugee population. Findings of VASyR will inform on what HH will be able to generate.</li> <li>○ The assistance package should be provided in Lebanese Pounds and in multiples of 20,000 to enable cashing out the full amount (i.e \$250=L.L. 380,000 and \$150=L.L 240,000)</li> </ul> </li> <li>• Ivan/UNHCR said that UNHCR accepts the MEB recommendation, but might not be able to meet the \$250. UNHCR will focus only on the severely vulnerable tier (i.e. 8%), but will likely not be able to cover the entire 8% caseload alone.</li> </ul>
<p><b>c. M&amp;E Framework</b> Ciara Noone, Acted</p>	<ul style="list-style-type: none"> <li>• Gathering information about the various M&amp;E processes that agencies currently have in place is ongoing.</li> <li>• Recruitment of a consultant for the development of the M&amp;E framework is underway and he will start week of 07/04</li> </ul>
<p><b>d. Market assessment information</b> Susana Moreno WFP</p>	<ul style="list-style-type: none"> <li>• TOR finalized and shared with consultant (KDS); proposal from consultant to be provided week of 07/04</li> <li>• The main objective of the consultancy is to develop a baseline market assessment (across MEB commodities) therefore data collection needs to be conducted before cash assistance begins.</li> <li>• The consultancy will also provide a methodology for market monitoring (in coordination with the M&amp;E task team)</li> </ul>
<p><b>e. Operational Set up</b></p>	<ul style="list-style-type: none"> <li>• Data collection from desk review and interviews concluded and analysis ongoing</li> <li>• Tuesday, 8 April, a workshop will take place for the core cash group to present findings on 2 components of the scope of work: 1) Scope &amp; use of unconditional cash grants; 2) Current operational set-up; and an initial discussion on component 3) Critical areas for improvement. This will then inform Avenir’s work on components 4) Recommendations for the future operational set-up; and 5) Actions to implement the recommended operational set-up</li> </ul>

**f. Accountability & Comms**

Jerome Seregni, UNHCR

- Mass communication: Jerome to share the draft kit with the CWG core group
- Recommended activities (to be absorbed within design of unconditional cash assistance programme): 1. Analysis of existing FGD data; 2. Card training; 3. Inqal: a glossary is being developed on what expressions/words could be used for better communication with refugees; 4. Outreach; 5. ROVs to be trained by the CWG; 6. Helpline; 7. Video; 8. Leaflets: help lines dealing with CSC or cash related issues.
- Interagency template on feedback mechanism is being drafted and will be shared with CWG.

**Item 4. Assistance to the Unregistered**

Isabelle Pelly Save

- Objective is to harmonize unconditional cash assistance to unregistered through harmonised targeting and assistance packages (aligned with assistance to registered refugees), and coordinated geographical responsibilities
- Agencies providing assistance for unregistered refugees are: MEDAIR, Save, PCPM, Care, Solidar Suisse, and HI.
- Key component of assistance to unregistered households should systematically be information sharing and facilitation around the UNHCR registration process
- Proposed assistance package was presented to cover large portion of food assistance needs in April, May and June. From July onwards, the proposal is for targeting of assistance to mirror assistance for registered refugees (i.e. circa 8%) with an assistance package covering food and non-food needs.
- Further inter-agency & donor discussion required to finalise proposed targeting & assistance package

**Item 5. Interagency Q&A on Humanitarian Services & Assistance in Lebanon (INQAL)**

Jerome Seregni, UNHCR

- Little input received from agencies so far.
- UNHCR have developed a programmatic Q&A that is not targeted for refugees yet could be integrated into INQAL.
- Accountability & Mass Communication task team to work with UNHCR to finalise INQAL

**Item 6. CaLP Support,**

Isabelle Pelly, Save the Children

- CaLP has expressed willingness to have a regional position by the end of the year.
- In the meantime, Isabelle (CWG co-chair) is discussing options for a support visit in May/June to assess needs around capacity building/ training; review the coordination system based on the expertise CaLP has with regional and in-country CWGs; and to link with new global research, funding and

initiative opportunities coming up for CaLP or in Lebanon/ MENA.

- Each task team to identify who is to be trained; on what; and to what level to support CaLP training need analysis, and individual agency capacity building plans

**Item 7. Cash for Work (CFW)**

Francesca Battistin  
IRC

- Core group (comprised of cash and livelihood working groups members) will draft SOPs for CFW schemes. The drafting committee will be composed of the four agencies doing CFW (Save, ACF, UNDP and IRC) will draft the SOPs. Draft will be shared with the Cash and Livelihood WGs. Looking for volunteers to be peer reviewers from any member agency of the cash and livelihood working groups. The final SOPs will be presented in a meeting with both the CWG and Livelihood members.

**Item 8. Review / Research:**

**a. Winter PDM**

Charlie Higgins,  
UNHCR

- 1200 surveys completed by UNHCR first round, preliminary analysis was carried out.
- Second round of 300 surveys so far completed and expecting to receive a thousand more.
- Report to be issued by mid-April; it will compare with baseline data done in December. It will feed other aspects of programme and next winterization to be planned in May/June.

**b. Winter Cash Study**

Francesca Battistin, IRC

- IRC finalized the questionnaire after comments were incorporated.
- Survey firm is on board. Awaiting receipt of data from UNHCR to contact household for addresses.
- Section on whether any member of the family is involved in pol opposition in Syria was removed for protection reasons despite the research team wanting to retain it

**Item 9. AOB & Next Meeting**

- Francesca/IRC suggested having a separate section on activity info to report on Unconditional Cash (i.e. a simple section divided geographically by agency and month). The objective of this section would be to inform on how much money is transferred to how many people
  - [Follow-up on inclusion of unconditional cash assistance reporting section under activity info](#)

Charlie Higgins announced his departure from UNHCR as of 04/04/14.

Next meeting will be on **Thursday 17 April at 2.30pm in the LEA building (1<sup>st</sup> floor)**

Follow-up action	Who	By when
<a href="#">UNHCR to prepare one-page update on future programme (including targeting; verification process; and assistance</a>	Ivan (UNHCR)	17/04/14

package)		
Nomination of one CWG agency representative on the VASyR task team (to Susana, copying Isabelle)	All	11/04/14
Targeting task force to prepare one-page update on process to date	Anna Leer (on behalf of TTF)	17/04/14
Follow-up on inclusion of unconditional cash assistance reporting section under activity info	Isabelle (SC)	11/04/14

### Key contacts

Name	Title	Organization	Email	Phone
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