

Basic Needs Working Group Amman, Jordan

Meeting Location	EMOPS Room UNHCR Khalda	Meeting Date	8.3.2016
Facilitator	Elias Jourdi NRC & Olivia Cribb UNHCR	Meeting Time	15:00– 17:00
Minutes Prepared by	Ruba Saleh UNHCR		
Purpose of Meeting			

1.) Summary of action points

No.	Action Point	Focal Point / Organization
1.	Establishing a task force to produce a document with lessons learned from winterization distribution (2015-2016).	Intersos, ACF, DRC, Medair and IRC
2.	Dead line for reporting on Jordanian and Syrian winterization beneficiaries is the 17 th of March.	All NGOs involved in winterization distribution
3.	Dead line for reporting on activity info in the 8 th of March.	All NGOs

2.) Session Summaries

Item	Discussion
Winterization	<ul style="list-style-type: none"> - The NGOs have been encouraged to join a task force to discuss the lessons learned from the winter of 2015-2016, in regards of standard winterization and harsh weather contingency. Intersos, ACF, DRC, Medair and IRC volunteered for the task force and they will have a meeting in April. - The BNWG members agreed on a dead line for the completion of reporting on the Jordanian beneficiaries, as it is critical to respond to the quires of feedback from MoSD on the list they shared previously with the winterization task force. The members raised the need for selection criteria for Jordanian beneficiaries. - The NGOs have been encouraged to complete the reporting of Syrian beneficiaries on activity info and RAIS. - Dead line for reporting on Jordanian and Syrian winterization beneficiaries is the 17th of March.
Activity Info reporting	<ul style="list-style-type: none"> - Dead line for reporting on activity info in the 8th of March.
BN Partners RAIS reporting	<ul style="list-style-type: none"> - Few NGOs faced technical challenges with RAIS while reporting on winterization module, the NGOs have been encouraged to try again as RAIS was offline for a day and half in the whole region ad this might be the cause, otherwise they have been encouraged to report to UNHCR.

Service Advisor	<ul style="list-style-type: none"> - Service advisor was presented to the BNWG members, with the aim of improving referral mechanism, agency-to-agency, and mapping the services available under each sector. - BNWG is working on mapping all cash activities including regular & urgent cash assistance in addition to NFI provision. Each Organization will have a chance over the coming month to map their own services in regards of location, intake criteria and preferred referral pathway. - A centralized organizational login, by using central email for the NGOs to create their users, is preferred to avoid the challenge of staff turnover and to keep services advisor updated with the NGOs information.
VAF BN Sector review	<ul style="list-style-type: none"> - Quires about the use of VAF among the BNWG showed that aside from UNHCR, DRC and NRC are using VAF to assess their beneficiaries while mercy corps is using VAF as guideline and assessment tool (not using the online version on tablet). - The VAF work plan for 2016 was presented, and the process of revising sector trees started on March, BNWG members have been encouraged to provide their feedback to check the need for adjustment in the questioner.
AOB	<ul style="list-style-type: none"> - BNWG co-chair presented the needs assessment registry that is available on inter-agency information sharing portal, for the assessment conducted in the camp and urban areas (http://data.unhcr.org/syrianrefugees/country.php?id=107). - A new guideline in regards of external researchers and university students is available after approval form ISWG.

List of Participants

Organisation	Name	Email	Present
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