

**Basic Needs Working Group  
 Syrian Refugee Response in Jordan**

<b>Meeting Location</b>	UNHCR Khalda office – EMOPs Room Volker Schimmel UNHCR	<b>Meeting Date</b>	05.10.2015
<b>Chair Person</b>	Elias Jourdi- NRC	<b>Meeting Time</b>	15:30 – 17:00
<b>Minutes Prepared by</b>	Olivia Cribb		
<b>Purpose of Meeting</b>	Basic Needs WG Meeting		
<b>Next meeting</b>	Monday 5th October		
	Monthly WG Meetings = 1st Monday of every month		

## 1.) Summary of action points

<b>Number of action point or discussion</b>	<b>Action point</b>	<b>Focal Point / Organization</b>	<b>Due Date</b>
1.	Review and complete reporting from January – September 2015 in ActivityInfo. If no activity undertaken enter '0' value accordingly.	Everyone	COB 13 October 2015
2.	Data entry of 2016 Activities and budgets into ActivityInfo	Partners who submitted PSS for JRP / 3RP	ActivityInfo Closes COB 12 October 2015
3.	Sector Chairs review appeals, discuss and revise with partners	Sector Chairs / Partners	15-22 October 2015
4.	Compilation of data into 3RP Resource Matrices	Sector Chairs	25 – 29 October 2015
5.	Pending Action items re Taskforces	TBA	pending
6.	Nomination of Primary and Secondary Reporting contacts	Everyone	13 October 2015
7.	Inter-sector Linkages Feedback	Everyone	2 November 2015

## 2.) Attachments and References

Documents	Location	Contact Person
Basic Needs Working Group Powerpoint 05 October 2015	Linked to minutes	Olivia Cribb UNHCR cribb@unhcr.org
3RP 2016 Interagency Appeal: Activity Info Planning Module, Step-by-Step Guide	Linked to minutes	Olivia Cribb UNHCR cribb@unhcr.org
Intersector Linkages Document	Linked to minutes	Olivia Cribb UNHCR cribb@unhcr.org

## 3.) Minutes

Item	Discussion
Operational Update	<ul style="list-style-type: none"> <li>Verbally Provided</li> </ul>
JRP PSS Appeal Revisions	<ul style="list-style-type: none"> <li>MOPIC advice on Thursday requesting reduction in JRP submission, ceiling introduced after PSS Submissions. Advising that the JRP must not exceed the 83% level of 2015 appeal. Deadline set by MOPIC for 01/10</li> <li>Substantial cutbacks UNHCR, UNICEF, NRC, LWF and IR to be made.</li> <li>Targeting outliers and realistic budgeting based on past deliverable performance, budgets which greatly exceed shall be reduced. This will enable the redesigning our global appeal by \$60,000,000 over three years,</li> <li>Protection budget reduction 25% over three years.</li> <li>2016 data stable, 2017 25%, 2018 45%, mid-year review and scaling back</li> <li>Secretariat of the Review Taskforce will have to submit to the chair MOSD for final consultation prior to final decisions being made</li> <li>Protection and Basic Needs working groups to feedback information flows which is common in negotiations around appeals, optics and donor consultations are occurring in parallel, and with timing being a bigger issue</li> <li>The JRP 2016-2018 Social Protection submission is a rolling fund and will also be subject to funding coming back to the region and is why it makes more sense to retain stability and not touch predicted activities and programmes in 2016.</li> <li>Reduced budget submission currently with MOPIC for review by the Cabinet and information shall be provided back to the sector once a conclusion has been reached.</li> </ul>
3RP Process/ Feedback from ISWG	<ul style="list-style-type: none"> <li>Updated population projection and figures for disaggregation are located in pages 3-4 of ISWG handout.</li> <li>Budget envelope (PSS). As mentioned awaiting advice from MOPIC regarding sector appeal figures for 2016-2018.</li> <li>Output level indicators were confirmed last week and do not greatly differ from what has been requested in the past.</li> <li>Approximately 22 Partners/ Agencies and Organizations submitted</li> </ul>

	<ul style="list-style-type: none"> <li>• Eligible partners (collect registration information) – refer to eligibility points 1-8 from ISWG document</li> <li>• Indicator formulation (compatibility with JRP-PSS) – SMART (with emphasis on resources required on reporting, i.e. avoid reporting gaps) – Recommendation of having one indicator per output</li> <li>• Develop “Comment” section for ActivityInfo</li> <li>• Formulate targets and priorities (VAF / CVA)</li> <li>• 3RP 2016 Jordan Interagency Appeal document draft and updated, and disseminated at ISWG Activity Info Planning Module Step-by Step Guide</li> <li>• Government sent through new population projections, adaptation to reality 630,000</li> <li>• ActivityInfo opening tomorrow for partner data input, data entry due by 12<sup>th</sup> October COB</li> <li>• Analysis of data Elias, Volker and Olivia, review between 12-15 Oct on changes required and</li> <li>• All information to be shared 1 November</li> <li>• Note pay attention to criteria; 1. The appeal is only open to partners who are registered with the Government of Jordan, there are various ways to register</li> <li>• The total combined partner appeal at the output level has to be equal to or under the government of the JRP approved budget for that output. Where total appeals go past these limits, sector chairs will discuss with partners affected on how to reduce or reallocate their appeals</li> <li>• Standards and target formulation set by the VAF</li> <li>• AP Recirculate BN identified established needs and gaps as defined by recent needs assessments for the JRP and at the taskforce / sector level.</li> <li>• Volker to forward revised 3RP 2016 Jordan Interagency Appeal (ask Alex when population projections included). And latest version for dissemination to partners addendum</li> <li>• Population projection and figures for disaggregation (pages 3-4 of ISWG handout)</li> <li>• MEDAIR average family size 3.5, update of registration data, case is best possible expression based on past experience</li> <li>• 1 challenge, people leaving, parts of the family, and blind-spots within the registration system due to documents being confiscated or unavailable</li> <li>• Civil registration status based composition of nuclear family base</li> <li>• Trying to go towards document based registration base, documentary evidence.</li> <li>• Rational – numbers and figures no body considered</li> <li>• HH size logic remains at 5. Begs the question of the sector to address nuclear family versus HH. This sector in particular to look at pooling of resources thus we</li> <li>• Output indicators finalised this week recap and insert new agreed indicators, useful for gender reports and summaries and interactive dashboard</li> <li>• What we need – outlined in attachment. Impact indicators may be included</li> <li>• Comments section populated of great value for operational coordination and evidence based</li> <li>• June priorities target formulate and VAF</li> </ul>
Indicators and Reporting	<ul style="list-style-type: none"> <li>• Partners who are not implementing on behalf of a UN agency, UN agency has responsibility for reporting.</li> </ul>

	<ul style="list-style-type: none"> <li>Partners to nominate primary reporting contact and secondary contact. JRP consultation group only with supporting documents – private list</li> <li>Deadline and commitment for reporting, Day after ActivityInfo closing 13<sup>th</sup> Reporting gaps due to be filled, deadline 13<sup>th</sup> October</li> </ul>
ERC Deployee on Cash and Protection	<p>Kokoévi Sossouvi an independent consultant specialising in financial services for the unbanked with a particular focus on digital payments systems. She has extensive experience managing relief programmes in emergency contexts for aid agencies in Asia, Africa and the Caribbean as well as designing mobile solutions for humanitarian interventions for mobile network operators and researching financial inclusion strategies for policy makers.</p> <p>Koko is contracted by UNHCR as part of the ECHO-funded ECR grant until 15 Dec 2015. Building on the work that has already been done, she will lead a desk review of literature and other material on protection dimensions in cash programming and consolidate research and tools produced by UNHCR, INGOs and other partners in Jordan in order to produce an inter-agency protection guidance on best practices/tools for multi-purpose cash grants focused on protection outcomes.</p> <p>Over the coming weeks, Koko will actively engage the members of the Basic Needs and Protection Working Group as part of her assignment.</p> <p>Contact: <a href="mailto:sossouvi@unhcr.org">sossouvi@unhcr.org</a></p>
Updated Workplan	Disseminated to BNWG
Pending Action items	<ul style="list-style-type: none"> <li>MEB taskforce later in October – reach out to existing partners and new volunteers</li> <li>Send out intersector linkages document for feedback.</li> </ul>
AOB	<ul style="list-style-type: none"> <li>Next BNWG proposed for 2nd of November 2015 15:00, UNHCR EMOPS Room, agenda item submissions due by COB Sunday 1st November to <a href="mailto:cribb@unhcr.org">cribb@unhcr.org</a>.</li> </ul>

## List of Participants

Organisation	Name	Email
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## Active Sector Taskforces:

### Sector Gender Focal Point TF

Organization	Name	Email
PU-AMI	Zaid Awamreh	jor.shelternfi@pu-ami.org
CARE	Mohammed Awamreh	mohammed.al-awamreh@jo.care.org
UNHCR	Olivia Cribb	cribb@unhcr.org

### MEB Standardisation TF

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PU-AMI	Zaid Awamreh	jor.shelternfi@pu-ami.org
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Sadaqa	Rahab Al-Balkhi	Rahab75377@hotmail.com

### BN VAF Operationalization

Organization	Name	Email
PU-AMI	Zaid Awamreh	jor.shelternfi@pu-ami.org
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Sadaqa	Rahab Al-Balkhi	Rahab75377@hotmail.com

## Basic Needs Reporting Contacts

Organisation	Name	Email	Direct Contact Number
ACF Primary			
ACF Secondary			
AVSI Primary			
AVSI Secondary			
CARE Primary			
CARE Secondary			
DRC Primary			
DRC Secondary			
ICMC Primary			
ICMC Secondary			
IFRC Primary			
IFRC Secondary			
Intersos Primary			
Intersos Secondary			
IOM Primary			
IOM Secondary			
IR Primary			
IR Secondary			
IRD Primary			
IRD Secondary			
LWF Primary			
LWF Secondary			
MC Primary			
MC Secondary			
MEDAIR Primary			
MEDAIR Secondary			
NICCOD Primary			
NICCOD Secondary			
NRC Primary			
NRC Secondary			
OXFAM Primary			
OXFAM Secondary			
PU-AMI Primary			
PU-AMI Secondary			
SCI Primary			
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SCJ Primary			
SCJ Secondary			
SIF Primary			
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UNICEF Primary			
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