Minutes of Meeting

UNHCR The UN Refugee Agency

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

Meeting Location	UNHCR Khalda office – Executive Room	Meeting Date	17.02.2015
Chair Person	Volker Schimmel –UNHCR, Roger Dean- NRC	Meeting Time	15:00-16:30
Minutes Prepared by Purpose of Meeting Next meeting	Angeliki Panagoulia Basic Needs Meeting April TBC		

1.) Summary of action points

Number of action point or discussion	Action point	Focal Point / Organization
1.	Basic Needs TORs and Work plan to be uploaded on the portal	Volker Schimmel –UNHCR, Roger Dean- NRC, Angeliki Panagoulia-UNHCR
2.	Shelter guidelines- comments by partners to be received by Wednesday 12 March	Volker Schimmel –UNHCR, Roger Dean- NRC, Angeliki Panagoulia-UNHCR
3.	Monthly interactive dashboards- feedback/ suggestions	Volker Schimmel –UNHCR, Roger Dean- NRC, Angeliki Panagoulia-UNHCR
4.	MEB to be discussed under the ISWG	Volker Schimmel –UNHCR

2.) Attachments and References

Documents	Location	Contact Person
Basic Needs TORs v.0	Sent by email	Angeliki Panagoulia- panagoul@unhcr.org
Basic Needs Work plan v1.	Sent by email	Angeliki Panagoulia- panagoul@unhcr.org
ISWG Work plan	Sent by email	Angeliki Panagoulia- panagoul@unhcr.org
Shelter guidelines	Sent by email	Angeliki Panagoulia- panagoul@unhcr.org
VAF Sector tree	Sent by email	Marco Santacroce santacro@unhcr.org Kate Washington washingk@unhcr.org

3.) Minutes

Item	Discussion
Basic Needs TORs and structure	- The BN TORs have been finalised. Comments from partners were well received and incorporated. Since no objection was raised the group endorsed the TORs during the meeting. - The TORs contain the following Annexes –some of them haven't been finalised however different groups are working on them and will be presented to the WG. - Annexes: 1 – Structure of the Basic Needs Sector 2 – ToR of Basic Needs Groups for (a) Basic Needs and Food Security Working Group (Zaatari), (b) CRI Committee (Azraq) and (c) Urban 3 – Compendium of SOPs 4 – 2015 Workplan 5 – Guidelines and commitments on communication **BN Structure:**
GAD Updates	- In light of the International Woman's day, 8th March, the GAD TF shared a video which is also available here: "Think Equal" https://www.youtube.com/watch?v=UaCwOdNeA7k - The SGFPN has its own portal page under the UNHCR portal http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=70 , a lot of useful material has been recently uploaded. Interesting documents for reference: Examining Protection and gender in CTP; http://data.unhcr.org/syrianrefugees/download.php?id=8256
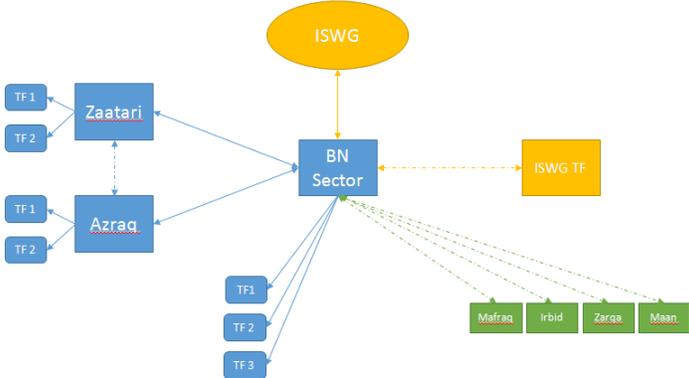
		And Shelter and NFI tip sheet http://data.unhcr.org/syrianrefugees/download.php?id=8240 The GAD TF would like to invite more participants to express interest in joining the next GAD meeting – sometime next week. The meeting will focus on the group's Work plan including the review of existing PDM tools and the upcoming GIHA training.
VAF updates		- VAF Sector tree: the draft version was circulated and discussed. There were some concerns on what extend this represents reality many us find on the ground. - Regarding the dependency ratio and the validity it is relevant as far as the pilot concerns. - The VAF data and model will be tested but we need to validate the results of the pilot. Need to look into related questions such as: What if we move the dependency ratio closest to what we find on the field? Is this going to affect distributions? We will look for partners to apply the results. We will do a lot of testing and validation and get back to the team with comments. We' ll try to have Kate at the next meeting to discuss in order to have something useful for planning and implementation. - Comments: Time factor hasn't been teased down sufficiently team is working on it and will come with revised analysis.
Dashboard		- Interactive dashboards on line: http://data.unhcr.org/jordan/sectors/ Dynamic nature of the product that allows you to filter by location and gives you also an idea of who is doing what where. - The information comes from the monthly reporting under Activity InfO. - Deadline for reporting the 8th of each month, the sector leads will be given few days or consolidation and validation- quality control of the data. - We entered four filters based on the 4 outputs BN is using under 3RRP - Static version will be available and will be on the portal.
ISWG work plan		- Eliminate pieces completed and migrate everything on the layouts shared by ISWG and put on the portal and attached to the TOR - MEB to be moved under the IS entity under ISWG participants from other sectors to contribute. Discussions on quality and validity of data- time to get a common understanding – best practices from the region- sector standard-practices they follow in each sector per capita. - Who would like to be involved who has comments to take in the ISWG - Q: disaggregation by location: not happening now but it might be part of the discussions. Context has changed a lot, education, health, food not to everyone, protection. VAF lead exercise methodologically most correct - different samples just completed will be part of the presentation on Sunday ISWG - Levels of assistance might need to be re- considered based on the findings

Winterization	- LAST Winterization TF meeting on the 6th of April. Date TBC. - A Calendar indicating the next step has been developed and will be shared with the members. - By the meeting the TF should complete the reporting by making sure that all the interventions are accurately entered into RAIS and everyone is satisfied with the numbers. - We ask agencies to contribute and share findings and lessons learned from your PDM – short presentations. - Ideally we want to develop draft standards for next year

NRC presentation	• NRC is distributing UNHCR funded vouchers in Zaatari and Azraq camp
	• Presentation on challenges and lessons learnt – hand over document with a description of the project and of the initial finding was circulated. The report is available http://data.unhcr.org/syrianrefugees/admin/download.php?id=8371
	• Essentially 121,505 vouchers were distributed and spent on anything available in the supermarkets except from Tobacco.
	• There was some overcrowdings observed in the supermarkets during the first days of the distribution.
	• Out of the over items, 53% were food items; this can be broken down in the future if agencies are interested.
	• We should look into the reasons why they bought food instead of winter items but maybe the reason is because there were not enough gas bottles available. UNHCR findings show that people were afraid that they will not be able to spend them later on gas bottles (if available) so they preferred to exchange them with other items.
	• Cost of the refill: 10,25 JOD – one voucher match one refill.
	• Interesting to observe that men do the majority of the shopping- this might be related with the fact that the supermarkets were overcrowded. Also females bought two times more hygiene items than males.
	• Cashier's opinion – not scientific but we couldn't have a better method –it is starting point to examine whether the vouchers are used and in what extend to buy products that will be re-sold in the local market.
	• The vouchers of 2 JoD were not attached to ration cards people could do whatever they wanted with them but for the vouchers of 10.25 JOD we thought it is risky and worth stealing - these vouchers are attached to ration cards so even if they were sold in the market they holders needed the ration card to be redeemed. This might have created an additional protection risk because people would sell the vouchers anyway and would give their ration cards to the traders.
	• Provision of vouchers for gas through the year
	• How to do guide by NRC will be published soon
	➢ **Next presentation: by ACF on their assessment results– and after that presentation by PU-AMI**

AOB	- **BN Sector and JRP:** No formal communication was initiated by the JRP structure but we need to be proactive. MOSD seems to be the most appropriate line ministry. If group approves we would like to contact and invite them to the next meeting. - **Shelter guidelines:** the Shelter WG developed technical rules around the distribution of cash for rent. The group request BN members for comments and feedback. It requires thinking and join resources, some of the Interesting point in the document; efforts to avoid duplication- Levels of assistance (reference to CWG guidance note and MEB). Feedback is requested by 10th of March - Note: UNHCR does not fund projects with cash for rent component
Adjournment	• The meeting was adjourned at 16.30.

List of participants

Organisation	Name
UNHCR	Viola Caraccilo
UNRWA	Nicol Herbert
Oxfam UK	Osama Al Shamleh
PU-AMI	Zaid Awamreh
PU-AMI	Dan Oshato
WFP	Ryan BEECH
ACF	Cristina Majorano Sarapo
Handicap International - Jordan	Israa M. Wahsheh
NRC	Roger Dean
UNHCR	Volker Schimmel
AVSI	Giulia Pugliese
IRD	Haneen Abulaila
CRD	Sarah Jaber
CARE International	Noor Snobar
CARE	Maher Qulhay
UNHCR	Angeliki Panagoulia
ICMC	Jordan Steiner
IRC	Lisa Dipangrazio