

## South East Turkey Basic Needs WG Meeting Minutes

Tuesday, December 20, 10:30 Hrs, UNHCR SO-Gaziantep

**Chair:** Elena Del Fabbro (UNHCR Inter-Agency Coordinator action ad-interim Basic Needs Coordinator).

**Participants:** Soleyman Demir (IOM), Henrick Hansen (Concern WW), Emre Ilek Cece (ASAM), Ismail Karagoz (UNHCR), Selwa (UNHCR), Sara Buzzon (NRC), Margarita Burdick (WVI), Ilke Muevk (WHH), Yusuf Ali (IOM), Muhammad Almasri (IOM), Paula Armstrong (DRC), Rebecca Magaisa (DRC), Emilie Chazelle (UNHCR), Dina Morad (WFP).

Agenda	Discussion	Action Points
<b>Welcome and Introductions and Review of previous meeting minutes and action points</b>	<p>The chair welcomed the participants to the Basic Needs Working Group (BNWG). Participants were introduced to the group. Meeting minutes and action points were reviewed. All actions were completed. Main action points included in the BN meeting agenda. Additional remarks from previous action points (not included in the meeting agenda):</p> <ul style="list-style-type: none"> <li>• AFAD confirmed as sector government counter-part;</li> <li>• National BN working group will work to develop minimum standards that can then be contextualized and adapted by the field.</li> </ul>	
<b>Present the National Basic Needs TOR and Work-Plan and define drafting modalities for the SE;</b>	<p>The South-East Basic Needs Coordinator, together with the National BN Coordinator walked the group through the finalized national TOR for the BN. These included:</p> <p><u>Area of focus of the Basic Need Sector:</u> The national BN Sector Working Group clarifies the sector looks both at Immediate and Resilience Needs with assistance being provided to economically vulnerable households (both in urban, peri-urban and urban areas). The sector covers Multi-Purpose Cash, in-kind assistance for Shelter, WASH and Core Relief items and overall a combination of in-Cash and NFIs for emergency situations. Amongst others the sector also includes aspects related to building the capacity of the ministry of interior and local municipalities (with the aim to boost their capacities – i.e. solid waste management and promote social cohesions).</p> <p><u>Main responsibilities and activities:</u></p>	<ul style="list-style-type: none"> <li>• <b>WHH, UNICEF, UNHCR, WFP, Concern WW, DRC and IOM to meet to develop the BN working group TOR. Timeline: Tuesday 17<sup>th</sup>, January 2017.</b></li> </ul>

	<ul style="list-style-type: none"> <li>- Alignment of minimum criteria for the identification of the most vulnerable and targeting;</li> <li>- Harmonization of in-kind assistance and multi-purpose cash based interventions (including values and distribution mechanisms)</li> <li>- Strengthen overall targeting and monitoring of the interventions</li> <li>- Promote PDM exercises</li> <li>- Strengthen Information Sharing and Information Management to promote accountability, monitoring and support decision-making.</li> </ul> <p>It was noted that in January the National BNs WG will also look at the development of the 2017 work-plan for the sector. Members of the group agreed the two, national and field, should be aligned – National More strategic and providing overall guidance – field to break down operational activities for the south-east.</p> <p>The group agreed that a small group would meet to develop the South-East Basic Needs working group TOR based on the one shared by the National Level. A meeting will be called in January to develop the ToR. Agencies will include WHH, UNICEF, UNHCR, WFP, Concern WW, DRC and IOM.</p>	
<b>Present Technical Shelter discussion outcomes and next steps (i.e. shelter analysis, programming and standards);</b>	<p>Following-up on the last meeting minutes, IOM called for a technical shelter meeting. IOM walked the group through their existing project, methodology and criteria. It was noted the project is a piloting, with tools to be revised and adapted based on initial review of lessons learnt and best-practices. It was noted Shelter needs are growing and that it would be important to scale up the interventions.</p> <p>Group agreed to form a small Shelter Technical Task-Force within the basic needs. The group agreed IOM will take on the lead on the Task-Force. The group will initially look at conducting a shelter needs analysis to identify coverage, programming needs, define criteria's and contextualize some of the shelter standards. Under the lead of IOM the group will start by developing and finalizing the tools for the analysis, methodology, roll-out time and trainings needs. IOM will call for the meeting. UNHCR, Care International, GOAL, WHH and STL will be invited and encouraged to be part of the group.</p>	<ul style="list-style-type: none"> <li>• <b>BN Coordinator to disseminate IOM Shelter Rehab Presentation and supporting document. Timeline: ASAP – After the meeting.</b></li> <li>• <b>IOM to call for the Shelter Technical Task force meeting with UNHCR, Care, GOAL, WHH and STL to finalize the tools for the shelter analysis, agree on methodology, roll-out timeline and training needs. Timeline: January - before BN meeting on Friday 27.</b></li> </ul>
<b>Review current coverage in the basic needs and agree on basic monitoring;</b>	<p>Based on the BN 4Ws submission, only 8 agencies reported activities in the basic needs. The 4Ws also revealed as of date most of districts are uncovered in most areas of interventions, particularly shelter, support to municipalities and WASH for which almost no activities were reported. It was noted that, although the 4Ws provides a good</p>	<ul style="list-style-type: none"> <li>• <b>All Agencies to Update the 4Ws on the 10<sup>th</sup> of each month and send their inputs to Megan Walden (<a href="mailto:WALDEN@unhcr.org">WALDEN@unhcr.org</a>) with Elena Del Fabbro (<a href="mailto:DELFABBR@unhcr.org">DELFABBR@unhcr.org</a>) , Vanessa</b></li> </ul>

	<p>to know who is doing, what and where, the tool does not allow at this stage to monitor and report on our activities and targets. It was noted the use of ActivityInfo will need to be strengthened in 2017 and that the tool will be used as the primary monitoring and reporting tool for the basic needs response.</p> <p>The group agreed that the 4Ws will have to be adapted on the 10<sup>th</sup> of each month and that each agency should share their agency ActivityInfo focal point that can be trained on the system and report for the agency activities in the basic needs. All agencies agreed to send in the contact details for their agency ActivityInfo focal points to Megan Walden (<a href="mailto:WALDEN@unhcr.org">WALDEN@unhcr.org</a>) with Elena Del Fabbro (<a href="mailto:DELFABBR@unhcr.org">DELFABBR@unhcr.org</a>), Vanessa Bonsignore (<a href="mailto:vanessavita.bonsignore@wfp.org">vanessavita.bonsignore@wfp.org</a>), Levent Eksi (<a href="mailto:EKSI@UNHCR.org">EKSI@UNHCR.org</a>) and Ismail Karagoz (<a href="mailto:KARAGOZ@unhcr.org">KARAGOZ@unhcr.org</a>) in CC. The Agency focal points will be trained on the ActivityInfo.</p>	<p><b>Bonsignore</b> (<a href="mailto:vanessavita.bonsignore@wfp.org">vanessavita.bonsignore@wfp.org</a>), <b>Levent Eksi</b> (<a href="mailto:EKSI@UNHCR.org">EKSI@UNHCR.org</a>) and <b>Ismail Karagoz</b> (<a href="mailto:KARAGOZ@unhcr.org">KARAGOZ@unhcr.org</a>) in CC. <b>Timeline: Tuesday, Jan. 10<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>• <b>All Agencies to send their agency ActivityInfo focal point contact details to Megan Walden</b> (<a href="mailto:WALDEN@unhcr.org">WALDEN@unhcr.org</a>) with <b>Elena Del Fabbro</b> (<a href="mailto:DELFABBR@unhcr.org">DELFABBR@unhcr.org</a>), <b>Vanessa Bonsignore</b> (<a href="mailto:vanessavita.bonsignore@wfp.org">vanessavita.bonsignore@wfp.org</a>), <b>Levent Eksi</b> (<a href="mailto:EKSI@UNHCR.org">EKSI@UNHCR.org</a>) and <b>Ismail Karagoz</b> (<a href="mailto:KARAGOZ@unhcr.org">KARAGOZ@unhcr.org</a>) in CC. <b>Timeline: Tuesday, Jan. 10.</b></li> </ul>
<b>Update on the ESSN: SE ESSN Task-Force and project roll-out;</b>	<p>Dina Morad from WFP provided and updated on the status of the ESSN. The country-wide roll-out of the ESSN started on November 28<sup>th</sup> with some 7,000 applicants received in the first week and over 10,000 in the second week. In the South-East of Turkey SASF branches (Social Solidarity Assistance Foundation which belongs to Ministry of Family and Social Policies) and Turkish Red Crescent (TRC) Service Centers started to get applications. The ESSN-TF started in Ankara and the first ESSN-TF meeting is expected to take place on Tuesday, Jan. 24<sup>th</sup> from 10H00 to 11H30 at the UN House. In the SE the Task-Force will be coordinated by WFP (Vanessa Bonsignore) and TRC (Bulet Ozturk).</p>	<ul style="list-style-type: none"> <li>• <b>WFP and BN Coordinator to share contact details of TRC and WFP ESSN-TF Coordinators. Timeline: ASAP</b></li> </ul>
<b>Update on Winterization: where we stand and PDM;</b>	<p>Based on the latest figures, some 73,327 HHs have been assisted vs the initial target of 165,474. Implementation rate stands at 44%. So far 13 implementing agencies have been providing assisted. It was note some agencies modified their initial planned targets and areas of interventions. This has led to issues of duplication. Agencies agrees duplication required an immediate re-planning. The PDM was also developed but it needs to be finalised and timeline for roll-out and modalities agrees. Agencies agreed IOM will take on the lead of the Winterization TF and will follow-up on pending actions and activities requiring immediate action.</p>	<ul style="list-style-type: none"> <li>• <b>IOM to communicate Winterization TF coordinator. Timeline: ASAP</b></li> <li>• <b>IOM to call for a Winterization TF meeting to re-plan activities and targets, finalise PDM and agree on roll-out timeline and modality. Timeline: Beginning of January.</b></li> </ul>

<p>?</p> <p><b>AOB:</b></p>	<ul style="list-style-type: none"> <li>○ <b>Cash profile analysis;</b> Following up on the gaps in cash-assistance, including multi-purpose cash for Basic Needs, the CBI-TWG officially started the cash profile analysis. The analysis will be used to profile the caseload in need of cash-based interventions, especially following the start-up of the ESSN. The findings will be used to identify operational next steps and way forwards. The CBI-TWG has contacted all relevant actors. All agencies contacted are expected to send the data to UNHCR by Jan. 10<sup>th</sup>. The first analysis should be ready by Jan. 27<sup>th</sup> Write up expected by beginning of February.</li> <li>○ <b>Inter-Agency Coordination Structure;</b> The inter-agency coordination structure was endorsed by the STF. Coordination structure was disseminated with the group.</li> <li>○ <b>Coordination Monitoring Performance (CMP) Survey:</b> The ISWG launched with CMP survey. Aim is to review and assess quality of coordination and use feedbacks to improve it. All agencies are required to fill in the CMP survey by Jan. Friday, 13<sup>th</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>• All Cash Related agencies to share their cash data with the CBI-TWG. <b>Timeline: Tuesday, Jan. 10th , 2017.</b></li> <li>• All agencies to fill in the CMP survey. <b>Timeline: Friday, Jan. 13, 2017</b></li> </ul>
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**Next Meeting: SE Basic Needs Working Group: Friday, 27<sup>th</sup> @ 10H30 – UNHCR Sub-Office Gaziantep.**