

Basic Needs Working Group Amman, Jordan

Meeting Location	EMOPS Room UNHCR Khaldia	Meeting Date	7.11.2016
Facilitator	Elizabeth Burnhart (UNHCR)	Meeting Time	2.00– 3.00 pm
Minutes Prepared by	Ruba Saleh UNHCR		
Purpose of Meeting	Regular/Monthly Meeting		

1.) Summary of action points

No.	Action Point	Focal Point / Organization
1.	ToR of the BNWG co-chair to be shared with BNWG members prior to the co-chair elections	Ruba Saleh
2.	CARE to reach out to UCA/ECA partners to gather information prior to the next BNWG meeting on the 13 th of DEC 2016.	CARE/ Mohammad Awamreh

2.) Attachments and References

Documents	Location	Contact Person
MEB 2016 guidance note	Hyperlinked with minutes	Ruba Saleh, Salehru@unhcr.org

3.) Session Summaries

Item	Discussion
JRP- social protection updates	<ul style="list-style-type: none"> JRP social protection task force submitted the project summary sheet (PSS) for refugee and resilience pillars, three projects were submitted under the refugee pillar. Following the submission of the PSS, activityinfo Inter-Agency planning database was open for partner to submit their 2017 appeal budget. An extraction was made to compare the appeal and JRP budgets. The partners were not requested to reduce this budget. However, JRP budget is not confirmed yet as a validation workshop is scheduled to take place at the end of November. Partners will be contacted accordingly if appeal budget reduction is required
Elections of a co-chair for the BNWG	<ul style="list-style-type: none"> BNWG co-chair Elias Jourdi (NRC) is stepping down, as he will be co-chairing the shelter-working group. BNWG members appreciated his efforts and commitment during the last year. An election of the co-chair will take place in the coming two weeks. The ToR for the BNWG co-chair will be shared with partners for their information.

	<ul style="list-style-type: none"> - interested partner are encouraged to share short profiles of organisations and respective Basic Needs specialists who would like to co-chair the Basic Needs working group. Expression of interest to be shared with Ruba Saleh (Salehru@unhcr.org) by 10th of Nov 2016.
MEB updates	<ul style="list-style-type: none"> - Basic Needs Minimum Expenditure Basket (MEB) Calculation Guidance Note 2016 was presented to the BNWG following the MEB validation workshop that was conducted by end of Oct 2016. - MEB calculations for Basic Needs include utilities, WASH components and Protection components in addition to transportation and they are combined with Shelter data points. - Utilities WASH and Transportation data is drawn from the VAF October Baseline Assessment 2015 that too into consideration the average reported expenditure figure by family size. - For further info in the MEB guidance note please follow the link: http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=71
AOB	<ul style="list-style-type: none"> - The BNWG members raised the importance of formulating a guidance document for Urgent / Emergency Cash Assistance (UCA/ECA). An initial discussion took place during March 2016. Partners agreed on the importance of developing criteria of selection in addition to scale of assistance. - Taking into consideration that further information will be available from the Livelihoods sector upon the end December (the end of grace period as announced by the government). the BNWG agreed to start the process by discussing the scale of assistance on the next BNWG meeting on the 13th of Dec 2016. - CARE volunteered to reach out to partners who provide different type of UCA/ECA in order to seek their input and feedback on the guidance formulation process. - Next BNWG meeting to take place on Monday 13th of December from 2.30 pm to 3.30 pm at the UNHCR EMOPS conference room.

List of Participants

Organisation	Name	Email
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