



Inter-Agency  
Coordination  
Turkey



**South East Turkey (SET) Basic Needs WG Meeting Minutes  
Thursday, 11 January 2018, 10:30hrs, UNHCR SO-Gaziantep**

**Chair(s):** Christopher Bender (UNHCR) / Bahodur Umarov (WFP)

**Participants:** Marc Herzog (WHH), Sinem Gochan (UNHCR), Selwa Abdulkadir (UNHCR), Ayman Darwish (IMAAR), Yuki Onogi (Parcic), Bekir Halhalli (Concern WW), Apolonia Morhaim (WFP), Mohammad Bakkar (WATAN), Selman Kesgin (TRC), Hilary Bowman (UNHCR), Nedal Albakour (Concern WW), Aysel Aslan (RET), Emel Mahli (IOM), Mohammad Almasri (IOM), Hanif Kinaci (TRC), Gamze Budak (IMAAR)

Agenda	Discussion	Action Points
<b>Welcome and introduction</b>	<p>Chair(s) welcomed group participants. The minutes from the previous meeting were endorsed. Action points were reviewed as follows:</p> <ol style="list-style-type: none"> <li>1. UNHCR will share the latest version of the shelter assessment report. COMPLETED</li> <li>2. UNHCR will announce the date of the shelter workshop. COMPLETED</li> <li>3. UNHCR to share the latest version of Winterization 4W with TRC. PENDING</li> <li>4. WG coordinators to circulate the draft version of sectoral WP for 2018. COMPLETED</li> </ol>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Endorsement of 2018 work plan</b>	<ul style="list-style-type: none"> <li>• No comments on the work plan for 2018 were received.</li> <li>• The work plan will be shared again for final comments</li> <li>• UNHCR clarified that cash assistance under IPA should be reported under the protection sector. However, UNHCR will clarify for SNF under which sector cash support falls.</li> </ul>	<ul style="list-style-type: none"> <li>• UNHCR will share the work plan with the group. <b>Deadline: 12-Jan.</b></li> <li>• BNWG members to send comments on work plan. Deadline 19 January.</li> <li>• UNHCR to clarify under which sector cash support through IPA or SNF should be reported. <b>Deadline: 8-Feb</b></li> </ul>
<b>Update on Winterization task force (PDM)</b>	<ul style="list-style-type: none"> <li>• The winterization task force will meet again on 24-Jan</li> <li>• IOM internally revised the tools for the PDM and shared with TF members to give comments and send technical M&amp;E staff to the next winterization meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• UNHCR to check if they can support the additional</li> </ul>

<b>tools &amp; Urfa additional case load)</b>	<ul style="list-style-type: none"> <li>• UNHCR has almost finished its winter assistance</li> <li>• Concern has reported additional needs for ca. 1,000 refugees with winterization in Şanlıurfa. The chair asked if agencies with support capacities to contact the BNWG coordinators or the UNHCR Şanlıurfa Field Unit.</li> <li>•</li> </ul>	caseload for winterization in Şanlıurfa. <b>Deadline: 19-Jan</b> <ul style="list-style-type: none"> <li>• BN WG members to review and provide their feedback on winter assistance PDM tools. <b>Deadline: 24-Jan</b></li> </ul>
<b>Update on shelter workshop and assessment report</b>	<ul style="list-style-type: none"> <li>• No further comments have been received on the shelter assessment after the presentation in Ankara.</li> <li>• IOM to finalize the report by the end of next week (19-Jan).</li> <li>• STF requested a shorter version of this report to be presented on the next STF meeting.</li> <li>• CARE presented an update on their shelter project in Kilis and Gaziantep</li> <li>• IOM gave an update on their shelter project in Şanlıurfa and Hatay</li> <li>• UNHCR gave an update on their shelter project in Mardin</li> <li>• The shelter workshop is planned for 7-Feb @ UNHCR and will look at the shelter context in SE Turkey as well as findings of assessments, guidance on shelter interventions, ongoing implementation modalities and suggested future programming.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• UNHCR to send out invitation to include Livelihoods and Protection sectors (as cross-cutting) including agenda for shelter workshop. <b>Deadline: 19-Jan.</b></li> <li>• IOM to finalize the report by the end of next week (<b>19-Jan</b>).</li> <li>• IOM to prepare PPT for STF and share with chairs.</li> </ul>
<b>Decide on dashboard frequency and revision of IM products</b>	<ul style="list-style-type: none"> <li>• The group agreed to continue monthly reporting on Activity Info but only produce a dashboard every quarter. Partners are asked to propose information that they would like/consider important to be reflected on dashboards.</li> <li>• Dashboards are available through the Inter Agency portal or via the SET BNWG Dropbox. BNWG members who do not have access to the dropbox can request form the coordinators.</li> <li>• The group requested to better capture planned activities to support their program planning through Activity Info or 4W format.</li> </ul>	<ul style="list-style-type: none"> <li>• UNHCR to share the latest dashboard. <b>Deadline: 12-Jan</b></li> <li>• BNWG members to send comments on the dashboards. <b>Deadline: 19-Jan</b></li> </ul>
<b>AoB</b>	<ul style="list-style-type: none"> <li>• WHH informed that Yezidi HHs in Batman were included to WHH's cash program assistance.</li> </ul>	

**Next Meeting: SET Basic Needs Working Group: Thursday, 8 February @ 10H30 – 12H00 UNHCR Sub-Office Gaziantep.**