



Basic Needs Sector Working Group Minutes

Objective	To develop a work plan for the Basic Needs Sector WG in Ankara based on results of the 2017-2018 Regional Refugee and Resilience Plan (3RP) and the draft version of new Terms of Reference (ToRs) of the WG.		
Date of meeting	6 December 2016 10:00 - 11:30 a.m.	Location	UNHCR conference room # 1. Floor -1 Enis Behic Koryurek Sokak No. 15 Aziziye Mahallesi, 06690 Çankaya Ankara, Turkey

1. Courtesy greetings and official introductions

It was agreed to include partners based in Ankara with a country-wide scope into the BNWG mailing list and to set-up dial-in for SE sector leads to participate as observers in the meeting and provide updates on their region.

Action point	Timeframe and responsibility
1.1 The mailing list will be updated and shared with partners for finalisation.	By next BNWG meeting – Dina and Emilie

2. Brief presentation of the 2017-2018 Regional Refugee and Resilience Plan (3RP) Basic Needs Chapter (sectoral narrative, matrix and monitoring and evaluation framework)

All changes requested by the Government of Turkey have been included in the final draft. The draft is being translated ahead of launch. The overall budget was reduced by 150m, including 15m for BNWG in 2017, and 50m in 2018 both from the ESSN budget.

The group reviewed the M&E framework annexed to the 3RP:

- General: Defining the baselines will be an essential as part of the work plan of the BNWG and will be based on 2016 reporting.
- Output 1.4: Contingency plan for the sector to be developed as part of 2017 WP – AFAD participation requested.
- Outputs 1.3 and 1.5: Potential double reporting with Protection sector as protection activities are the entry point. This will be disclosed in all external reporting.
- Outputs 2.1 and 2.2: Municipality related indicators parked – to be discussed with UNDP ahead of the next sector meeting.
- Output 2.3: Agencies cannot refer out of the ESSN. This will be reported on at the mid-year report stage.



Action point	Timeframe and responsibility
2.1 The final draft of the 3RP including the annexes will be shared with all partners (Emilie or Dina)	6 December (Emilie)
2.2 Sector leads to provide guidance on whether indicators can be changed throughout the year.	Before next WG meeting (Dina and Emilie)
2.3 IOM and CARE will review the data source and add where relevant.	8 th December (IOM and CARE)
2.4 Sector lead to seek guidance and update from STF on the development of contingency plans and circulate to partners.	Before next WG meeting (Dina and Emilie)

3. Brief presentation of the draft version of new ToRs for the Basic Needs Sector WG in Ankara

- Final comments from partners included and highlighted in yellow in the attached ToR.
- Footnote on the reference to non-Syrian refugees (page 1) to be approved by the STF (next meeting 15 December).
- Further discussion required on the alignment of minimum vulnerability criteria.

Action point	Timeframe and responsibility
3.1 Find out why the vulnerability sub-WG based in Gaziantep fell through and whether it should be revived.	Before next WG meeting (Dina and Emilie)

4. Discussion on the way forward for development of a work plan for the Basic Needs Sector WG in Ankara, including reporting requirements for 2017 (i.e. use of ActivityInfo, RAIS and sectoral dashboard);

4.1 Work Plan: based on the sector response and revised BNWG TORs, sector leads will develop a draft work plan for review by sector partners. Sub-national working groups (Gaziantep) are also in the process of developing work plans.

4.2 Reporting: NGOs need to input directly into ActivityInfo

4.3 Case management: discussion required for a case management platform for beneficiaries to access information on their entitlements in early 2017.

Action point	Timeframe and responsibility
4.1 Further guidance from STF and other Ankara level sectors will be sought on the development of sector work plans.	By next BNWG meeting (Dina and Emilie)



4.2 Follow up with Gaziantep sector on their work plan	15 th December (Dina and Emilie)
4.3 Sector leads to provide additional guidance on the reporting requirements, including ActivityInfo	By next BNWG meeting (Dina and Emilie)

5. Update on the ESN and establishment of a ESN Task Force

5.1 Update on ESN: ESN started country-wide on 28 November 2016. As of 2 December 2016, 8,109 families were registered country-wide. Approval should come within one month of applying. Following issues were noted that are being dealt with:

- Crowd control: measures put into place in the previous week;
- Visibility in the spaces, knowledge/understanding of the programme and information flow;
- Sufficient translation services creating accessibility issues.

Best practices show:

- Briefings are being given at TRC and SASF service centres prior to application.
- Monitoring by WFP and TRC show that visibility has improved.
- NGO briefings are taking place throughout the country.

Daily updates and meetings are available. Translation services provided mostly by TRC in their service centre. TRC also provides support to SASF.

5.2 Update on Task Force: the Task Force is co-led by TRC and WFP. The first meeting is scheduled to take place in Ankara on 12 Dec 2016. The draft TORs will be shared with the meeting agenda. TORs will include proactive information sharing to facilitate the identification of gaps and issues around implementation, as well as collaboration and referral with other sectors. An issues log will be developed on a broader stakeholder basis. TF meetings will take place in Gaziantep in 2017.

5.3 A point was raised about how to better include the work of the CBI-TWG based in GZT. The TWG has endorsed the decision to gather anonymous data from different partners to check against the criteria used by ESN and get a better understanding of the gaps.

6. 4W matrix and mapping on support to municipalities

Reminder for partners to provide their inputs

7. Any other business (AOB)

Sector partners requested an update on winter support from the winterization sub WG

Next meeting on 16 January 2016.