



Inter-Agency
Coordination
Turkey

Basic Needs Working Group

Meeting Minutes

Time & location:	14 January 2019, SGDD-ASAM Dolapdere MSC-LSDC Meeting Room, Istanbul
Chaired by:	Ahmet Unver (UNHCR) and Arzum Karasu (WFP)
Participants:	Mehtap Aydin (MEDAK), Tugba Bakırcı (SCI), Ozgecan Atasoy (UNHCR), Mohammed Alragawi (TZU CHI), Caner Nazlı (ECHO), Muhammed Al Jamal (TZU CHI), Simay Abay (TRC-Sultan Beyli), Nazlı Avsaroplu (WFP), Abdullah Alam (WFP), Abdalhadı Murad (SAD), Ayşe Gökçek (ASAM), Abdullah Kaya (Syrian Forum), Firas Kahwaji (MAAN), Ozgur Savascioglu (UNHCR), Ahmad Alshallaf (DDD), Muhammad Sahou (DDD), Berna Yekeler (DDD), Faruk Shaban (TRC), Muhittin Salem (WFP), Dilsad Turan (Sevgi ve Kardeslik V.), Hanifi Kinacı (TRC)
Agenda:	<ol style="list-style-type: none">1. Welcome & Introductions2. Revisiting: Terms of Reference3. Quick Review of National BNWG Meetings in 20184. Feedback on Working Group Performance in 20185. 2019 BNWG: Workplan, Activities, Focus, Indicator Guidance Notes, Timing & Cycle6. AOB



AGENDA POINT	DISCUSSION	ACTION POINTS
Welcome and introductions	<ul style="list-style-type: none">• UNHCR&WFP chairs welcomed working group members• New UNHCR Basic Needs WG Coordinator introduced himself. Contact information of both UNHCR and WFP coordinators are shared.• Agenda of the meeting is introduced: introduction on Services Advisor was added as an AOB	
Revisiting: Terms of Reference	<ul style="list-style-type: none">• Terms of Reference document of Basic Needs Working Group was reviewed. Objectives, responsibilities of the working group and procedures were presented.• Members were reminded that most recent version of the ToR was updated in November 2018.• Members were asked if they would be interested in receiving ToR translated to Turkish: Members expressed their interest. Members also requested ToR in Arabic, if resources would allow.	<ul style="list-style-type: none">- BNWG ToR link will be shared /w members- BNWG ToR in Turkish will be shared /w members
Quick Review of National BNWG Meetings in 2018	<ul style="list-style-type: none">• Presentation was made to review BNWG meetings in 2018• Six meetings were held in 2018: January, March, May, July, September, November.• In 2018, transition from BN to LH was a significant agenda point, and it was revisited in several meetings.• Social cohesion thematic meeting was held with participation of UNDP officials, members were advised to review the robust MoM of the meeting.• Timing and cycle of the meeting was discussed, yet this topic was not followed up in the last quarter of 2018.• Shelter Guidance Document, Basic Needs Indicator Guidance Notes, Duplication Matrix by TRC were the standardization tools which were developed• Inter-sector M/E (3RP end of year report) and Municipal Support Report (through the STF) were created	<ul style="list-style-type: none">- List of links for all of the documents shared throughout 2018 will be shared /w members- Members to share with coordinators further feedback on 2018.



	<ul style="list-style-type: none">• Members agreed on receiving a list of links for all the documents shared in 2018• Members were consulted for their feedback on Working Group Performance in 2018. Members discussed that:<ul style="list-style-type: none">○ Members were asked whether the current monthly format suited their needs and if not whether a bi-monthly format could be considered. Half of the participants confirmed the bi-monthly format could be an option.○ Some members expressed concerns regarding ESSN TF and BNWG are back to back, and when ESSNT TF was prolonged, it left insufficient time and energy of members for the following BNWG meeting.○ On the other hand, majority of members agreed on having the ESSN TF and BNWG back to back, considering that ESSN TF serves well to the BNWG discussions.○ Current timing kept members from attending Monday morning weekly meetings of their own organization. In addition, this cycle was not allowing participation from far districts of Istanbul or other cities of Marmara region.○ Majority of members agreed that morning of Monday was not serving well for BNWG, and an afternoon schedule should be preferred on another day than Monday.○ Coordinators agreed to carry out an online survey, and open most preferred day and hour, format (bi-monthly/monthly) for BNWG members vote in February. Starting from April, meetings will be held in its new day and hour.○ Members expressed interest in sharing information about their organization and programs they implemented.<ul style="list-style-type: none">▪ NGOs are welcome to share one pagers/handouts/presentations with coordinators, so that these documents are shared with members	<ul style="list-style-type: none">- Online survey carried out to determine most preferred spots in the week for BNWG. - Survey to include the meetings cycle options, (bi-monthly/monthly?)- Partners prepare handouts for sharing with members- Partners reach out to coordinators to request information sharing spot each meeting- Members will work on determining focused adhoc meeting agenda to involve municipalities' participation
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	<ul style="list-style-type: none"> ▪ It was agreed that program updates of organizations would be time consuming and would overload the meeting. Also, Co-Chairs have reminded participants of the existence of the Inter-Sector WG aiming at sharing sectorial updates. Depending on request, one or two organizations per meeting can make a 10-15 mins information sharing ○ Members requested that municipalities should be communicated and their participation to BNWG meetings is facilitated. It was agreed that, BNWG will work on focused ad-hoc meeting agenda which would allow meaningful contact with and effective participation of municipalities • Sharing further feedback was encouraged via email of phone following the meeting. • Members were informed that BNWG performance survey will be carried out in February. 	
BNWG 2019	<ul style="list-style-type: none"> • Members were informed that BNWG Work Plan would be revised and shared with WG members before next meeting. • Focus and Activities were introduced. Questions regarding planning phase and objectives were received and replied by coordinators. <ul style="list-style-type: none"> ○ Targets under Objective 1 are number of beneficiaries, budget figures are in USD ○ Planning phase considered several resources of information, and aimed to maximize efficiency with the provided funding. Difference between planned and implementation figures was possible. ○ Multi-Purpose cash interventions are composed of ESSN and other complementary programs. • Share of resilience component increased compared to refugee component in 2019, in line with development strategy and municipal support 	Members share with coordinators feedback, capacity development and training needs



	<ul style="list-style-type: none"> • 2019 Key Refugee Component Activities were presented, new indicators <i>Provision of food assistance within TACs</i> and <i>Provision of food assistance within host communities</i> were introduced. • Members were informed of the planned half day training on food security indicators for BNWG members in February and March, in Ankara, İzmir, Gaziantep and Istanbul • 2019 Key Resilience Component Activities were presented. • Members were consulted for their feedback on Working Group Performance in 2018. Members discussed that: <ul style="list-style-type: none"> ○ BN and LH joint meeting in July was fruitful, several issues were discussed such as vulnerability matrix, obstacles on accessing labor market, communication channels within and between sectors etc. Linkages between two sectors should be worked on in 2019. ○ It was suggested and agreed to have a separate ad hoc BN and LH sector thematic meeting focused on transition related issues as seeing as these cannot effectively be covered in a regular BNWG meeting. It was tentatively agreed to plan for this meeting to take place in March pending LHWG preference. • Members were informed that BNWG Indicator Guidance Notes will be shared with WG members • Timing and cycle of the meetings were discussed, there was no request for a change 	
Services Advisor	<ul style="list-style-type: none"> • UNHCR IM official made a presentation on purpose, function and use of services advisor, and kindly requested that organizations updated their data. • Members passed on complaints and request regarding Services Advisor, all requests recorded and will be responded in weeks to come 	- Members inform their organization to keep data up to date on Services Advisor
	Next meeting: 11 February 2019	



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