

## CTPWG – MINUTES OF MEETING

<b>Date &amp; time</b>	30 April 2014 / 2:30 pm – 4:30pm								
<b>Location</b>	UNHCR Beirut, Lea Building 1 <sup>st</sup> floor								
<b>Facilitator/Chair Minutes/Co-Chair</b>	Isabelle Pelly, Save the Children Hannes Herrmann, UNHCR								
<b>Participants</b>	List included at the end of the minutes								
<b>Item 1. MoSA's position regarding CTP  Makram Malaeb</b>	<p>Mr. Malaeb outlined MoSA's position vis-à-vis CTP. In principle, MoSA is not against cash assistance but has some serious concerns regarding specifically:</p> <ul style="list-style-type: none"> <li>• <u>The provision of assistance at the level of an individual</u>; MoSA would rather prefer a systemic approach (health, education, etc.) which supports host communities</li> <li>• <u>A fixed targeting methodology</u>; MoSA would prefer a flexible targeting approach to better adapt to the (future) evolving situation</li> <li>• <u>A monthly cash allowance</u>; as this could be perceived as permanent welfare support, whereas the host population do not benefit from a similar system.</li> <li>• <u>The amount recommended as result of MEB calculations</u>; is seen as too high and will infuriate poor Lebanese, i.e. concerns over level of the support that severely vulnerable will receive as opposed to others.</li> </ul>								
<b>Item 2. Updates on Task-Groups  Malcolm McLean, ECHO  a. Targeting  Francesca Battistin, IRC</b>	<p><u>Targeting TT has finally agreed on two main tools</u>: In principle, beneficiaries of cash and food assistance will be selected on the basis of economic vulnerability through a combination of ProGres for the initial phase of UTC (<b>pre-identification formula</b>), and later follow prioritized HHs vulnerability assessments (<b>HH visit tool</b>) for use in verification, referral and targeted HH visits for expanding UCT.</p> <p>➔ Above formula based on various ProGres formulas was tested in April for best correlation with poverty indicators (based on guidance from AUB and UNHCR HQ), including to determine potential inclusion errors</p> <p>➔ In May 2014, a revised economic vulnerability determination tool (questionnaire with decision-making formula) will be piloted to have final tool ready end of May, what will hopefully lead to an agreement on the best tool to recommend.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Follow-up</th> <th style="text-align: left;">Who</th> <th style="text-align: left;">By when</th> </tr> </thead> <tbody> <tr> <td>written report on TG TT results and recommendations</td> <td>TG TT</td> <td>May</td> </tr> </tbody> </table>			Follow-up	Who	By when	written report on TG TT results and recommendations	TG TT	May
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<b>b. MEB  Cécile Barriere, SI</b>	<p>No further updates to be reported. MEB is finalized (607 USD/Month/Family of 5).</p> <p><u>Reminder</u>: recommendation of TT MEB for the cash assistance package is:</p> <ul style="list-style-type: none"> <li>• USD 250/Family/Month for the severely vulnerable (Tier 1) – est. 8% of reg. ref.</li> <li>• USD 150/Family/Month for the highly vulnerable (Tier 2) – est. 25/30% of reg. ref.</li> </ul> <p>Still unknown is MoSA's exact method for the calculation of the official minimal wage (USD 450/Month) and the NPTP threshold (USD 112 /Month/Pers or USD 560/Month/Family of 5) as well as its concrete selection criteria for cash assistance to poor Lebanese.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Follow-up</th> <th style="text-align: left;">Who</th> <th style="text-align: left;">By when</th> </tr> </thead> <tbody> <tr> <td>provide calculation basis MEB (NPTP) and selection criteria</td> <td>Aimee Karam</td> <td>09/05</td> </tr> </tbody> </table>			Follow-up	Who	By when	provide calculation basis MEB (NPTP) and selection criteria	Aimee Karam	09/05
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<p><b>c. Market Ass.</b></p> <p>Lucia Oliveira and Mikel Mendezona, ACF</p>	<p>KDS presented first findings of their research (inception report) presenting a summary of progress to date, detailing the market selection process employed by KDS, and giving an overview of next steps and selected tools to be used during the upcoming fieldwork implementation phase. Overview on major findings so far:</p> <ul style="list-style-type: none"> <li>• <u>Selection criteria</u>: to optimize resources allocation, KDS recommends narrowing the scope of market assessments to geographic areas at highest risk of market disruption.</li> <li>• <u>Consumption patterns</u>: KDS analyzed PDM data provided by the MEB TT to determine the major goods and/or services consumed by refugees; Food (30%) and rent (40%) dominate HH expenditure, followed by healthcare and hygiene expenditures. Data both confirm the importance of the food and rental markets, but also highlight the importance of healthcare and hygiene expenditures – relative to other possible expenditure that might be boosted through cash assistance.</li> <li>• <u>Proposed market systems</u>: KDS proposes a detailed assessment of the following market systems: food, rent and COMMON pharmaceuticals</li> </ul> <p>In order to obtain the expected outcome, KDS needs more time to include structured interviews and continued data gathering as well as for analysis and report writing.</p> <table border="1" data-bbox="407 747 1479 884"> <thead> <tr> <th>Follow-up</th> <th>Who</th> <th>By when</th> </tr> </thead> <tbody> <tr> <td>Final (consolidated) KDS report</td> <td>KDS</td> <td>mid-May</td> </tr> <tr> <td>Review and feedback</td> <td>MA TT</td> <td>mid-June</td> </tr> </tbody> </table>	Follow-up	Who	By when	Final (consolidated) KDS report	KDS	mid-May	Review and feedback	MA TT	mid-June
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<p><b>d. M&amp;E</b></p> <p>Marcus Catsam (mandated and funded by IRC)</p>	<p>Marcus Catsam has started his work (one week remaining in country) to develop an integrated logframe to contribute to a harmonized monitoring framework and tools for CTP. This framework will include household monitoring (process, programme and protection); market monitoring, and accountability mechanisms linked to BNF feedback.</p> <p>A workshop will be held with the cash core group on 06/05 to: refine the log-frame and determine indicators/measures of success, outputs, outcomes and means of verification. This will form the basis for a joint PDM methodology. Marcus will also present other general recommendations on data management, sampling, etc.</p> <table border="1" data-bbox="407 1188 1479 1335"> <thead> <tr> <th>Follow-up</th> <th>Who</th> <th>By when</th> </tr> </thead> <tbody> <tr> <td>Invitation to Workshop on Tuesday 6<sup>th</sup> of May</td> <td>B. Belltawn</td> <td>done</td> </tr> <tr> <td>M&amp;E report</td> <td>M. Catsam</td> <td></td> </tr> </tbody> </table>	Follow-up	Who	By when	Invitation to Workshop on Tuesday 6 <sup>th</sup> of May	B. Belltawn	done	M&E report	M. Catsam	
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<p><b>e. Operational Set up</b></p> <p>Juliet Lang, WVI Isabelle Pelly, SCI</p>	<p>Consultants of Avenir Analytics (AA) finished their work and presented the findings to the CWG Core Group (28<sup>th</sup> April) and to Heads of Agencies (30<sup>th</sup> April). They identified seven main constraints of the current setup (critical areas for improvement), ranked according to the severeness of (1) consequences of actual status, (2) likely impact on the system if optimized and (3) the needed effort for change:</p> <p><b>Targeting:</b> No endorsed targeting approach / <b>Data Management:</b> Limited standards set or followed / <b>Monitoring:</b> Limited joint monitoring or standards / <b>Programme Design:</b> Different objectives for CTP/ <b>Communication:</b> No standard and agreed plan or strategy/ <b>Delivery Mechanism:</b> Coordination between agencies &amp; financial institutions / <b>Implementation:</b> The mix of actors</p> <p>They then make concrete recommendations to tackle these constraints and propose an “ideal” scheme for operational setup for better governance of the CTP system.</p> <p>The final report will be disseminated to all members of CWG after review and development of a consolidated common position of the cash core group vis-à-vis the analysis and recommendations of AA.</p>									

	<p><b>Follow-up</b></p> <p>Distribute final report to CWG Core Group</p> <p>Discussion of recommendations, achieve common position</p> <p>Dissemination of final report incl. common position of CWG</p>	<p><b>Who</b></p> <p>I. Pelly</p> <p>Core Group</p> <p>Chair CWG</p>	<p><b>By when</b></p> <p>done</p> <p>12/05</p> <p>12/05</p>
<p><b>f. Acc. &amp; Comm.</b></p> <p>Rami Beirkdar, CARE</p> <p>Ivan Vuarambon, UNHCR</p>	<p>Process on developing a communication strategy seems to be stuck at the moment due to the lack of a common general strategic vision and clarity on who is to be the decision taking body.</p> <p>In the meanwhile, UNHCR has distributed to the CWG Core Group and the Targeting Task Team for consultation a first draft of Q&amp;A for Syrian refugees as well as the mass communication strategy for the roll out.</p> <p>The Q&amp;A was tested in the field only with a selected and quite limited number of persons. The objective was to test the perception on UNHCR's shift in programming (moving to unconditional cash assistance) at field level, draw lessons and evaluate understanding and perception of certain wording. The Q&amp;A will not be a standalone but included in INQAL as to embrace other issues linked to the UTC (i.e. discontinuation of baby kits, end of winterization, etc.).</p> <p>So far, the Q&amp;A was not distributed and no training took place. The roll out of UNHCR's communication strategy will be initiated only after a three step process: (1) information at field level, (2) informal focus group discussions and (3) feedback from all stakeholders on a consolidated Q&amp;A and INQAL (for now only the stage one has been completed).</p> <p><b>Follow-up</b></p> <p>Integration of stakeholders feedback on draft Q&amp;A (detailed consultation process to be defined by UNHCR)</p>	<p><b>Who</b></p> <p>UNHCR</p>	<p><b>By when</b></p>
<p><b>Item 3.</b></p> <p><b>Update from UNHCR on UCAP</b></p> <p>Ivan, UNHCR</p>	<p>Last winterization upload was done in the last week of April.</p> <p>Unconditional Cash Assistance Project still waiting for final targeting method to be defined to establish the first list of eligible beneficiaries. With the final recommendations of the Targeting TT this will be possible to do in the next weeks. Yet, start of UTC roll out actually blocked by some current discussions and pending decisions:</p> <ul style="list-style-type: none"> <li>on definite amount to be distributed (difference to NPTP threshold calculation and minimal legal wage / harmonization with CWG's recommended amount / consideration and mitigation of MoSA's expressed concerns)</li> <li>clarification of MoSA's position vis-à-vis CTP in general and UNHCR's UCT in specific</li> <li>open "one-card-discussion" between UNHCR and WFP (first round of UCT most probably with existing CSC cards)</li> </ul> <p><b>Follow-up</b></p> <p>Clarification and harmonization process to be pushed on all mentioned levels in order to start roll out of UHCR's UCT</p>	<p><b>Who</b></p> <p>UNHCR</p>	<p><b>By when</b></p>
<p><b>Item 4.</b></p> <p><b>Update Assistance for Unregistered Refugees</b></p> <p>Isabelle, SCI</p>	<p>There has been a meeting convoked by ECHO end of April to discuss with main stakeholders the questions of how to address in the future unregistered refugees with cash assistance in a harmonized way. The position of donors in principle is to have the same targeting mechanism (criteria) and cash amounts as with registered refugees. According to MoSA, cash assistance to the unregistered should be in line with the guidance provided by MoSA on cash assistance.</p> <p>It is widely acknowledged that there are good reasons to continue assistance to unregis-</p>		

	<p>tered refugees. However, the intention is to limit the duration of cash assistance for unregistered refugees and phase out within a defined timeframe (3 or max. 6 months) in order to not create “false” incentives. It’s still a major concern and objective to have “all” refugees registered (assistance and protection issues).</p>		
	<p><b>Follow-up</b></p> <p>Dissemination of updated position on cash assistance to unregistered refugees</p>	<p><b>Who</b></p> <p>ECHO</p>	<p><b>By when</b></p> <p>09/05</p>
<p><b>Item 5.</b></p> <p><b>Update on pending Research</b></p> <p>Francesca, IRC Ivan, UNHCR</p>	<p>Two winterization studies are still pending</p> <ul style="list-style-type: none"> <li>• IRC winterization impact study: IRC is still collecting data (responsibility with IRC)</li> <li>• UNHCR’s winterization PDM: data for 2 cycles of PDM has been collected, but no update on analysis (responsibility with UNHCR)</li> </ul>		
	<p><b>Follow-up</b></p> <p>Finish data collection and present results</p> <p>Finalize analysis and report of winterization PDM</p>	<p><b>Who</b></p> <p>IRC</p> <p>UNHCR</p>	<p><b>By when</b></p> <p>end-May</p>
<p><b>Item 6.</b></p> <p><b>CWG TOR and Structure</b></p> <p>Isabelle, SCI</p>	<p>There is a widely acknowledged need for a formalization of the CWG structures (operational and governance setup). In order to optimize its future work and enhance governance, the CWG and its bodies should have clear TOR defining objectives, expected deliverables and TRR (Tasks, Roles and Responsibilities). Existing processes have to be clarified, discussed, eventually redesigned/optimized and finally endorsed.</p>		
	<p><b>Follow-up</b></p> <p>Drafting TOR for CWG and bodies and present it to the CWG Core Group for consultation and discussion</p>	<p><b>Who</b></p> <p>Chair CWG</p>	<p><b>By when</b></p> <p>end-May</p>
<p><b>Item 7.</b></p> <p><b>Updated Cash Actors Mapping</b></p> <p>Isabelle, SCI</p>	<p>The landscape of present actors planning or implementing cash assistance is constantly changing/evolving. Therefore an update of the Cash Actor Mapping is desirable, including not only executed or actually being implemented cash assistance, but also planned one (projects in the pipeline).</p>		
	<p><b>Follow-up</b></p> <p>Cash actors mapping to be updated</p>	<p><b>Who</b></p> <p>H. Herrmann</p>	<p><b>By when</b></p> <p>15/05</p>
<p><b>Item 6.</b></p> <p><b>AOB</b></p>	<p><u>CaLP support:</u> Isabelle informed the group that a CaLP consultant (Carla Lacerda, currently CaLP focal point for Asia in Bangkok) will come to Beirut in May to assist and support the CWG for 2 to 3 weeks. TOR are currently being drafted and will be shared with the cash core group.</p> <p><u>Reporting on Cash Assistance within the RRP6 Mid-term Report:</u> CASH will not be treated as a separate sector nor will there be an isolated reporting on cash assistance in the upcoming RRP6 MTR; CASH as an assistance modality is integrated in the reporting of each sector as one possible way on how results have been achieved (e.g. monetized hygiene kit under WASH, emergency cash under Protection, cash for winterization under NFI, etc.). There will be most probably a complementary textbox of general character explaining the rationale behind the use of cash as a mean of addressing beneficiaries’ needs contributing to the delivery of a multi-sectoral and comprehensive package of assistance.</p> <p><u>EU funded consultancy:</u> Malcolm McLean (ECHO) informed the group that an EU-led consultancy will take place from 5th-15th May. This mission, led by Katharina Hackstein aims to assess: (a) How to judge the equitability of the response? How to compare the needs of</p>		

the poor Lebanese and the needs of the vulnerable refugees? And (b) What would be the options to provide support to the poor Lebanese –including the methodology for targeting, the articulation with the safety nets structure, etc.

**Next Meeting** Next meeting will be held on **Thursday 15<sup>th</sup> May at 2.30pm** in LEA building (1<sup>st</sup> floor)

## TASKS OVERVIEW

### NEW tasks from actual CWG meeting:

Follow-up / Task	Who	by When
Targeting: report on TG TT results and recommendations	TG TT	May
MEB: provide calculation basis for MEB and selection criteria NPTP	A. Karam	09/05
MA: report <i>Framework for Multipurpose CA to Improve Aid Effectiveness in Lebanon</i> Review of report and consolidated feedback	KDS MA TT	mid-May mid-June
M&E consultancy: final report Review of report and consolidated feedback	M. Catsam M&E TT	
Distribute final AA report to CWG Core Group Discussion of recommendations, achieve common position Dissemination of final report incl. common position of CWG	I. Pelly Core Group Chair CWG	done 12/05 12/05
A&C TT: Integration of stakeholders feedback on draft Q&A and consolidation	A&C TT, UNHCR	
Winterization impact study: finishing data collection and presenting results	IRC	
Winterization PDM: options for data analysis and presentation of results	UNHCR	end of May
TOR for CWG and bodies: first draft for presentation to CWG Core Group	CWG chair	mid-may
Update of the Cash Actor Mapping	CWG chair	mid-may

### PENDING tasks from previous CWG meetings:

Follow-up / Task	Who	by When
Gather information on how much Lebanese poor pay for rent	MEB TT	
Reignite the INQAL process	Core Group	
Test dedicated page on Activity Info	UNHCR	

### COMPLETED tasks:

Follow-up / Task	Who	by When
KDS report: SI to provide data already collected	Cecile	done
UNHCR to clarify its mass communication strategy	UNHCR	done

**Participants List** (not all present participants captured)

<b>Nr.</b>	<b>Agency</b>	<b>Name</b>	<b>Contact</b>	<b>Email Address</b>
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