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|  | **Basic Needs Working Group** |
|  | **Syrian Refugee Response in Jordan** |

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| Meeting Location | UNHCR Khalda office – EMOPs Room | Meeting Date | 04.05.2015 |
| Chair Person | Volker Schimmel –UNHCR,Roger Dean- NRC  | Meeting Time | 15:00-17:00 |
| Minutes Prepared by | Claire Stephens |
| Purpose of Meeting | Basic Needs WG Meeting  |
| Next meeting | 1st June (TBC)Monthly WG Meetings = 1st Monday of every month (15:00) |

## Summary of action points

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| Number of action point or discussion | Action point  | Focal Point / Organization |
| 1. | Partners are to consider whether they are able and willing to act as the next gender focal point for the Basic Needs WG. If so, they are to inform Roger by 11th May please.  | EveryoneRoger Dean – NRC  |
| 2. | Partners are to consider whether they are able and willing to become an IYCF Champion. If so, they are to inform Cristina or her successor.  | EveryoneCristina – ACFfieldmanager-ir@jo.missions-acf.org |
| 3. | Organisations are to inform Volker if they are submitting a proposal to ERF individually.  | EveryoneVolker Schimmel – UNHCR  |
| 4. | A task force is to be formed for discussion and analysis of the Basic Needs sector ERF submissions. | Volker Schimmel – UNHCR  |
| 5. | Caritas Jordan is to give the thematic presentation at next month’s WG meeting | Riva Nasrawine – Caritas Jordan |
| 6. | Anyone interested in working with the Basic Needs WG taskforce on the VAF, please email Volker.  | EveryoneVolker Schimmel - UNHCR |
| 7. | Anyone interested in joining a small, technical discussion on the formation of a module for checking duplication, similar to the Winterization module, should inform Volker | EveryoneVolker Schimmel – UNHCR  |
| 8. | Anyone interested in joining regular discussions on the matter of separating NFIs from seasonal cash assistance should inform Volker. | EveryoneVolker Schimmel - UNHCR |
| 9. | GRC is to provide feedback at the next Basic Needs WG meeting about the discussions held at the Irbid Coordination Meeting (7th May).  | Christina Duschl - GRC |

## Attachments and References

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| Documents | Location | Contact Person |
| ACF presentation on Multi-Sectorial Assessment in Host Communities  | To be uploaded to portal | Cristina Majorano Sarapo fieldmanager-ir@jo.missions-acf.org |
| ACF presentation on the IYCF Friendly Framework | To be uploaded to portal | Cristina Majorano Sarapo fieldmanager-ir@jo.missions acf.org |
| HelpAge/Handicap International presentation on the Equal Access Monitor  | To be uploaded to portal | Myroslava Tatarynta.inclusion.region@hi-emergency.org  |
| HelpAge/Handicap International Equal Access Monitor (Edition: March 2015) | To be uploaded to portal | Myroslava Tatarynta.inclusion.region@hi-emergency.org |

**3.) Minutes**

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| **Item** | **Discussion** |
| HelpAge/Handicap International brief on Equal Access Monitor | * Handicap International and HelpAge International gave a presentation on their findings from their Equal Access Monitor from Winterization. The research for this report was carried out throughout the month of February.
* The Equal Access Monitor is a quarterly advocacy report published by Handicap International and Help Age International for other humanitarian actors working in Syrian crisis, primarily in Lebanon and Jordan.
* A specific population is targeted e.g. those with special needs and/or chronic illness. The aim is to help these vulnerable people overcome physical barriers to access and difficulties accessing information.
* Findings:

- People’s primary concern in winter was shelter, with the results showing that rental expenditures hindered their ability to finance health-related needs.- There was an issue of invisibility – data on people with disabilities isn’t always collected or featured in reports. The circumstances that people with special needs encounter must be investigated and reported in order to provide more effective assistance.- In some cases, diverse vulnerabilities interact to compound and create certain issues.* Good practice:- The report noted the importance of referrals between NGOs. For example, the collaboration between PU-AMI and HI in the distribution of SoKs meant the assistance was still accessible to those with special needs. A good referral process involves continuous communication between the NGOs regarding the status of the refugees throughout and subsequent to the provision of assistance.
* If you have any more questions or would like any more information, do not hesitate to contact Myroslava but note: the email on the hand-out given is incorrect. Her correct email is as follows: ta.inclusion.region@hi-emergency.org
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| Thematic Presentation- ACF | * A presentation was given by ACF on the multi-sectorial assessment carried out in host communities at the end of 2014.
* Methodology: door-to-door assessment was done for Syrian cases and for the Jordanian cases, the NAF list was used. The VAF questionnaire was employed with some changes made, particularly in the health section. A total of 2685 families were interviewed in targeted small communities.
* Findings: - The average Syrian family size and average Jordanian family size were very similar. - 41% of families lived alone in a residence, the rest lived with 1 or more families. This raised the question of how to target assistance - namely whether to consider the UNHCR card or the house size. - It was noted that there was not a big difference between Jordanians and Syrians that had a rental contract. - The results of the Basic Needs coping mechanisms differed significantly from the findings of the UNHCR assessment. For example, the percentage of those borrowing money and buying credit was a lot higher in the ACF assessment than in the UNHCR assessment.
* ACF is planning to do an online survey next month to follow up and see if any of the coping mechanisms have changed.
* Another presentation was also given by ACF on Infant Young Child Feeding (IYCF) and the IYCF Friendly Framework.
* IFE stands for Infant Feeding in Emergency. Breastfeeding is the only safe way to feed an infant in emergencies as it does not require water or fuel whilst also giving protection against infections. Although this is not necessarily applicable within the context of Jordan, it applies at the border.
* Issues have been noted with regards to the provision of breastfeeding substitutes – these discourage women from breastfeeding and do not offer the same benefits. Measures have been introduced to control substitutes and encourage mothers to breastfeed.
* Role of partners – organisations are asked to raise the issue if they note that donors are providing breastfeeding substitutes with in-kind assistance. In terms of cash-assistance, partners should be aware that mothers of very young children need extra assistance. If anyone notes an infant without a mother, they should be referred to nutrition for assistance. Organisations working in Shelter should work on ensuring there is a space required that gives enough privacy for women to breastfeed.
* IYCF Champion – this is someone who is willing to act as a link between the sector and the issues discussed on this matter, providing feedback between the two groups to ensure the needs of children are correctly assessed. The Basic Needs WG would benefit from a volunteer for this.
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| Gender Focal Points for the Basic Needs Working Sector | * New representatives from the Basic Needs WG are required to take over the three previous members acting as the gender focal points.
* The responsibilities involve: monthly meetings with other gender focal points; acting as a link between the WG and other gender focal points; offering technical advice on action to be taken.
* The representatives currently working as the focal point are prepared to discuss with the new representatives what actions are now to be focused on within Basic Needs.
* Anyone interested in becoming a focal point should contact Roger Dean.
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| Update on ERF Guidance and Process | * A BN technical meeting was held which approved that ERF recommendations should be based on gap between appealed vs. implemented, which resulted in the following recommendations to the ERF focal point:

- [3RP – Output 3.1 & 3.2]: In the camps, there are significant gaps in terms of NFI/CRI and infrastructure for their distribution. A lack of funding for hygiene kits, diapers, soap, solar lamps and for the distribution sites themselves causes problems in both camps. Although it was clear that camps would not necessarily prioritized, OCHA implied at the ISWG that they could be included. We would for an inclusion of NFI-related proposals for both camps and let the merit of each proposal determine the urgency compared with other submissions.-  [3RP – Output 3.3]: Unconditional cash grants – despite the strong response – still show a significant shortfall compared with the appeal and needs. We advocate for inclusion of unconditional cash grants in the call for proposal for all governorates, as there is no location without gaps. However, we see four well served governorates (Jerash, Ajloun, Maan and Tafileh) and four significantly underserved governorates (Mafraq, Zarqa, Karak and Madaba). Whilst advocating for proposals open to all governorates we recommend to deprioritize and prioritize the groups of four accordingly.-          [3RP – Output 3.4]: Seasonal cash grants – We do not advocate for seasonal cash grants for the coming months (i.e. summarization), but would like to ask for winterization to be included if1.)    The implementation timeframe for this call for proposals runs until the end of the year and2.)    If OCHA/ERF does NOT plan another call for proposals before 15 Sep 2015, which would be the latest possible moment to develop a winterization project.* A task force is to be formed for discussion and analysis of the Basic Needs sector submissions.
* Partners are reminded that the UNHCR proposal will only include those organisations not already submitting themselves. If you have any information about whether your organisation is submitting a proposal or not, please inform Volker.
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| ActivityInfo Reporting Changes and Clarifications  | * The first quarter is being looked at to see what has been reported. Any questions regarding the data entered are to be directed to the relevant organisations.
* The aim is to improve ease of comparison across all outputs in the sector.
* Currently, the main issue on the dashboard is with the Partner # of assistance instance.
* Additional data points have been added to ActivityInfo, namely to outputs 1 and 2, as an initial to step to help solve this issue.
* The challenge is to be addressed further in either an upcoming meeting or by the formation of a task force (TBC).
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| AOB | * VAF – the initial results of the VAF testing have far too many beneficiaries considered as severely or extremely vulnerable for it to be useful in terms of targeting assistance. A small task force met from Basic Needs to examine how the VAF could be adapted to better suit the sector’s needs. It was noted that certain sections of the Basic Needs vulnerability tree were based on numbers (namely the dependency ratio, debt per capita and expenditure per capita). These numbers can be examined to give a subset of the highest scores within each category, such as the top 5%. This would then make is easier to assess the beneficiaries that need help, for example by saying: the top 5% require assistance; the next 20% below should be assisted if able; the following 50% are in the middle ground so should be assisted dependent on the other organisations present; and the bottom 25% are the most comfortable relatively and therefore do not require assistance. The trickiest aspect is in terms of coping strategies. The Basic Needs tree uses the coping strategies related to Food Security as these gave the most reliable results in the questionnaire. However, these coping strategies are based on WFP’s standard set of coping strategies, meaning they do not necessarily cover the vulnerability being witnessed in Jordan. The task force noted that it is difficult to prioritise the coping strategies as this is a rather subjective measure. It was therefore decided upon to leave the coping strategies as they currently are until the effect of working on the fixed numbers outlined above can be examined.

Questions were raised about the use of the VAF as a targeting tool. An assessment tool does currently exist, however the task force agreed that some of the questions needed to be adjusted to become more of a prompt for drawing out information. Partners are asked to note that the current VAF report is NOT final and therefore NONE of the data present in the report is to be used for advocacy or anything public. Next steps: the VAF is to be presented to an inter-agency taskforce, followed by further discussion within each sector as to how the VAF can be useful for them. The VAF is to then be operationalised over time and only by the organisations who are interested. If anyone is interested in working with the Basic Needs WG taskforce on the VAF, please email Volker. * Next thematic presentation will be given by Caritas Jordan.
* Organisations are informed that there will be a special session between Protection and Basic Needs on the ILO report this Wednesday, 6th May, from 9:00-11:00. A representative from ILO will be present for questions and answers.
* The workplan – there is interest in creating a module similar to the Winterization module that will allow organisations to quickly cross check if there is duplication. Anyone interested in joining a small, technical discussion on the formation of such a module should inform Volker. The first discussions and testing are planned to take place in May.
* Advocacy messages – these need to be provided by the end of the week to the Intersector Coordination Unit. Organisations are asked to submit anything they would like to put forward, so long as they are not beyond what is loosely based on ERF prioritisation.
* NFI Assistance versus Cash Assistance – PU-AMI has developed a draft document on the issue of separating NFIs from seasonal cash assistance. Two or three responses to the document have been received so far but the matter needs further discussion on a regular basis. Anyone interested in joining this discussion is to inform Volker.
* Information has been received that there will be a JRP Mid-Year Review. Currently no details are available but these will be passed on to partners as soon as UNHCR is made aware.
* Irbid Coordination Meeting – a meeting will be held this Thursday 7th May. GRC will be attending this meeting and have agreed to act as a focal point, providing feedback to the Basic Needs WG at the next meeting.
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List of Participants

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| **Organisation** | **Name** |
| UNICEF |  Jawad Aslam |
| NRC | Roger Dean |
| CRP | Sarah Jaber |
| IOCC | Fadi Wakileh |
| Mercy Corps | Hussam Nino |
| ACTED | Emily Lewis |
| UNHCR | Volker Schimmel |
| GRC | Christina Duschl |
| PU-AMI | Zaid Awamreh |
| PU-AMI | Daniel Osnato |
| OXFAM | Nathalie Derrien  |
| OXFAM | Osama Al-Shamleh |
| Handicap International | Israa Wahsheh |
| Handicap International | Myroslava Tataryn  |
| Handicap Internation/HelpAge | Becky Achan  |
| IRC | Lisa Dipangrazio |
| ICMC | Jordan Steiner |
| ICMC | Shawn Trumbo |
| ICRC | Ugo Bernieri |
| CARE | Mohammad Awamreh |
| LWF | Analia Agudelo  |
| Caritas Jordan | Riva Nasrawine |
| IFRC | Mariano Gomez |
| IFRC | Yazan Sandaga |
| Medair | Jonelle Armstrong |
| Medair | Edwin Visser |
| Sadaqa | Takuto Hashimoto |
| Sadaqa | Megumi Hirayama |
| Sadaqa | Rahaf Al-balkhi |
| Sadaqa | Haruka Fukugami |
| INTERSOS | Majdi Sanna |
| UNRWA | Nicol Herbert |
| Near East Foundation | Khaled Waleed  |