

Common Cah Facility Steering Committee Amman, Jordan

Meeting Location	EMOPS Room UNHCR Khalda	Meeting Date	3.04.2017
Facilitator	Elizabeth Barnhart (UNHCR) Joe Berg (WRG)	Meeting Time	13:00– 14:00
Minutes Prepared by	Ruba Saleh (UNHCR)		
Purpose of Meeting	Monthly meeting		

1.) Summary of action points

No.	Action Point	Focal Point / Organization
1.	Partners are encouraged to share their date preference for Helpline Training by 4 April COB.	Ruba Saleh (Salehru@unhcr.org)
2.	To Share change of cash collector SOP with CCF parterres prior to the next CCF meeting	Ruba Saleh (Salehru@unhcr.org)

2.) Session Summaries

Item	Discussion
Review of previous meeting minutes	Action points from the previous meeting were as follows: <ul style="list-style-type: none"> • CCF ToR to be shared with CCF members for their comments and review. Feedback on the ToR to be shared with Ruba Saleh by 19th of Mar. (Done) • CCF partners to share the contact info of their helpline focal points contact with Ruba Saleh by 19th of March (Done)
Helpline training	<ul style="list-style-type: none"> - UNHCR's HelpLine staff will conduct a training to familiarize each agency's hotline focal point with the services of UNHCR's call center and standards for responding to cash intervention /CCF queries. - The Helpline training will be conducted on the 5th and 6th of April. Partners are encouraged to share their date preference with Ruba Saleh by 4 April COB.
CCF and winterization	<ul style="list-style-type: none"> - Feedback on the use of CCF as delivery mechanism of winterization cash will be shared in the winterization lessoned learned meeting based on the PDM findings that will also include level of satisfaction and feedback from the beneficiaries on the delivery mechanism. - A suggestion was made to conduct PDMs on regular bases for cases receiving cash assistance through CCF. CCF partners agreed to discuss the PDM finding regarding the cash delivery mechanism at the next CCF meeting. The discussion will feed into the overall discussion with CAB.

Updates from partners	<ul style="list-style-type: none"> - CCF parterres shared their updates as follow: <ul style="list-style-type: none"> • PU-AMI: in the process of finalizing winterization PDM. • WRG: in the process of conducting PDM for their unconditional cash assistance • GRC: GRC office will close in June 2017.last payment for GRC cash beneficiary will take place in May with amount covering for three month (until July). • Medair: will start a new unconditional cash project in Amman, Zarqa and Mafrag during (April- Oct 2017). CCF modality will be used initially for 50-70 cases. • CARE: winterization PDM was finalized in Feb 2017 • WVI: To conclude implementation of winterization activities by end of April. • ACF: finished their unconditional cash project in Feb. PDM to be shared with CCF once completed. • UNHCR: winterization PDM to be finalized.
Updates from CAB	<ul style="list-style-type: none"> - UNCHR reported on a meeting with CAB. CAB will begin providing ATM cards through virtual accounts to Jordanian beneficiaries. - CAB provided a demonstration of generalized portal that has been developed for CAB corporate customers. CAB will customize a portal for the CCF and UNHCR will advise when it is ready for testing. - A soft copy of CCF / ATM error messages will be shared with CCF parterres for their information. One pager Eyecloud fact sheet for CCF will be available. Soft copies will be shared with CCF partners.
Review and approval of CCF ToR	<ul style="list-style-type: none"> - CCF partners reviewed the CCF ToR and all the CCF members endorsed it. CCF ToR is available on the following link : http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=92
Next SOP for Review – change of cash collector	<ul style="list-style-type: none"> - CCF members agreed to review the change of cash collector SOP in the coming meeting. The SOP to be shared with CCF partners prior to the coming meeting
AOB	The Next CCF steering committee meeting to take place on Tuesday 2 nd of May from 1.00 pm to 3.00 pm in the UNHCR Executive conference room.

List of Participants

Organisation	Email	Name
UNHCR	BARNHART@unhcr.org	Elizabeth Barnhart
GRC	ploeger@grcmideast.org	Melanie Ploger
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