

Basic Needs Working Group Amman, Jordan

Meeting Location	EMOPS Room UNHCR Khalda	Meeting Date	3.04.2017
Facilitator	Elizabeth Burnhart (UNHCR) Fanny Marchand (PU-AMI)	Meeting Time	2.00– 4.00 pm
Minutes Prepared by	Ruba Saleh UNHCR		
Purpose of Meeting	Regular/Monthly Meeting		

1.) Summary of action points

No.	Action Point	Focal Point / Organization
1.	Partners to submit their 1 st Quarter financial tracking by 6 th of April COB	Inter-Agency Coordination Unit Elena Guseva /guseva@unhcr.org
2.	Activityinfo March 2017 reporting to be concluded by 8 April COB	BNWG partners

2.) Session Summaries

Item	Discussion
ISWG update	<ul style="list-style-type: none"> - Inter-Agency Coordination Unit is following up with sectors to document good practices and challenges regarding inter-sector linkages. Updates will be shared during ISWG meeting on a quarterly basis. Basic Needs partners are encouraged to share input / feedback with Elena Guseva (guseva@unhcr.org). - The ISWG has stated as a priority the establishment of common Standard Operating Procedures for conducting, coordinating and sharing the results of assessments. ISWG shared an update on the status of Needs Assessment Registry and SOPs for Coordinated Needs Assessment The current SOP will be reviewed and revised based on suggestions, and a revised draft will be shared with BNWG. - The Quarterly Financial Tracking System is same as the one used last year (i.e. tracking the funds received per sector during the reporting period.) The only difference is that in 2017 the exercise will be conducted online through ActivityInfo database. Inter-Agency Coordination Unit conducted a financial tracking training during March. The “money spent” field at the project level in ActivityInfo monthly reporting is mandatory for Basic Needs only for cash based interventions.

Review of 2017 MEB	<ul style="list-style-type: none"> - Harry Brown (VAF/RAIS coordinator) made a presentation on the Minimum Expenditure Basket (MEB) and explained necessary steps to update the MEB (such as reviewing the last year's data and documents, exploring existing data, conducting market research only if needed). - A task force consist of UNRWA, WRG and Mercy Corps will meet with Harry aiming at updating the MEB by 26 May, before the start of Ramadan. Findings will be shared with BNWG accordingly.
OCHA-JHF update	<ul style="list-style-type: none"> - Basic needs sector priority under JHF allocation document is "Provision of replenishment/ replacement kits (i.e. fuel, diapers and hygiene kits) in Azraq Camp". JHF advisory board revised a priority proposed by Basic Needs sector (multi- purpose cash assistance). It was revised to "emergency cash support" under the protection sector. - The provision of emergency cash should be coherently linked to a prevention, response to, or mitigation of identifiable protection risks or harms. Proposals are encouraged to go beyond protection mainstreaming within cash assistance, but to identify means through which emergency cash support can have a positive impact on protection status.
Update on UCA/ECA joint discussion (Basic Needs and Protection sectors)	<ul style="list-style-type: none"> - Ongoing discussion between the Basic Needs Sector and the Protection Sector is taking place regarding urgent cash assistance. - Basic needs partners will share their experiences regarding implementations of urgent cash assistance. UNHCR will present in the coming BNWG their approach in regards of targeting and beneficiary selection, amount of assistances and delivery mechanism. - A suggestion was made to design an Urgent Cash Assistance (UCA) working paper that cover the definition of UCA, amount of assistance, expected impact and modality of assistance.
AOB.	<ul style="list-style-type: none"> - A refresher services advisor training will be conducted for the BNWG on 19th of April. Invitation to be shared by Ruba Saleh (Salehru@unhcr.org). - The Next BNWG meeting to take place on Monday 22nd of May from 2.00 pm to 4.00 pm at the UNHCR EMOPS conference room.

List of Participants

Organisation	Name	Email
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