**Cash-based Intervention Technical Working Group**

CBI TWG Monthly Meeting Minutes

**March 29, 2016**

CARE office, Gaziantep

Chaired by: WFP/HCR and CARE

(A full list of attendees can be found at the end of this document)

Agenda:

1.    Welcome and round table introductions

2.    Final review of ToR for TWG & brief update on SRG meeting / endorsement

3.    Discussion and agreement of TWG workplan

4.    WFP operational update (CBI)

5.    Key updates from TWG member agencies (CBI)

6.    Agreement on 4W matrix to be used from April

7.    AOB

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| **Summary of Action Points*** Develop linkages between Ankara and Gaziantep CBT discussions
* WFP Accountability to Affected Populations (AAP) Advisor, Sarah Mace, to reach out to key CBI actors to initiate AAP activities as per the WG’s work plan
* Work plan to be circulated and organizations to self-nominate leadership on appropriate activities
* UNHCR to update on CBI 2016 plans
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1. Final review of ToR for CBI-TWG & brief update on SRG meeting / endorsement
* The TORs for the CBTWG have been endorsed at the UN Ankara-level, conditional upon: the need to establish technical linkages to a technical group under the UN Syria Response Group (SRG); political and strategic issues must be raised to SRG level; and to look at a nationwide perspective.
* Recommendations for strengthening coordination/linkages between Ankara and Gaziantep: UN Syria Task Force to articulate requirements to inform solutions for improved linkages including broadening geographic scope for coordination; chairs to attend the STF meetings in Ankara perhaps on a quarterly update basis.
* ToRs to be updated every 6 months.
1. Discussion and agreement of CBI-TWG Work Plan
* The Work plan is structured into four key output’ activities as per the TORs, the meeting participants reviewed the work-plan drafted by the technical co-chair, CARE, to agree on prioritize and edit activities as required.
* Draft WP is annexed to the minutes.
1. WFP operational update
* As per the 3RP, WFP plans to assist 585,000 Syrian refugees living among the community in 2016. The door-to-door assessment targeting methodology is not feasible in light of the size and timeline of the scale-up, therefore, WFP is developing with TRC and government more efficient assessment/ identification and targeting methodologies.
* WFP off-camp activities are currently operational in 5 provinces: Antep, Hatay, Kilis, Maras, and Urfa. Potential areas for expansion include Adana, Mersin, and another province with a high-density Syrian population. A call-centre is being established as the heart of the programme, with potential to cover remote monitoring in addition to the usual sampling door-to-door.
* The recent WFP VAM mission recommends the use of demographic-based targeting. The VAM mission looked into national poverty and well-being scales. 19 percent of the households are below the food poverty line and as many as 93 percent of interviewed households fall below the complete poverty line. The rationale behind the recommended targeting strategy was to look at the poorest groups among the poor (the poorest quintile). These are below the food poverty line and also unable to cover their basic needs. Extreme vulnerable criteria and dependency ratio are among the main criteria for the planned scale-up.
* Currently the monthly targets for the scale-up of the off-camp programme are: 130,000 in April; 150,000 for May; 170,000 for June; followed by 100,000 every month until 585,000 target is achieved. By July WFP/TRC hope to have established the system and support structure to achieve the planned scale-up.

1. Key updates from TWG member agencies (CBI)
* UNHCR is finalizing winterization activities. A tender for a FSP was recently completed, however, more information is required from Ankara-based programme staff on 2016 CBI plans.
1. Agreement on 4W matrix to be used from April

Owing to time constraints and efficiency, it was agreed to circulate the proposed 4W matrix for CBI and address in the next meeting. The issue of duplicate reporting was raised and the need to ensure coordination across 3RP reporting tools.

1. AOB
* ActivityInfo (AI) has been nominated as the 3RP coordination tool. It is not yet rolled-out, however, it is anticipated that the 4Ws will be incorporated into AI which promises to be more efficient and practical for information sharing, informing coordination and generating reports both to the WG and for individual agencies.
* WFP VAM mission recommended increasing the food assistance transfer value to 100 percent of the referential basket cost, this would mean an increase from 50TL to 62 TL. WFP plan to present VAM findings on minimum expenditure baskets in the next CBI TWG meeting.
* *Next CBI TWG:* ***Thursday, 19 April 2016****, 11:00 am @ Care.*

Attendees:

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