



Inter-Agency
Coordination
Turkey

Basic Needs Working Group

Meeting Minutes

Time & location:	23 January 2019, UNHCR Anatolia Meeting Room, Gaziantep
Chaired by:	Ahmet Ünver (UNHCR) and Gonca Savaş (WFP)
Participants:	Chris Bender (UNHCR), Melisa Gündüz (UNICEF), Ali Kaya (GIZ), Özgür Savaşçioğlu (UNHCR), Muhammad Bakar (WATAN), Merve Ağcabay (WATAN), Şura Ermiştekin (WFP), Başak Altman (ASAM), Merve Arık (ASAM), Hanifi Kinaci (TRC)
Agenda:	<ol style="list-style-type: none">1. Welcome & Introductions2. Revisiting: Terms of Reference3. Quick Review of SET BNWG Meetings in 20184. Feedback on Working Group Performance in 20185. 2019 BNWG: Workplan, Activities, Focus6. 2019 Camp/Urban Targets ActivityInfo Database Training7. AOB



AGENDA POINT	DISCUSSION	ACTION POINTS
Welcome and introductions	<ul style="list-style-type: none">- UNHCR&WFP chairs welcomed working group members.- New UNHCR Basic Needs WG Coordinator introduced himself. Contact information of both chairs were shared. WFP Basic Needs Coordinator position is under recruitment; once finalized, the new coordinator based in Gaziantep will be introduced.- The meeting agenda was introduced and accepted without changes.	
Revisiting: Terms of Reference	<ul style="list-style-type: none">- Terms of Reference document of Basic Needs Working Group was reviewed. Objectives, responsibilities of the working group and procedures were presented.- Members were reminded that most recent version of the ToR was updated in November 2018.- Members were informed that ToR will be translated to Turkish and shared with members in coming months.	<ul style="list-style-type: none">- BNWG ToRs link will be shared /w members- BNWG ToR in Turkish will be shared /w members
Quick Review of SET BNWG Meetings in 2018	<ul style="list-style-type: none">- A presentation was made reviewing the 2018 BNWG meetings emphasizing key highlights.- Eleven meetings were held in 2018, there was not a meeting only on October.- Shelter Workshop was held on February, members participated, and outcomes of discussions were put together in Shelter Guidance Document.- Basic Needs Indicator Guidance Notes, Duplication Matrix by TRC were the standardization tools which were developed.- In 2018, transition from BN to LH was a significant agenda point, and it was revisited in several meetings. BN Coordinators met with partners to learn about the ongoing programs.- Winterization programs, TF and PDMs were shared and discussed.- Inter-sector M/E (3RP end of year report) and Municipal Support Report (through the STF) were created.- Members agreed on receiving a list of links for all the documents shared in 2018	<ul style="list-style-type: none">- List of links for all of the documents shared throughout 2018 will be shared /w members



	<ul style="list-style-type: none"> - Members were consulted for their feedback on Working Group Performance in 2018. Discussion points are shared below: <ul style="list-style-type: none"> o <i>Members gave reference to ToR, objectives of the group: strengthening coordination mechanism in BN sector. Member suggested that, learning about funding opportunities would be beneficial for partners and would increase engagement.</i> o <i>Members stated that, although it had been discussed and decided, there was no progress on Capacity Building and Training for members in 2018.</i> o <i>Members shared that BN funding is increasing compared to the last year. Shelter projects are implemented and shelter need was significant in SE. Therefore, member suggested that there can be another shelter workshop and related trainings.</i> o <i>Care suggested sharing experience on working with municipalities on shelter.</i> o <i>Members BN and LH integration shall be discussed, instead of solely focusing on BN to LH transition. Cash for shelter implementations were pointed out as an example.</i> - Sharing further feedback was encouraged via email or phone following the meeting. - Members were informed that BNWG performance survey will be carried out coming months. 	<ul style="list-style-type: none"> - Members to share further feedback with coordinators on 2018. - Members to share capacity development and training needs - Coordinators to follow up on shelter workshop and shelter training requests
BNWG 2019	<ul style="list-style-type: none"> - Members were informed that BNWG Work Plan would be revised and shared with WG members before next meeting. - Focus and Activities were introduced, planning phase, objectives, change in resilience and refugee components with regards to budget and target numbers were reviewed. - Share of resilience component increased compared to refugee component in 2019, in line with development strategy and municipal support. - The 2019 Key Refugee Component Activities were presented, new indicators Provision of food assistance within TACs and Provision of food assistance within host communities were introduced. 	<ul style="list-style-type: none"> - Members to share with coordinators expectations from BNWG Work Plan



	<ul style="list-style-type: none">- Members were informed of a planned half day training on food security indicators as well as on the livelihoods coping strategy index which is open for BNWG members in Ankara, İzmir, Gaziantep and Istanbul. In Gaziantep, the trainings are also open to relevant FSA WG members. The trainings will take place during February and March.- Members were consulted on how to increase inputs for upcoming meeting agendas. Plans to follow a thematic focus for BNWG meetings going forward were shared and members responded positively. Below points were discussed:<ul style="list-style-type: none">o Environment and gender mainstreaming thematic focuses are discussed and tentatively agreed.o It was commented by members that: there was limited access to Shelter, yet specifically in SE there currently was a need for these activities. Reason for decreased activities in the field should be looked into in coming meetings.o There could be specific agenda points for updates from other cities.- Members were informed that BNWG Indicator Guidance Notes will be shared with WG members.- Members were consulted on how to increase inputs for upcoming meeting agendas. Plans to follow a thematic focus for BNWG meetings going forward were shared and members responded positively.<ul style="list-style-type: none">o <i>Environment and gender mainstreaming thematic focuses are discussed and tentatively agreed.</i>o <i>National level BN and LH joint meeting in July was fruitful, several issues were discussed such as vulnerability matrix, obstacles on accessing labor market, communication channels within and between sectors etc. This is planned to be repeated at national level and if requested at SE level.</i>	
2019 Camp/Urban Targets ActivityInfo Database Training	<ul style="list-style-type: none">- IA Senior IM Assistant made a presentation regarding 2019 Camp/Urban Targets.- Questions and requests regarding ActivityInfo was taken.	



**Inter-Agency
Coordination
Turkey**

AOB	<ul style="list-style-type: none">- UNHCR coordinator briefly mentioned the purpose and function of services advisor, and kindly requested that organizations updated their data.- Coordinators welcomed request to share BN programmatic updates from the partners.- WATAN representative and BN Technical Advisor invited members to WATAN premises for the next meeting (February venue is already set, this shall be discussed for April meeting).	<ul style="list-style-type: none">- Members to inform their organization to keep data up to date on Services Advisor- Members to communicate /w coordinators to share programmatic update
	Next meeting: 14 February 2019, UN House Gaziantep, Meeting Room	