



Basic Needs Sector Working Group Minutes

Objective	To finalise a work plan for the Basic Needs Sector WG in Ankara Present the draft ActivityInfo database	
Date of meeting	16 January 2017 10:00 - 11:30 a.m.	Location UNHCR conference room # 1. Floor -1 Enis Behic Koryurek Sokak No. 15 Aziziye Mahallesi, 06690 Çankaya Ankara, Turkey

1. Review of previous minutes

Action point	Timeframe and responsibility	STATUS
1.1 The mailing list will be updated and shared with partners for finalisation.	By next BNWG meeting – Dina and Emilie	DONE
2.1 The final draft of the 3RP including the annexes will be shared with all partners (Emilie or Dina)	6 December (Emilie)	DONE
2.2 Sector leads to provide guidance on whether indicators can be changed throughout the year.	Before next WG meeting (Dina and Emilie)	Indicators cannot be changed during the year.
2.3 IOM and CARE will review the data source and add where relevant.	8 th December (IOM and CARE)	DONE CARE has not appealed under the 3RP for Basic Needs
2.4 Sector lead to seek guidance and update from STF on the development of contingency plans and circulate to partners.	Before next WG meeting (Dina and Emilie)	Work on emergency preparedness has started in the SE (briefing by SE IA Coordinator)
3.1 Find out why the vulnerability sub-WG based in Gaziantep fell through and whether it should be revived.	Before next WG meeting (Dina and Emilie)	Unless parameters and the expected outcomes of the sub-WG are very clear, establishing a specific WG is not required.
4.1 Further guidance from STF and other Ankara level sectors will be sought on the development of sector work plans.	By next BNWG meeting (Dina and Emilie)	Work plans to be developed by end of month. No specific guidance on format.



4.2 Follow up with Gaziantep sector on their work plan	15 th December (Dina and Emilie)	DONE: principle of subsidiarity – operational aspect at SE level; guidance/policy aspects at national. SE to develop plans following national WP.
4.3 Sector leads to provide additional guidance on the reporting requirements, including ActivityInfo	By next BNWG meeting (Dina and Emilie)	Will take place during the meeting

2. Brief update on from Syria Task Force and SE BN WG meetings

2.1 STF: Update on the 3RP launch – all 3RP partners will be invited. The two-hour event will take place on 6 February 2017 and will include introductory remarks by MFA, UNHCR and UNDP, followed by a presentation of the 3RP Turkey chapter, followed by a Q&A sessions.

The *coordination structures* for Ankara, SE and Izmir have been finalised. The coordination structure for Istanbul was presented to the STF in December and will be endorsed by the SRG in the next meeting.

UNHCR delivered a presentation on the implementation of the *verification project*. A written update and maps will be circulated to STF members. Phase 3 of the project has started, with major urban centres, including Ankara and Kocaeli, targeted. Some Q&A were developed to help better inform PoCs on the process. Partners receiving questions from PoCs on the verification process should share them with UNHCR to help improve the Q&A document. UNHCR will continue to conduct outreach session with NGOs to help handle the questions they receive. STF members ask whether it would be possible to access the information generated by the verification project. UNHCR advised that, although UNHCR will continue to advocate for as wide an access as possible, each agency should advocate with DGMM to be able to access the information they would require for planning and programming purposes.

2.2 SE BN WG: Contingency planning/emergency preparedness – at this stage, there is no urgent need to initiate a full-on contingency plan exercise for SE. The inter-agency sector has developed tools to get updated contingency stocks, including items and personnel with a focus on the most at-risks provinces in Hatay, Kilis, Antalya and Gaziantep. This is a multi-sectorial including Basic Need partners. Leading agency focal points will be established in the at risk provinces. An ad hoc meeting of the BNWG will take place on 19 January for core agencies to review received inputs on stocks and personnel.

AFAD called a meeting with *INGOs representatives*, OCHA, UNHCR and ECHO on 5 January in Gaziantep. AFAD is setting up a coordination body in Gaziantep as a sub national body to cover the South East.

The meeting covered XB operations but AFD is also the main coordination body for Turkey urban refugees. AFAD requested to have INGOs sending information on their operations. INGOs raised concerns about sharing information as agreements are not finalised yet.



Shelter task force: headed by IOM who is the only partner working on shelter in SE. This TF will take the lead in developing guidance and support assessment to identify needs for support to shelter in urban/per-urban settings, as well as possible responses. BPRM launched call for CN and shelter is included (link to call for concept note shared with sector members).

Action point 17.01.2016	Timeframe and responsibility	STATUS
1.1. Share written update on verification	As soon as available – Sector leads	
1.2. Share SE tools with BNWG	23 January 2017 – Sector leads	
1.3. Sector leads to follow up on Gzt meeting with AFAD by meeting with AFAD in Ankara	By the next WG meeting – sector leads	
1.4. Share coordination structures with sector members	23 January 2017 – Sector leads	

3. Update on winterization

IOM is taking the lead as co-chair of the Winterization TF. Note that the Taskforce is based in the SE with National coverage. To date, 34,000 HH were assisted (26% of the original target, but there were some issues with targeting figures). The TF will finalise the PDM form shortly. The last winterization TF meeting discussed the issue of targeting to reduce overlap. The TF will hold a workshop in April to assess the programming.

UNHCR asked whether there were any thoughts about a repeated cash transfer to HH if harsh weather persists. This will be discussed within the TF, noting potential challenges with funding.

Some partners are still awaiting permission to implement winterization activities. ASSAM will distribute NFI as well as vouchers. Winterization 4Ws should be sent this week.

For 2017, the planning process for winterization should start in July.

SE asked whether the group was looking at country-wide targets for winterization.

Action point 17.01.2016	Timeframe and responsibility	STATUS
2.1 IOM to look at the possibility of having country-wide targeting for winterization	By the next winterization TF meeting – IOM	

4. Finalisation of the Basic Needs Sector WG in Ankara work plan, including reporting requirements; (40 min)

The template of the work plan was presented. It is organised around the Basic Need monitoring framework of the 3RP. Activities under the RMRP will also be added but at a later stage. The rationale of the plan is to



complement the operational work that will be done at the sub-national level, by supporting partners and activities through policy, evaluation, standard setting, etc., with an understanding that some operational work is occurring at Ankara level, e.g.: country-wide programming (ESSN and Winterization).

Partners are expected to provide inputs to the work plan as follows:

Action point 17.01.2016	Timeframe and responsibility	STATUS
3.1 Add a reporting column on the work plan template and reshare with partners	19.01.17 – sector leads	
3.2 Partners to provide additional details on the activities that they will implement Partners will list their name in the appropriate columns (C and D)	All sector partners by 25.01.17	
3.3 Once all inputs are received, the plan will be compiled and circulated back to the group for final check before sharing with STF	All sector partners will receive the consolidated work plan by 31 January – feedback expected by 3 February.	

5. Update on ActivityInfo: presentation of the database and proposed next steps

The database for ActivityInfo is almost finalised and includes all the indicators included in the M&E with the agreed degree of disaggregation. Partners are requested to nominate one focal point, preferably per partners for those who are participating to several sectors, for ActivityInfo. This focal point will participate in the training sessions organised by the IM Working Group and will be responsible for reporting through the tool. People with M&E and/or reporting background would be the best fit.

The 3RP dashboard will be extracted from the data submitted through ActivityInfo. Sector leads to clarify with IM Working Group whether this can also replace 4W reporting.

Deadline to report for January through AI: **10th February 2017**.

Action point 17.01.2016	Timeframe and responsibility	STATUS
4.1 Nominate one ActivityInfo focal point per partner	25.01.17 – all partners	
4.2 IMWG to confirm whether AI will replace 4W reporting	25.01.17 – sector leads	



6. Update on ESN

From the project pilot in Ankara and Sivas: 589 HH were approved and 390 picked up their cards on Dec 29. Cash was uploaded on 30 December 2016.

There will be a country-wide upload at the end of January.

As of 13 January: 116,919 HH applied; approximately 84,678 were assessed; 28,809 found eligible under the ESN criteria.

It was suggested to include a briefing on the ESN at the next STF.