

Basic Needs Working Group Amman - Jordan

Meeting Location	EMOPS room, UNHCR - Khalda	Meeting Date	2nd september 2019
Co-Chairs	Elizabeth Barnhart (UNHCR) Rima Kabrilyants (UMR)	Meeting Time	14:00 – 15:00 hrs.
Minutes Prepared by	Saud Al-sakr (UNHCR)		
Purpose of Meeting	Basic Needs Monthly Meeting		
Agencies attending	Action Against Hunger, ANERA, CALP, CARE, Caritas Germany, Caritas Jordan, ICMC, ICRC, IOCC, IOM, LWF, Maydan, MEDAIR, NICCOD, Right to play, TDH Italy, UMR, UNHCR, UNICEF, WFP and World relief Germany.		

1.) Summary of action points

No.	Action Point	Focal Point / Organization	Time frame
1.	Reminder for monthly updates of refugees and resilience data on Activityinfo and Financial tracking system (FTS)	All members .	On a monthly bases
2.	Activityinfo training for anyone needing it, Please send an email with your organization's participants.	UNHCR Saud Al-sakr Alsakr@unhcr.org	9 Sep 10:00 – 11:30 am

2.) Session Summaries

Item	Discussion
Last meeting minutes approval	August 2019 minutes approved by the group.
Introduction of new Coordination Associate	<p>UNHCR new Coordination Associate: For any inquires BNWG members can contact new Coordination Associate Saud Al-Sakr:</p> <ul style="list-style-type: none"> • Email: alsakr@unhcr.org • Phone: 0791109873
ActivityInfo briefing:	<p>ActivityInfo presentation:</p> <p>UNHCR information management officer from coordination unit gave a presentation on ActivityInfo which included the below points:</p>

	<ul style="list-style-type: none"> • For monthly updates, data should reflect the number of transactions, not just the new additions to the month. • Partners should make sure the required the data is added to the right field (monthly, annually, individuals or household). • For any inquiries on ActivityInfo members can send an email to Saud Al-Sakr alsakr@unhcr.org. <p><i>*Presentation attached with the MoM for more details.</i></p> <p>Activityinfo Training Details:</p> <ul style="list-style-type: none"> • Date: 9 oct 2019 • Time: 10-11 • Location: UNHCR office
<p>Gender age marker training</p>	<p>GAM online tool: Protection WG focal point (Kendra Hughbanks) gave a Presentation on the Gender age marker tool and held an interactive session to fill out the GAM tool for new projects.</p> <ul style="list-style-type: none"> • The link for the tool is : https://iascgenderwithagemarker.com/en/home/ <p><i>*Presentation attached with the MoM for more details.</i></p>
<p>CaLP survey</p>	<p>CaLP survey for the required courses in Jordan: CaLP requested BNWG members to fill survey for requested courses in Jordan created by CaLP. Link for the survey: https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.surveymonkey.com%2Ffr%2F7VWV6YY&data=02%7C01%7Cnawayseh%40unhcr.org%7Ceea459da228a475a58b508d7310ff020%7Ce5c37981666441348a0c6543d2af80be%7C0%7C0%7C637031816830655619&sdata=32%2BhNU%2BbrP9YTgX2gHyYpwt0pzGNcqIkAkVnmpfxldU%3D&reserved=0</p>

List of Participants

Name	Organisation	Email	Phone No.
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Next meeting is on 7th October 2019 in UNHCR 14:00 - 16:00 – Khalda, EMOPS room

