

Basic Needs Working Group Amman - Jordan

Meeting Location	EMOPS room, UNHCR - Khalda	Meeting Date	2nd March 2020
Co-Chairs	Elizabeth Barnhart (UNHCR)	Meeting Time	14:00 – 15:00 hrs.
Minutes Prepared by	Saud Al-sakr (UNHCR)		
Purpose of Meeting	Basic Needs Monthly Meeting		
Agencies attending	ICMC, Caritas Jordan, IOM,UMR ,NICCOD, MEDAIR,TDH Italy ,UNHCR,UNICEF , ICRC,CARE, Anera, JRS,and CALP.		

1.) Summary of action points

No.	Action Point	Focal Point / Organization	Time frame
1.	- Share the sector matrices template with the partners to add their planning inputs in term of 3RP.	UNHCR / Saud Al-Sakr	2-10 Mar 2020
2.	- Establish a task force to follow up the 2020 MEB for the basic needs.	All partners.	April 2020

2.) Session Summaries

Item	Discussion
Last meeting minutes approval	- February 2020 minutes approved by the group.
Welcome and introduction.	- Basic needs sector chair welcomed the participants – round table of introductions.
JRP & 3RP (ISWG, sector response matrices.)	<ul style="list-style-type: none"> - UNHCR information management officer gave a presentation about the appealing and structure of JRP and 3RP, highlighted the difference among them in addition to describing the process of filling the sector matrices and the relevant actions in order to share it during the donors respective conference. The template was shared with the partners in this regard. - The main purpose for this is to figure out the UN agencies and INGOs contribution to the overall JRP needs, and for each partner -to

	determine to which project they plan to contribute and to and the budget available for the project.
Minimum Expenditure Basket (MEB)	<ul style="list-style-type: none"> - A presentation was conducted by the UNHCR CBI officer about the MEB, the presentation focused on the MEB calculations, and the contents (Utilities, food water...). - Attendants agreed to use 2019 MEB as a base for 2020 MEB - Attendants also agreed to establish a sub taskforce to work on the MEB for 2021, the main data source will be VAF and they will check about the market price, this exercise will be conducted during April to May 2020, and by finalized by June.
Winterization 2019-2020	<ul style="list-style-type: none"> - UNHCR Winterization PDM has been finalized, and a presentation was conducted by UNHCR VAF coordinator about the PDM structure, components and findings, highlighting on the joint market assessment which was conducted by Caritas Jordan, IOM and UNHCR, eligibility criteria and blocking on RAIS. - A template was also shared with the taskforce on the joint PDM
BSWG Co-chair	<ul style="list-style-type: none"> - UNHCR basic needs chair has announced that according to results of co-chair election Ms. Kathrine Smalley from IOM become the new co-chair for the basic needs sector.

List of Participants

Name	Organisation	Email	Phone No.
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Next meeting is on 6th April 2020 in UNHCR 14:00 - 15:00 – Khalda, EMOPS room