

MINUTES OF MEETING

Title of meeting	Cash Working Group (CWG)
Date & time	20 Mar 2014, 2.30 pm
Location	UNHCR Beirut, Lea Building 1 st floor
Objectives	Support CTP in the response to the Syrian refugee crises in Lebanon
Facilitator /Chair	Charlie Higgins, UNHCR / Isabelle Pelly, SCI
Minutes taker	Isabelle Pelly, SCI
Participants	List included at the end of the minutes
Item 1. Update from targeting task force (TTF) Anna Leer, UNHCR	<ul style="list-style-type: none"> • TTF tasked with coming out with a plan for tiered targeting (and segmentation of the population) based on agreed upon economic vulnerability • Question is how to define economic vulnerability, using existing tools & the burden score. TTF is defining where they can use existing information as a strong predictor of vulnerability, and where house to house visits are necessary to assess particular types of vulnerability • The refinement of these tools has involved FGDs across the country to understand how poverty and economic vulnerability is manifested in reality • Findings so far show that very high burden scores are a strong determinant of very high vulnerability. This is a break-through as means that a certain % (approx. 8%) of h/h can be identified immediately just based on the PROGRES data. This would enable roll-out of cash to most vulnerable from early May • However, where the burden score is less high, the margin error increases. Therefore to avoid exclusion errors, a number of specific categories would require household visits (= 'safeguard profiles'), using a refined questionnaire currently being developed by the TTF. The safeguard profiles will be shared with the WG. This revised questionnaire (to be completed by 1st May) would enable gradual inclusion of additional households into the cash assistance programme from July onwards. • TTF has consulted WB targeting specialists, and experts from UNHCR HQ to support development of observable, reliable indicators that do not rely on self-reporting. The recommendation from WB is therefore to conduct house to house visits for verification, rather than conduct verification at (re)registration where info cannot be checked. • First set of recommendations will feed into programme for UNHCR; but the framework should be the entry point for multiple organisations to

Item 3. Update from agencies on the work they are leading on:

a. Minimum Expenditure Basket (MEB) revision Cécile Barriere, Solidarités International

provide cash assistance

- MoSA offered to share the NPTP selection questionnaire (as was previously done during the VASyR) but have not yet shared the ‘formula’ used to translate the indicators into a targeting methodology
- Request from TTF to UNHCR management to continue the NFI assistance until cash is fully rolled-out (exact end date for NFI distributions in kind to be specified)
- Lack of clarity on how ongoing WFP-led verification process interacts with the targeting process
- UNHCR suggested that the cash amount would be 180 to 200 USD (based on budgetary constraints). Suggestion by CWG chair that the decision will take place in the MEB task team and then taking back to the broader CWG
- Recommendation from ECHO that TTF should already be thinking about how to continuously verify vulnerability over time. Response from Anna was that the TTF are currently working on disaggregating the indicators which are ‘permanent’ and those that are likely to change over time.
 - TTF to share questionnaires and findings of FGDs with CWG at next meeting
 - MEB task team to make proposals for assistance package for highly vulnerable by the next meeting
- Review of MEB ongoing based on data from multiple agencies
- Initially 6 regional MEBs were developed, and this was then averaged into a national MEB
- Proposed composition (based on cross-checking with expenditure patterns) was shared with sector WG leads (some info still pending)
- Current average MEB = \$625 in summer (= 7 months); \$835 in winter to include stoves, fuel, blankets (= 5 months); NB: this is not final!
 - Food: still needs to be cross-checked with WFP as prices monitored differ from MFB;
 - NFIs: Composition has been harmonised by NFI WG;
 - Shelter: MEB based on average expenditure regardless of type of shelter, weighted according to % of population residing in each type of shelter;
 - Legal-stay related expenditures: expenditures for the renewal of the legal stay permit (paid every year after one year by refugees above 15 years of age) to be added to MEB, while the advocacy with the Government to waive / lower the requirement will continue.
 - Other expenditure: based on expenditure patterns and national averages

Discussion:

- Question raised again on difference between average expenditure and minimum expenditure; the absolute minimum will need to be considered in the design of the assistance package
- Legal Aid: suggestion this should be kept outside b/c no way of identifying who will actually be paying it; recommendation from CWG chair to keep it in as the decision on whether to cover it can be made when the assistance package is determined
- Caution required when MEB is communicated externally given this is higher than the NPTP (although acknowledgement that this is mainly because rent is included in MEB)

b. Market assessment

Maureen Philippon,
ECHO & Martina Iannizzotto,
ACF

- ECHO has taken over recruitment of the market assessment consultant through its internal process
- ToR have been reviewed with a prime focus on assessment, but not on the set up of a market monitoring system as this will be led by the M&E task team

c. M&E Framework

Burgen Belltawn, IRC & Ciara Noone, ACTED

- ToR sent round to prospective consultants over the last week; some potential candidates
- IRC & ACTED reached out to agencies to ask for their M&E contacts; some still missing
- Heidi Gilert (DfiD Cash Advisor) will be in Lebanon from 1st April and will be supporting on the M&E work
- Charlie Higgins updated group on two other pieces of M&E work ongoing which should link in to this work: Winterisation PDM; Newcomers PDM (NFI, cash and food)
- Request from sector WG leads to input into the M&E framework when consultant is here
 - [Agencies to provide M&E focal point details to Burgen Belltawn for M&E framework consultancy](#)

d. Accountability & Comms

Jerome
Seregni,
UNHCR &
Rami
Beirkdar,
CARE

- 3 sub-groups in the Accountability and Mass Communication (AMC) team; outputs will be one package (inclusive of IPs, OPs and different modalities in use based on mapping of actors)
- Mass communication: Strategy & guidelines being developed; expected outputs: recommendations & checklist for compliance
- Accountability: Using existing forms in country & CaLP handbook; benefitting from WVI Accountability consultant; expected outputs: checklist to enable identification of gaps within organisation & guidelines to enable gaps to be addressed
- Feedback and complaints mechanism: Draft doc under review, based on best practices; expected outputs: Checklist; guidelines with recommendations; standard database format to be developed
- Data protection guidelines: Overview of what already exists; and identification of implementation problems (esp. re data sharing); expected outputs: checklist & standard documents
- Timeline: 4th April drafts to be shared; 11th April = request for feedback; 18th of April = finalised documents

Discussion

- Charlie Higgins presented the proposed message to share with winterisation beneficiaries with the last card loading; this needs to be endorsed by UNHCR programmes and also used by winterisation Implementing Partners
- Presentation of INQAL (Inter-Agency Questions and Answers on Services & Assistance in Lebanon); need to develop Q&A on cash in Lebanon; discussion on whether Q&A format is the best, Jerome confirmed this is appropriate given this is 2-way communication
- Question raised on whether CSC cards should be 'recovered' centrally post winterisation, in order to not raise expectations. This was not seen as feasible but there is a clear need for a central repository of information linking card numbers to beneficiaries
 - Message to be sent to beneficiaries with last winterisation cash transfer to be shared with Implementing and Operational Partners
 - Jerome to share template for Q&A with CWG core group
 - CWG core group to develop initial Q&A by 1st April
 - UNHCR to liaise with CSC and other CSC contract-holding agencies to ensure that last winterisation payments are spaced out; and ATMs where there is particularly high demand are adequately refilled
- Ian Heigh presented the focus of his piece of work on the "Development of Recommendations for the Operational Set-up to Optimise the Multi-Actor Provision of Unconditional Cash Grants to Registered Syrian Refugees in Lebanon as part of RRP6."

**Item 3.
Presentation from
Avenir Analytics
on the operational**

set-up

Ian Heigh
(Avenir
Analytics)

- This will address 5 key questions: What should the CTP for, who gets it and what is the scale?; How should the CTP delivered (process and tools)?; Who should be responsible for each activity?; Which mechanisms, tools and pre-conditions are already in place and working or under development?; What are the priority gaps that need to be closed in the short and medium term and how is this done?
- Focus on registered Syrian refugees, but looking at entry points for unregistered refugees
- A meeting will be held with the CWG core group on 7th April to present initial findings; and final recommendations will be presented on 23rd April (TBC)

Item 4. Review / Research:

a. Winter PDM

Charlie
Higgins,
UNHCR

- Update from UNHCR that data from the first round of PDM has been analysed, but the report has not yet been written. The written report will be a compilation of the first and second round of PDM. The second round of PDM will start week of 24/03.

b. Winter Cash Study

Francesca
Battistin, IRC

- The questionnaire for the IRC-led winterisation study has been circulated to the CWG core group for comments
 - [Comments on the IRC winterisation study to be sent to Francesca Battistin by Monday 24th](#)

c. MSNA

Ciara Noone,
ACTED

- The MSNA chapters on cash and NFIs have been merged, with other cash sections appearing in other relevant MSNA chapters (i.e. food security & shelter). The draft chapter will be circulated early in the week of 24th for rapid feedback.

Item 5. Cash for Work

- A brief discussion was had on the elements that the CWG would like to see addressed in harmonised Cash for Work guidelines. These include harmonization on: beneficiary selection (including minimum age standards); payment rates & frequency; number of hours of work per day; means of payment; operational set-up (e.g. municipality or self-organised); host community involvement; types of activities recommended; involvement of female beneficiaries.
- A specific request was also made to look into the legal implications of engaging Syrians in Cash for Work
- At present, agencies known to be doing CFW are: IRC, ACF, Save the Children, AVSI & UNDP. These agencies will be consulted in the

development of guidelines.

- CWG Core group to develop outline for CFW guidelines and consult with active CFW agencies for inputs

Item 6. Formalisation of existence/membership of 'cash core group' WG co-leads, Charlie Higgins, UNHCR & Isabelle Pelly, SCI

- The membership of the CWG core group was finalised, and now includes: ACTED (Hart Ford); CARE (Rami Berikdar); ECHO (Maureen Philippon); IRC (Francesca Battistin); Save the Children (Isabelle Pelly); Solidarites (Cecile Barriere); UNHCR (Charlie Higgins); UNHCR (Ivan Vuarambon); WFP (Susana Moreno); WVI (Juliet Lang); Red Cross (Azim Noorani); OCHA (Yannick Martin).

Item 7. AOB & Next Meeting

- No other business raised. Next meeting will be on Thursday 3rd April at 2.30pm

Follow-up action	Who	By when
<ul style="list-style-type: none"> ● TTF to share questionnaires and findings of FGDs with CWG at next meeting 	Bronwyn Healy (DRC)	03/04/14
<ul style="list-style-type: none"> ● MEB task team to make proposals for assistance package for highly vulnerable by the next meeting 	Cecile Barriere (Solidarites)	03/04/14
<ul style="list-style-type: none"> ● Agencies to provide M&E focal point details to Burgen Belltawn for M&E framework consultancy 	All cash agencies	
<ul style="list-style-type: none"> ● Message to be sent to beneficiaries with last winterisation cash transfer to be shared with Implementing and Operational Partners 	UNHCR and winterisation Ops	End of March
<ul style="list-style-type: none"> ● Share template for INQAL Q&A with CWG core group 	Jerome Seregni (UNHCR)	24/03/14
<ul style="list-style-type: none"> ● CWG core group to develop initial Q&A 	CWG core group	01/04/14
<ul style="list-style-type: none"> ● UNHCR to liaise with CSC and other CSC contract-holding agencies to ensure that last winterisation payments are spaced out; and ATMs where there is particularly high demand are adequately refilled 	Ivan Vuarambo	End of March
<ul style="list-style-type: none"> ● Comments on the IRC winterisation study to be sent to Francesca Battistin 	CWG core group	24/03/14
<ul style="list-style-type: none"> ● Develop outline for CFW guidelines and consult with active CFW agencies for inputs 	CWG core group	03/04/14

Key contacts

Name	Title	Organization	Email	Phone
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List of Participants

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