CTPWG Core Group – MINUTES OF MEETING

Date & time	7th July 2014 9-11.30
Location	UNHCR Beirut, Lea Building 2nd floor
Facilitator/Chair	Tom White (SCI)
Participants	Thomas White (Co-Chair CTPWG), Juliet Lang (Senior Cash Advisor Loreto Palmaera (UNHCR Cash Programme), Yannick Martin (OCHA), Rami Beirkdar (Operating Partner, CARE), Charbel Habib (WfP Programmes) Absent: Francesca Battistin (Alternative INGO Representative – IRC), Andrea Berardi (Implementing Partner, DRC), Dr. John Murad (MoSA)

Review of previous meeting MOM and follow up tasks

Tom White

Minutes endorsed with no amendments.

Follow-up	Who	By when
Send a reminder/follow-up email to the non-present members of the core group	Juliet	8th July

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Agenda 1:

Validation of amended TOR and revision of meeting schedules and constituency

TOR for core group amended to stress constituents and include more sector engagement. Need the validated TOR to be endorsed. Comments were invited but the group ultimately endorsed without comments.

Discussion about the number of meetings which was previously recommended to move down to once per month at Beirut level. Currently Qoubayat CTWG functioning, T5 is getting there. In the Bekaa nothing has continued following a couple of initial meetings. Some discussion was initiated about the need for field level meetings and about how often the CTWG should be meeting.

In recognition of the need to find a platform for interested agencies to participate in a practical and open forum while the roll out of the new cash programmes are happening, it was suggested that we do not increase the frequency of the larger WG. Ad hoc meetings proposed on the operationalisation of cash programming. This could involve the real nuts and bolts of cash programming including one card, data management etc with only the agencies with current confirmed funding; ICRC, Care, SI & SCI.
 Charbel to book a meeting for 2 hrs for the one card – Juliet has proposed a 2 hr meeting on operationalisation following this meeting for the broader details.

Discussion on the makeup of the cash core group. Rami raised that some constituents being represented by Care have raised that there should be an election for the rotating Co-chair position. Tom stated the position of SCI with regards to giving up the rotational seat which was that SCI were happy to either hand over or stand aside an allow fresh elections whilst not standing since SCI has been holder of the post for over one year. It was agreed that Juliet will send an email to all members of the CTWG to judge interest

in the position so an election can be held.

It was however noted by Tom that with the formation of the cash consortium, it might make sense for the cash consortium to have an independent seat at the cash core group meeting.

Juliet initiated a discussion about how to define level of power and delegation of Chair, co-chair and technical advisor positions. The issue is how much authority do we give to the chair, co-chair and technical advisor to act on behalf of the members of the core group and therefore the CTWG. It is agreed that the non-voting members can push things forward that are discussed in the meetings, but not start any new initiatives without the other core group members.

Follow-up	Who	By when
Organise cash operationalisation meeting following/before one card meeting for current cash partners	Juliet & WFP	18th July 2014
Send email to all partners to judge interest in the Co-Chair of the CWG	Elena (Juliet)	11th July 2014

Item 3.

List request/sharing and maintenance

Juliet

UNHCR: 23,000 HHs have been pulled onto the list. UNHCR have taken their 7,000 HHs. Each field office have been allocated their numbers. The cards are being embossed with the case numbers. First upload should be 25th of August, regardless of which card should be used.

Data sharing agreements. Care and SI's are awaiting signing. SCI need to give feedback. Recommendation is that cases be allocated centrally, then agencies will be asked to coordinate with their field bases. From UNHCR's perspective, the field office is made aware of the exact caseload and case management issue then by the 2nd Thursday of every month when a consolidated list should be sent back to Beirut - specifically to Marc with a copy to ICT of all 'assigned' cases. By the 4th Thursday of every month, this is then pushed up to RAIS for viewing. You can only plan to implement once the list is sent to Beirut.

Until the PMT is ready, each field office for UNHCR has been allowed flexibility as to how to add the 1,000 extra HHs. If a HH with a pre-identified vulnerability is within the 10% of the bio-index there is no need for any HH assessment and UNHCR will only do for those outside the 10% bio-index. Tom & Rami mentioned that it was suggested by ECHO that for unregistered that have been identified using the shortened PMT – 3 months of support pushing them to register and for registered that after 3 months they should be referred onto the 1000 HHs a month UNHCR is adding. Agencies to share the shortened questionnaire for UNHCR's reference to see if field offices would also consider using this while the full HH assessment is being prepared

Follow-up	Who	By when
Share the shortened questionnaire	Rami/Tom	10th July

Item 4. **10% slot for referrals**	Each field office for UNHCR has been told to identify partners to do the HH visits for the PMT. They are currently looking for these partners. The list was sent to UNHCR field bases. They are now checking if these cases fall within the 10%. If it is for protection, there is protection budget for one off support outside the cash assistance budget. If the protection cases fall within the 10% then we should instantly include them. Loretto stresses that a large part of the unconditional cash programme is coordination. UNHCR will only give one month notice if people are no shows, compared to WFP who give a three month no show window. If we use the bio index and they were previously excluded in the burden index, they would still go in based on the bio-index. Rami suggests having a backup list for people that do not show up, then they should be prioritised for inclusion in future dates. UNHCR will call all HHs to verify and invite them to distribution. Rami suggests that no shows are highlighted on RAIS to allow other agencies to potentially target them at a later date. **Follow-up** / **Who** / **By when** Loreto to share with field offices and IM team proposed RAIS list for 'no-shows' / Loreto / 20th July
Item 5. Mapping on cash delivery mechanisms (ATM Locations) – Juliet	Discussion about who is the one to map the various things such as ATMs. There are different options to do for areas with no ATMs. Eg Arsal and Wadi Khaled. One option is to load the BLF cards with food, or through 2 baskets, one free one for food, or alternatively give those caseloads to NGOs who have more flexibility and are able to work in such areas, eg SCI in Wadi Khaled. The issue of BLF cards being swallowed was discussed however Charbel informed the group that BLF cards get returned and can't be swallowed. **Follow-up** / **Who** / **By when** Take the lead in the mapping of ATM machines, against the caseloads. / Yannick / 18th July Get recommendations on dealing with the banks and submit to the Cash Core group members / Tom / 11th July

Item 6.	**Targeting task team** – There needs to be a point person on the targeting task force as no one is taking on the position of chair. It has been requested to them that they formalize their leadership. Final draft of ID form ongoing. Referral mechanisms are ongoing. The Protection working group has agreed to support on the mapping and review of current referral mechanisms. This is linking in with the Social Safety Net system with WFP.
Task team updates	
Juliet	

There is a **Winterisation task team**, which is looking at targeting and identification criteria and is attended by NFI, Shelter & Cash representatives. The PDM for winterization has still not been undertaken. IRC are close to releasing their winterization elevation report. This will be end of July.

SMEB and MEB has been signed off on. **SMEB task team** has been asked to compile the winterization MEB too.

KDS is finalising the initial market survey for the **Market task team**.

M&E Task team will hopefully finalize the interagency PDM this month.

Operational Task team – One card moving ahead. One piece of work still floating is the system or instrument to do information management. What is the data analysis system to use?

AMC task team with no confirmed chair as the current chair (Jerome) is too busy. Likely a meeting on Tuesday the 8th of July. AMC task team in need of support from other agencies.

Follow-up	Who	By when
Invite participation on the AMC Task team	Juliet	11th July 2014

| Cash Actor Map - Tom | Discussion about how to use the 5W and the usefulness of it. On Activity Info multi-sector cash was first being reported under food and is now being reported under NFI. This can make for confusing information. There was a discussion about whether OCHA can map out cash in Lebanon like REACH do in the field and present at Working Groups. Discussion needs to be on whether to use the CaLP cash Atlas or 5W. There was overall consensus that moving to the CaLP cash Atlas might be a better approach, then present the mapping during each Working Group to feedback to participants and increase the likelihood of accurate reporting.

The CTWG will do the first cash atlas to avoid asking agencies to repeat their work. What lines match between the 5W and the cash atlas – Yannick, Juliet, IM team and Elena will work on this.

Another piece of mapping also needs to be supported with the mapping of ATM points and cash delivery options overlayed on the beneficiary details. This has been done within some programmes and it was again suggested that OCHA and REACH could support in this. |
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Follow-up	Who	By when
Talk to the IM WG to bring up how to Map 5W matrixes and present at Working Group	Yannick	21st July 2014
Which lines match up between the 5W and the Cash Atlas to see how the first mapping can be done easily	Jannick, Juliet, Elena	21st July 2014
Send an email to all agencies regarding the cash atlas for CaLP. This will be how we report on Cash.	Tom	11th July 2014
Mapping for ATM points and cash delivery mechanism	Tom/Juliet/Yannick	21st July 2014

Next Meeting	Next meeting will be held on **Monday 21st of July at 9am** in LEA building

TASKS OVERVIEW

NEW tasks from actual CWG meeting:

Follow-up / Task	Who	by When
Send a reminder/follow-up email to the non-present members of the core group	Juliet	8th July
Organise cash operationalisation meeting following/before one card meeting	Juliet & WFP	18th July

Follow-up	Who	By when
for current cash partners		
Send email to all partners to judge interest in the Co-Chair of the CWG	Tom (Juliet	11th July
Share the shortened questionnaire	Rami/Tom	10th July
Loreto to share with field offices and IM team proposed RAIS list for 'no-shows'	Loreto	20th July
Take the lead in the mapping of ATM machines, against the caseloads.	Yannick	18th July
Get recommendations on dealing with the banks and submit to the Cash Core group members	Tom	11th July
Invite participation on the AMC Task team	Juliet	11th July
Talk to the IM WG to bring up how to Map 5W matrixes and present at Working Group	Yannick	21st July
Which lines match up between the 5W and the Cash Atlas to see how the first mapping can be done easily	Yannick, Juliet, Elena	21st July
Send an email to all agencies regarding the cash atlas for CaLP. This will be how we report on Cash	Tom	11th July
Mapping for ATM points and cash delivery mechanism	Tom/Juliet/Yannick	21st July 2014

REMAINING tasks from actual CWG meeting:

Follow-up / Task	Who	by When
Ensure other UN agencies are comfortable with OCHA representing their interest - Others to check. UNICEF were in agreement.	Juliet/OCHA	25th June
Engage with other sectors to encourage participation (e.g. task teams) - Ongoing activity	Juliet/Elena	Mid-July