

**Basic Needs Working Group
Syrian Refugee Response in Jordan**

Meeting Location	UNHCR Khalda office – Executive Room	Meeting Date	17.02.2015
Chair Person	Volker Schimmel –UNHCR, Roger Dean- NRC	Meeting Time	15:00-16:30
Minutes Prepared by	Angeliki Panagoulia		
Purpose of Meeting	Basic Needs Meeting		
Next meeting	Monday, 2nd of March (every two weeks)		

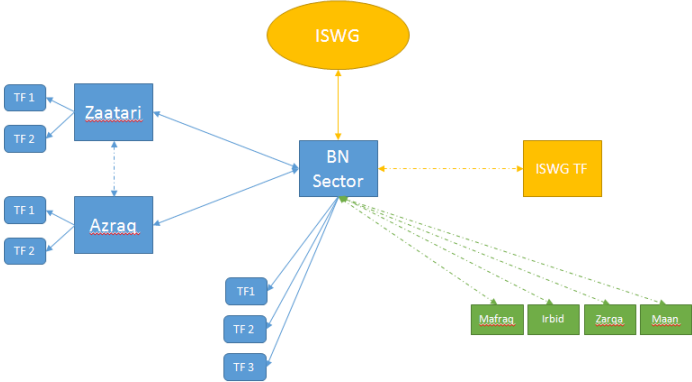
1.) Summary of action points

Number of action point or discussion	Action point	Focal Point / Organization
1.	Basic Needs TORs- comments by partners by the 2 nd of March	Volker Schimmel –UNHCR, Roger Dean- NRC
2.	Basic Needs Work plan- comments by partners by the 2nd of March	Volker Schimmel –UNHCR, Roger Dean- NRC
3.	Monthly interactive dashboards- feedback/ suggestions	Volker Schimmel –UNHCR, Roger Dean- NRC, Angeliki Panagoulia-UNHCR
4.	Clarification on the VAF Sector tree	Volker Schimmel –UNHCR

2.) Attachments and References

Documents	Location	Contact Person
Basic Needs TORs v.0		Angeliki Panagoulia- panagoul@unhcr.org
Basic Needs Work plan v1.		Angeliki Panagoulia- panagoul@unhcr.org
ISWG Work plan		Angeliki Panagoulia- panagoul@unhcr.org

3.) Minutes

Item	Discussion
Basic Needs TORs and structure	<div> <ul style="list-style-type: none"> On the 2nd of February the Basic Needs Workshop took place in Amman, accommodating more than 20 participants including representation from Azraq and Zaatari. Based on comments and feedback from partners during the workshop a first draft of the TORs was prepared. The purpose of the TORs to streamline the objectives of the group, the obligations of the participants and the linkages with other fora and Task groups such as the WGs in the camps, area based coordination meetings and the VAF team. In addition, as part of our objectives for this year BN will work in close cooperation with other sectors such as Protection, Shelter and Food Security and will try to link the refugee and resilience response by focusing on the operational site of the response in order to deliver better. At this point, the attribution of the authorities hasn't been finalised yet. BN differentiates from other sectors because a line mister hasn't been appointed yet. As for Zaatari camp, the meeting might take a different form so to be more inclusive; brainstorming on a trip-partisan approach (UNHCR-NRC-WFP) where discussions related to vouchers will fit in. Also, it is important for the camp technical teams to work closely with the WG. An updated TOR for the camp group will be drafted by colleagues in the camp. </div> <div>  </div>

	<ul style="list-style-type: none"> ➤ TORs to be shared for comments and feedback
Work plan	<ul style="list-style-type: none"> • The draft Work plan was presented to the participants. • Clarification related to the Cross checking: cash agencies use an off line process of comparing beneficiaries. Each time there is a new list of beneficiaries is sent around the focal points for cross checking. If cases are present in other agencies list they flag it in 72 hours and then further action is taken – most of the times duplication were removed. This system has its limitations. Alternative to this system is the tool developed for winterization: RAIS winterization module; the interface allows agencies to paste the cases and check against what they provide. The toll will generate a table showing who is receiving assistance and for how long. Need for a similar system was flagged in the workshop – whether it should be expansion of existing system or a new one is under discussion. • Key elements identified as priorities for the up-coming weeks/ by end of February: <ol style="list-style-type: none"> 1. Discussion on the standardization: Levels of assistance (cash) – includes inter-sectorial work on MEB- Packages (NFI)- Duration / replenishments: <u>We can initiate the discussion and bring the issue to the ISWG but this is something that needs to be seen with other sectors plus VAF through ISWG.</u> 2. Consolidation of SOPs: Stock-taking of SOPs and discussion on which ones need to be updated, revised, added or removed. To look into: What has been done so far? What is missing? Where are the gaps? 3. Sharing best practices Develop separate calendar for best practice sessions (“BN public lecture series”). Anyone who has something to share (PDM) 10-15 min for presentation and discussion at the next meeting. 4. Technical support to other sectors. Explore with other sector chairs how much guidance and/or technical support is required. Suggestion to have a Task Group to shared good practices with Shelter Sector. In addition, discussions on the banks might fall under this Task Group. 5. VAF: Need for regular updates / presentations on VAF, particularly as it interfaces with BN projects (joint assessments, standards of assistance, needs assessments). Regular information and updates from the VAF team. Next step how other organisations feed into this process. Findings from the modelling to be shared and verified. <ul style="list-style-type: none"> ➤ Information on the VAF can be found here: http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=69
ISWG Retreat main points	<p>Common Processes identified by the ISWG as priority areas for 2015</p> <ul style="list-style-type: none"> • Promotion of Inter-sector linkages • Consolidate Coordination processes and structures; Strengthen Capacity of Coordinators

	<ul style="list-style-type: none"> • Complete NGO co-chairing arrangements of sectors/urban coordination • Mainstreaming Gender • Inter-agency strategy development / Contingency Planning • Vulnerability Assessment Framework • Impact Assessment • Coordinated Needs Assessment System • Referral Networks • 4Ws; Monitoring and Reporting; Activity info • Financial Tracking on inter-agency appeals • Advocacy • Donor engagement at the sector/inter-sector level • Ad hoc Task Forces: Informal Tented Settlements ; Winterization • Prevention of Sexual Exploitation and Abuse (PSEA) <p>Areas considered crucial, but require further discussion before inclusion in work-plan:</p> <ul style="list-style-type: none"> • Community engagement; at the sector, programme and project levels, as well as in specific location coordination fora. • Clearer direction for engagement with JRP in general; including how the Needs Assessment for refugees will be developed for 2016. <ul style="list-style-type: none"> • Reporting Calendar: deadline for the reporting of activities is the 8th of each month-for achievements of the previous month).
--	---

AOB	<ul style="list-style-type: none"> • Feedback from VAF A meeting among members of the BN WG and the VAF team took place on Mon. 9th. The objective of the meeting was the finalisation of the sector tree. What was agreed at the meeting will be used for modelling – pilot phase. All elements and comments that were brought by partners were included. The family size and dependency ratio is part of all sector trees. Regarding the reliance on negative. The grouping was not self-evident as it might appeared; ex. selling properties. It will be revised as part of the pilot. The legal status was included in the indicators even if the verification exercise will swift things. Next steps: testing and join revision of the findings. If other agencies have data is available to be shared for validation purposes. Results of VAF need to be contrasted and compared. <u>Clarification</u> on the dependency ratio and how it is calculated to be provided by VAF. • Announcements: Winterization TF meeting next week to share updates and discuss pending interventions. Next step: the final TF meeting at the end of March where we can develop lessons learnt and already define standards and recommendation for 2015. Costing in mid-year. • Request for sector approval: Regional research that looks into the impact of unconditional cash and if it can mitigate against negative copying strategies. Concept note of the assessment to be send, feedback and comments by Wednesday.
Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 16.30.