

Basic Needs Working Group Amman, Jordan

Meeting Location	Executive meeting Room UNHCR Khalda	Meeting Date	22.05.2017
Facilitator	Elizabeth Burnhart (UNHCR) Fabiana Maffei (PU-AMI)	Meeting Time	2.00– 4.00 pm
Minutes Prepared by	Ruba Saleh (UNHCR)		
Purpose of Meeting	Regular/Monthly Meeting		

1.) Summary of action points

No.	Action Point	Focal Point / Organization
1.	Urban coordination referral pathway to be shared with BNWG members	Myrat Muradov / Ruba Saleh
2.	A UCA Task Force, which began in March, will pick up again under the leadership of the BNWG co-chair (PU-AMI). The Task Force will provide an update regarding the UCA discussion in the next BNWG meeting in July.	Fabiana Maffei (PU-AMI)
3.	Basic Needs partners to share their inputs to be included in the highlights by the eight of each month	Ruba Saleh (Salehru@unhcr.org)

2.) Session Summaries

Item	Discussion
UNHCR presentation on Urgent Cash Assistance (UCA).	<ul style="list-style-type: none"> - Urgent Cash Assistance (UCA) is one of the tools UNHCR use to assist Persons of Concern (PoC) who approach UNHCR office with various serious and urgent issues and problems. - Urgent cash assistance is provided on exceptional basis, as most cases are dealt with by exploring other alternatives through internal referral (referral to other units at UNHCR) or external referral (referral to other NGOs). - UNHCR receives cases referred by other NGOs through sector coordination meeting and using the established referral pathways. - The UCA SOP is reviewed and revised every 6 months. - UNHCR staff use RAIS and proGress (UNHCR databases) to cross check the cases for possible duplication, although it may not affect the need for UCA. The data can provide insight on case profiles and trends in the refugees' community. - Approved cases receive either 100 JD, 150 JD or 200 JD. The amount of UCA provided depends on the case management decisions conducted by UNHCR community services staff. UCA is meant as a one-time assistance by UNHCR, however based on the case vulnerability and eligibility, UCA might be provided multiple times.

	<ul style="list-style-type: none"> - In 2017, UNHCR changed the modality of providing UCA from cash in hand to using the Common Cash Facility (CCF). UCA is delivered to the vulnerable cases within 24-48 hours - Following the presentation of UNHCR. The BNWG agreed to create a Task Force led by the BNWG (headed by co-chair PU-AMI) and include representatives from the Protection Working Group. The objective is to identify practices, create standard definitions and draft guidelines for UCA, which will be used as a reference for humanitarian assistance partners providing urgent or emergency cash.
Update on MEB 2017 review.	<ul style="list-style-type: none"> - The Review of 2017 MEB is ongoing. Some sectors already provided their input and the remaining sectors will share their feedback by early June. Harry Brown (MEB focal point) will share the consolidated data with Inter Sector Working Group (ISWG) for validation by end of June.
Update from Inter-Agency coordination /New Sectors Dashboard	<ul style="list-style-type: none"> - The Inter-Agency Coordination launched a new sector dashboard that provides information related to the eight sectors of the refugee pillar and the four area-based coordination: Mafrqa urban, Irbid urban, Zaatari camp and Azraq camp. The dashboard can be accessed through the following link: http://scs.raisunhcr.org/default.aspx - The Dashboards will be updated every month on the tenth, after the reporting of the partners on activityinfo on the eighth. The dashboard for each sector is divided into three sections: <ol style="list-style-type: none"> 1) Priority indicators and sector general info: This section shows the achievements against their respective targets for each of the key indicators chosen by the Basic Needs sector. 2) Beneficiaries reached with Mapping and filtering: the visualised data is extracted from activityinfo; partners who miss the reporting deadline will not see their input in the dashboard. The filters in the dashboards allows for filtering by Month, Partner, Population/Location and Age/Gender. 3) Sector highlights: This section allows sectors to show their most important activities during the reporting month and serves as an exchange of info platform to other sectors. Basic Needs partners are welcome to share their input with Ruba Saleh (Salehru@unhcr.org) by the eighth of each month.
AOB.	<ul style="list-style-type: none"> - The Next BNWG meeting to take place on Monday 3rd of July from 2.00 pm to 4.00 pm at the UNHCR EMOPS conference room.

List of Participants

Organisation	Name	Email
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