**Minutes of the Cash-based Interventions Meeting**

**15 December 2015 / Gaziantep**

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| **Issues** | **Discussion** | **Action points/ responsible** |
| * **Introduction**
 | ***Opening remarks:***UNHCR Head of Sub-office thanked Co-Chair WFP for facilitating the establishment of the working group (WG) and stressed the important achievement of having CARE working as technical Co-Chair, which will lead to increased synergy between agencies and the UN.  | UNHCR Head of Sub-office |
| * **The CashCap Roster (Cash and Markets Capacity Building) – Learning from Technical Experts**

**PPT Available** | ***Background***A WG on cash and markets was established in November 2013 and through consultations within this WG a deficit was identified at organizational level and within the humanitarian architecture. Based on difficulties of finding skilled staff in the Syrian response, there was a need for a specialized roster. Following these discussions, ECHO expressed an interest in funding the roster. Ms Miles provided a presentation, of which the key points were:* Overview of the ‘theory of change’ – a comprehensive process, followed by the establishment of a Steering Committee.
* CashCap split across three levels: 1) technical/operational; 2) coordination; 3) strategic level - working with national governments and policy.
* CashCap will be deploying technical personnel in emergencies and experts might be hosted by one agency, or multi-agency.

***Mission**** Experts deployed on short-notice
* Strengthening the capacity of the sector to promote cash transfers in emergencies
* Accountability toward affected populations
* An inter-sectoral tool

***Deliverables to date**** Funding received from ECHO in June 2015
* Two Steering Committee meetings with UN and NGO agencies held
* CaLP is Technical Adviser
* ECHO and DFID observers to the Steering Committee
* Criteria now defined: scale of emergency; of humanitarian needs; limited availability of capacity; sustainability; working with local staff and structures; potential impact of deployed experts; availability of skilled CashCap individuals
* By end-2016 will have 15 Roster Members - senior practitioners and a Rapid Response Team who can also offer strategic support. Already have eight Roster Members who have accepted.

**Long-term objectives*** There is a skills gap within this sector. To address this, CashCap plans to recruit junior staff, use a mentoring process, including dual missions and capacity building initiatives.
* To increase capacity and skills of individuals from different technical backgrounds. Initially 12 people targeted for mentoring process.

**Questions*****WFP:*** ***Can you describe your experience working with the eight experts that have been deployed?***The first requests for experts came early December 2015 and two people are going to work with FAO for three month mission in Nigeria, possibly extending to six months. We have been contacted by many agencies but no other requests as yet. This is a new initiative and we expect more requests in coming months.We have recruited technical experts, some have managed cash market working groups. However it is challenging to secure availability for people. To address this we will potentially place roster members on fixed term contracts. ***UNICEF - NRC have a lot of tools on market surveys. Do you have experience of market studies in middle income countries?***CashCap is not going to be developing specific tools. This is an inter-agency collaboration***GOAL – Can you clarify who is eligible of DFID –sponsored training and explain the application process for this?***We will have 60 people at the training. Any individual can apply as long as they have “organizational buy-in” – e.g. can they be released from post in order to attend the training in February and May 2016. We are encouraging staff from Horn of Africa to apply, due to the regional focus. ***WFP - How can CashCap capture all of the lessons learned at field level to inform programs.*** Appreciates this is very important. Need to work closely with experts travelling to different areas and need to ensure missions are clear. At each Steering Committee meeting, we need to cover lessons learned. In addition, within the roster, we will have a learning event to build a community of practice among the experts – for information sharing. | NRC, Linn Bogsnes Miles |
| **Accountability of Affected Populations during Cash-Based Assistance****PPT available** | **Summary of AAP**An active commitment by actors and organizations to use power responsibly, being held account to the people we seek to assist. We are able to engage with and listen to individuals and use information to shape programming to achieve the best result for the people we are assisting. There is a commitment to AAP at the top level of humanitarian coordination. **Covering five pillars:**1. Leadership and governance;
2. Transparency;
3. Complaints and feedback;
4. Participation;
5. Design monitoring and evaluation.

***Information provision**** Traditional information sharing
* Trying to implement a two-way function of information provision
* Overview of the principles: timely; relevant; clear; accessible
* Outlines the key information, through five key messages
* Programmatic information to be shared: encouraging information sharing with the affected community, particularly if plans or projects change
* Different methods of information-sharing
* Highlights the importance of participation

***CFM**** Outlines the differences between a *complaint* and *feedback*
* Actors have a responsibility to process and analyse both
* Various mechanisms to gather feedback

**Questions*****UNICEF - Links between accountability to beneficiaries and risk analyses / do no harm?***There should be a mechanism for individuals to make contact safely. Data collected will be very personal. Request feedback from them to respond. When sharing CFM make it clear how follow-up will be managed***Feedback methodology? Are there standardized responses to complaints?***Per sector we could look at having a common message/response to feedback. However, if it is a complaint, this requires a deeper organizational response***STL were requested to share any best practice:**** Trying to compliment different information channels. Establishing refugee committees, from different backgrounds, working with them for a long-term, trying to reach the most vulnerable populations.
* Also have a complaints mechanism.
* Calls for a platform for agencies to share issues and challenges and learn from each other.

***UNHCR:*** There is a need for all of us to engage and use a participatory approach with PoC. ***CARE:*** Establishing an accountability system and framework can be overwhelming for agencies. It is important to find an entry point that is feasible for organizations. Some minimum standards would be helpful, a phased approach to enable organizations to set targets. **Action** - Suggestion from the group about potential AAP working group. Possibly a session on AAP within the existing working groups as a cross-cutting issue.  | WFP, Sarah Mace |
| **Validation of:****CBI TWIG ToRs****CARE as Co-Chair of the CBI TWIG** | Co-chairs are WFP and UNHCR and Technical Co-Chair is CARE. ***Background***The group came from discussions in the Food Security Working Group and a need for a more coordinated approach to cash-based interventions.NFI has changed in the past 12 months, from in-kind/seasonal toward cash-based interventions. Therefore there was a need for an overarching coordination structure.The Vulnerability Sub-working Group was established and now functional. During the first meeting, WFP and UNHCR Co-Chaired and IOM has recruited Yousef Ali to support. Suggestion for a rotational Technical Co-chair on a yearly basis.***Review of ToR***Drafted by WFP, circulated and inputs received from Co-chairs. During the meeting, the ToRs were reviewed in a collaborative process. **Key highlights from discussion:*** CBI WG should provide technical guidance and support
* This forum should be where we can review the overarching 4Ws, to increase coverage and address gaps
* Potentially include planned versus actual distribution within the group (Vanessa’s point)
* Group should analyse cash based interventions and feed information into the IA data collection system, holding organisations into account
* What kind of exit strategy is in place? There is a need to harmonize existing or future government initiatives and involvement of these stakeholders
* Coherence – within sectors e.g. cash for basic needs, food security. What about cash for multi-purpose, which is almost an emerging sector
* The group could also enable us to come up with new options for modalities.

***Suggestions from participants**** Need for increased knowledge management and sharing of information
* We need to stress that cash is the modality and cross-cutting over sectors
* UNHCR suggested an information management officer to collate/process information and to strengthen visibility of activities. Suggestion for a quarterly factsheet, supported by the UNHCR Reporting Officer.
* Need for clarity on roles of co-chairs, particularly of the Technical Co-Chair
* Clarify what the geographical coverage is for the group? Starting in SET with expansion to wider. But, CARE calling for national focus of the WG.
* Need to revisit roles and responsibilities
* Need to review meeting schedule and hosting could be on a rotational basis between Chairs.

UNHCR Head of Sub-office mentioned ‘Activity Info’ – a coordination platform for agencies. Further information will be shared during the Inter-Agency Coordination Meeting on 17 December. CARE as Technical Co-chair – suggests circulating call for other agencies to volunteer and on a rotational basis. | WFP, Katie Inglis |
| * **Closing remarks**
 | The ToR will be shared electronically for further inputs. During the next meeting, the work plan for the next six months will be discussed and an agenda established. The Co-Chairs thanked all presenters and participants.  | UNHCR |
| * **ACTIONS**
 | * Suggestion from the group about potential AAP working group. Possibly a session on AAP within the existing working groups as a cross-cutting issue.
* Technical Co-Chair - circulate call for other agencies to volunteer. This could be on a rotational basis of one year

**Meeting participants:** IMC, UNDP, CONCERN, DRC, ASAM, RSC, WHO, RI, IOM, WHH, CARE, IMC, IRC, UNICEF, UNFPA, WFP, STL, IBC, BIG HEART, COSV, MERCY CORPS, JICA, SDL, IMPR, ACTED, GLOBAL COMMUNITIES  | UNHCR |

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| **The next Cash-based Interventions WG meeting will be held** **on the XXX at XX at the UNHCR Conference room****Contact person Mr. Vito Trani email** **TRANI@unhcr.org****XXX** |