



Inter-Agency
Coordination
Turkey



South East Turkey (SET) Basic Needs WG Meeting Minutes Thursday, 8 February 2018, 11:00hrs, UNHCR SO-Gaziantep

Chair(s): Hilary Bowman (UNHCR) / Bahodur Umarov (WFP)

Participants: Marc Herzog (WHH), Apolonia Morhaim (WFP), Christopher Bender (UNHCR), Hanifi Kinaci (TRC), Imad Hossein (Care), Burak Demirci (TRC), Hakim Bakir (UNHCR), Sinem Gokhan (UNHCR), Gamze Budak (IMAAR), Dina Morad (WFP), Bulent Ozturk (TRC), Hamzah Khamis (UNCHR), Bilal Alswaha (Concern), Mohammad Almasri (IOM), Muhammad Hariri (IOM).

Agenda	Discussion	Action Points
Welcome and introduction	<p>Chair(s) welcomed group participants. The minutes from the previous meeting were endorsed. Action points were reviewed as follows:</p> <ol style="list-style-type: none"> 1. UNHCR will share the invitation for the Shelter Workshop of 7 February. COMPLETED 2. WG coordinators to share Basic Needs WG Work plan for comments/inputs. COMPLETED 3. WG coordinators to share monthly and quarterly dashboard for feedback on content. COMPLETED 4. WG coordinators to share guidance on cash reporting. PENDING 5. UNHCR to check if they can support the additional caseload for winterization in Şanlıurfa. COMPLETED. 	<ul style="list-style-type: none"> • WG coordinators to compile CBI indicator guidance with guidance from other sectors • BN WG members to revert with feedback on dashboards. Deadline: Ongoing/As required
Update on Winterization task force (PDM tools)	<ul style="list-style-type: none"> • Draft PDM tools discussed at Winter TF on 24 January. • Final comments to be received by Friday, 9 February. • Next Winter TF on Tuesday 13 February, final PDM tool to be endorsed. Partners are asked to ensure attendance from their respective M&E units as the discussions will be around technical issues. • WFP and UNHCR will confirm if they can provide an assistance in analyses of collected data and preparation of PDM report. 	<ul style="list-style-type: none"> • BN WG members/Winter TF members to share inputs for PDM tools. Deadline: 9 February. •
Update on Shelter	<ul style="list-style-type: none"> • Shelter Workshop, co-facilitated by UNHCR, IOM, Care was held on Wednesday 7 February with over 30 participants. 	<ul style="list-style-type: none"> • IOM to revert on availability for Shelter meeting week of 12

<p>Workshop of 7 February 2018.</p>	<ul style="list-style-type: none"> ● Main content of the workshop: <ul style="list-style-type: none"> ➤ Presentations on Shelter terminology, minimum urban shelter standards, and cross-cutting issues (LH, Prot) ➤ Findings of inter-agency report on Shelter and CARE shelter report ➤ Linkages to other sectors, Informal housing ➤ Shelter response modalities in Turkey to-date ➤ Roles, responsibilities, gaps and needs of five stakeholders: Local authorities, donors, implementing agencies, private sector, beneficiaries. ➤ Decision Tree on shelter programming ➤ Minimum Standards, SOPs and other tools required. ● Next Steps of Workshop: Finalize Decision tree and SOPs for Shelter Programming. ● Required engagement with other sectors: Livelihoods, Protection ● Suggested meeting of relevant partners, week of 12 February to create initial draft. ● Advanced drafts to be presented at next BN WG, 8 March for comments, inputs. 	<p>February. Deadline: 12 February</p> <ul style="list-style-type: none"> ● Advanced drafts of decision tree and SOPs. Deadline: 8 March ● Shelter decision tree and SOPs to be finalized. Deadline: 19 March 2018
<p>Basic Needs Sector Indicator Guidance</p>	<ul style="list-style-type: none"> ● WG coordinators shared work on indicator guidance completed to-date ● BN sector guidance to be finalized and compiled in parallel with other sector indicator guidance notes ● Cash reporting guidance will be extracted. ● CBI TWG will further discuss reporting of “emergency cash” for clarification. ● Indicator guidance: definitions, numerators, reporting structure ● Activity Info 2018 will be launched soon, notification to follow. ● Partners asked to share details of relevant users who will require access to AI for reporting purposes. 	<ul style="list-style-type: none"> ● CBI TWG coordinators to update BN WG members on conclusions re: Cash reporting. Deadline: 8 March (BN WG) ● WG coordinators to share indicator guidance note for comment/feedback. Deadline: 12 February. ● BN WG Members to provide feedback/comments on indicator guidance. Deadline: 26 February. ● BN WG members to revert to UNHCR with names of AI users. Deadline: Ongoing/As required
<p>AoB</p>	<ul style="list-style-type: none"> ● UNHCR requested BN WG partners to update their Contingency Stocks on Activity Info. 	

Next Meeting: SET Basic Needs Working Group: Thursday, 8 March @ 11H00 – 12H30 UNHCR Sub-Office Gaziantep.