



Inter-Agency  
Coordination  
Turkey

## Basic Needs Working Group

### Meeting Minutes

<b>Time &amp; location:</b>	17 January 2019, WFP İzmir Meeting Room, Ankara
<b>Chaired by:</b>	Ahmet Ünver (UNHCR) and Line Rindebaek (WFP)
<b>Participants:</b>	Hanifi Kinaci (TRC), Kemal Pehlivanlı (IOM), Gonca Savas (WFP), Berivan Erbil (UNICEF), Anastasiya Stelmakh (ASAM), Ceylan Tunca (UNFPA), Neeraj Malhotra (UNICEF), Ayman Sallawy Alhalb (TRC), Miresi Busana (GIZ), Else Kirk (GOAL), Özgür Savaşçioğlu (UNHCR), Sahnur Soykan (WFP), Hiba Hanano (WFP)
<b>Agenda:</b>	<ol style="list-style-type: none"><li>1. Welcome &amp; Introductions</li><li>2. Revisiting: Terms of Reference</li><li>3. Quick Review of National BNWG Meetings in 2018</li><li>4. Feedback on Working Group Performance in 2018</li><li>5. 2019 BNWG: Workplan, Activities, Focus</li><li>6. Services Advisor</li><li>7. AOB</li></ol>



AGENDA POINT	DISCUSSION	ACTION POINTS
Welcome and introductions	<ul style="list-style-type: none"><li>• UNHCR&amp;WFP chairs welcomed working group members</li><li>• New UNHCR Basic Needs WG Coordinator introduced himself. Contact information of both chairs were shared.</li><li>• The meeting agenda was introduced and accepted without changes</li></ul>	
Revisiting: Terms of Reference	<ul style="list-style-type: none"><li>• Terms of Reference document of Basic Needs Working Group was reviewed. Objectives, responsibilities of the working group and procedures were presented.</li><li>• Members were reminded that most recent version of the ToR was updated in November 2018.</li><li>• Members were informed that ToR will be translated to Turkish and shared with members in coming months.</li></ul>	<ul style="list-style-type: none"><li>- BNWG <b>ToRs</b> link will be shared /w members</li><li>- BNWG ToR in Turkish will be shared /w members</li></ul>
Quick Review of National BNWG Meetings in 2018	<ul style="list-style-type: none"><li>• A presentation was made reviewing the 2018 BNWG meetings emphasizing key highlights.</li><li>• Six meetings were held in 2018: February, April, June, July, September, and November. July was a joint meeting with LHWG</li><li>• In 2018, transition from BN to LH was a significant agenda point, and it was revisited in several meetings.</li><li>• Shelter Guidance Document, Basic Needs Indicator Guidance Notes, Duplication Matrix by TRC were the standardization tools which were developed</li><li>• Inter-sector M/E (3RP end of year report) and Municipal Support Report (through the STF) were created</li><li>• Members agreed on receiving a list of links for all the documents shared in 2018</li><li>• Members were consulted for their feedback on Working Group Performance in 2018. Members discussed that:</li></ul>	<ul style="list-style-type: none"><li>- List of links for all of the documents shared throughout 2018 will be shared /w members</li></ul>



	<ul style="list-style-type: none"><li>○ BN and LH joint meeting in July was fruitful, several issues were discussed such as vulnerability matrix, obstacles on accessing labor market, communication channels within and between sectors etc. Linkages between two sectors should be worked on in 2019.</li><li>○ It was suggested and agreed to have a separate ad hoc BN and LH sector thematic meeting focused on transition related issues as seeing as these cannot effectively be covered in a regular BNWG meeting. It was tentatively agreed to plan for this meeting to take place in March pending LHWG preference.</li><li>● Sharing further feedback was encouraged via email or phone following the meeting.</li><li>● Members were informed that BNWG performance survey will be carried out in February.</li></ul>	Members to share with coordinators feedback on 2018.
BNWG 2019	<ul style="list-style-type: none"><li>● Members were informed that BNWG Work Plan would be revised and shared with WG members before next meeting.</li><li>● Focus and Activities were briefly introduced, considering that national members were already familiar with the planning phase and objectives.</li><li>● Share of resilience component increased compared to refugee component in 2019, in line with development strategy and municipal support</li><li>● The 2019 Key Refugee Component Activities were presented, new indicators <i>Provision of food assistance within TACs</i> and <i>Provision of food assistance within host communities</i> were introduced.</li><li>● Members were informed of a planned half day training on food security indicators as well as on the livelihoods coping strategy index which is open for BNWG members in Ankara, İzmir, Gaziantep and Istanbul. The trainings will take place during February and March.</li><li>● The 2019 Key Resilience Component Activities were presented.</li></ul>	Members to share with coordinators feedback on capacity development and training needs



	<ul style="list-style-type: none"> <li>• Members were consulted on how to increase inputs for upcoming meeting agendas. Plans to follow a thematic focus for BNWG meetings going forward were shared and members responded positively.             <ul style="list-style-type: none"> <li>○ <i>Environment and gender mainstreaming thematic focuses are discussed and tentatively agreed</i></li> <li>○ <i>It was commented by members that: there was limited access to WASH and Shelter, yet specifically in SE there currently was a need for these activities. Reason for decreased activities in the field should be looked into in coming meetings.</i></li> <li>○ <i>There could be specific agenda points for updates from other cities</i></li> </ul> </li> <li>• Members were informed that BNWG Indicator Guidance Notes will be shared with WG members</li> <li>• Timing and cycle of the meetings were discussed, there was no request for a change</li> </ul>	
Services Advisor	<ul style="list-style-type: none"> <li>• Coordinators briefly mentioned the purpose and function of services advisor, and kindly requested that organizations updated their data.</li> <li>• It is anticipated that as part of the early joint efforts of BNWG and LHWG to map out livelihoods opportunities at municipality level, Services Advisor will be the main platform. It is expected that the initial mapping exercise will be finalized in the coming 6 months. Services Advisor is therefore a tool vital for the BN to LH transition process.</li> <li>• Members requested for a 10 minutes introduction on how to use “Services Provider” for the next meeting.</li> </ul>	<ul style="list-style-type: none"> <li>- Members inform their organization to keep data up to date on Services Advisor</li> <li>- Coordinators to arrange for an introduction to Services Advisor.</li> </ul>
AOB	<ul style="list-style-type: none"> <li>• In order to provide sustainability to response, and proper strategy development and planning for transition from BN to LH sector of individuals, presence of ISKUR to meetings was requested by member. WFP Coordinator informed that ISKUR would be a vital part of BN to LH transition process; ISKUR’s participation would be fruitful once transition plan materialized more.</li> </ul>	



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	<ul style="list-style-type: none"><li>• WFP Coordinator informed that, parallel efforts of major actors were analyzed in this process and resources based mapping was being worked on.</li></ul>	
	<b>Next meeting: 21 February 2019, UNHCR Cinnah Office, Meeting Room 1</b>	