



Inter-Agency  
Coordination  
Turkey

## Basic Needs Working Group

### Meeting Minutes

<b>Time &amp; location:</b>	27 February 2017, UNHCR Office, Ankara
<b>Chaired by:</b>	Hilary Bowman (UNHCR) and Dina Morad (WFP)
<b>Participants:</b>	Hilary Bowman (UNHCR), Dina Morad (WFP), Gonca Savas (WFP), Selman Kesgin (TRC), Asad Mehdi (Qatar Charity), Erekle Koplatadze (IOM), Nozomi Hashimoto (WFP), Elif Saka (ASAM), Amina Arabi (GIZ), Elif Elci Carikci (UNFPA), Tomoko Nishino (UNDP), Sahnur Soykan (WFP)
<b>Minutes prepared by:</b>	Sahnur Soykan (WFP)
<b>Agenda:</b>	<ul style="list-style-type: none"><li>○ Welcome and introduction</li><li>○ Schedule of BNWG 2018 <b>Priorities and plans for 2018 – Participant inputs–</b></li><li>○ Endorsement of 2018 Work Plan –</li><li>○ Nomination of NGO representative for STF</li><li>○ Shelter Workshop Outcomes</li><li>○ Winter TF update – (Update on PDM, #s reached)</li><li>○ Basic Needs Indicator Guidance note</li><li>○ Beneficiary cross-check proposal</li><li>○ AOB</li></ul>



AGENDA POINT	DISCUSSION	ACTION POINTS
Welcome and introductions	Chair(s) welcomed group participants.	
Schedule of BNWG 2018	<ul style="list-style-type: none"> <li>• BNWG meetings are planned to take place every other month in Istanbul and Ankara as follows:               <ul style="list-style-type: none"> <li>○ Ankara: Bimonthly/Third Thursday</li> <li>○ Istanbul: Bimonthly/Second Monday or Tuesday (TBC)</li> </ul> </li> <li>• As Tuesdays are difficult to attend for WFP AAO, Coordinators will consider an alternative date by combining both ESSN TF and BNWG meetings on the same day within the last week of the month.</li> <li>• BNWG SET (Gaziantep) is scheduled to take place monthly on 2<sup>nd</sup> Thursday of the month.</li> <li>• In Izmir, although there is no separate BNWG, there is Inter-sector WG which takes place on 1<sup>st</sup> Friday of every month and covers themes that are cross cutting all sectors.</li> </ul>	
Priorities and plans for 2018 – Participant inputs	<ul style="list-style-type: none"> <li>• Qatar Charity: Distributed winterization and food items. So far have not been part of 3RP. No reporting on ActivityInfo. (Will have bilateral meeting after the meeting)</li> <li>• GIZ: BN activities are usually conducted as side activities. Vocational trainings are provided. Employment project, some NGOs have difficulties to obtain work permits.</li> <li>• IOM: Started cash assistance for winter and basic needs (-one of?) this month. NFI distributions? Assistance for shelters.</li> <li>• UNFPA: Hygiene and dignity kits are decreased as ESSN is widespread (it will phase out- distribution of maternity kits will continue, as well as the remaining kits of the last year)</li> </ul>	LH actors/sector coordinator may be invited to next meeting in April.



	<ul style="list-style-type: none"><li>• WFP: ESSN, Nationwide 1.3 million in 2018. As of today 1.2 million supported. (In-Camp) HH visits. SASF allowance for the most vulnerable.</li><li>• UNDP: They will provide info later.</li><li>• ASAM: NFI distributions with UNHCR, UNICEF projects at EU offices. According to self-reliance, ASAM is decreasing NFI distributions.</li><li>• TRC: New field offices in nine cities for outreach and M&amp;E activities. In April 2018, the aim is to reach 1.3 million ESSN beneficiaries. The next step is to increase the HH visits, outreach and M&amp;E activities.</li><li>• UNHCR: Programming will remain in line with 2017. Shelter pilot project is due to be concluded soon in Mardin. An evaluation of the pilot project will inform how UNHCR will proceed in shelter interventions. Winterization Assistance has been concluded. PDM will inform internal discussions on whether winter assistance will be conducted for 2018/9.</li></ul>	
Endorsement of 2018 Work Plan	<ul style="list-style-type: none"><li>• Shared with participants in December 2017 for inputs and comments. None received.</li><li>• It was shared with Istanbul BNWG for any specific lines relating to Istanbul activities. No inputs were received.</li><li>• It will be circulated one last time as there is some new participants in the WG group. If no inputs, work plan will be accepted as endorsed.</li></ul>	QATAR and TRC will look at it and get back by Friday, 2 March.
Nomination of NGO representative for STF	<ul style="list-style-type: none"><li>• Syria Task Force (STF) includes sector coordinators and Agency representation. Each sector nominates an NGO to attend also. Last year (2017) it was ASAM representing Basic Needs.</li><li>• There was no NGO representation in 2016. It started last year.</li><li>• BN sector needs to inform which NGO will represent the sector for 2018.</li></ul>	ASAM will confirm by Friday whether they would like to continue this year. Nominations can be sent by Friday, 2 March. UNFPA is supporting ASAM's nomination.



Shelter Workshop Outcomes	<ul style="list-style-type: none"><li>• Shelter Workshop took place on 7 February 2018 in Gaziantep.</li><li>• Presentations on Shelter terminology, minimum urban shelter standards, and cross cutting issues (LH, Protection)</li><li>• Findings of inter-agency report on Shelter and CARE shelter report.</li><li>• (Next steps) Finalise SOPs with additional tools: MoU, technical requirements etc. and decision tree to be shared with partners to support shelter programming.</li><li>• Working draft to be presented at SET BNWG on 8 March with aim of finalizing documents by mid-March.</li><li>• Engagement with other relevant sectors: Protection, LH for inputs/guidance</li><li>• Final documents will be shared throughout BN WGs</li></ul>	Presentation of the workshop will be shared.
Winter TF update – (update on PDM, numbers reached)	<ul style="list-style-type: none"><li>• Three agencies: IOM, UNICEF, UNHCR through their implementing partners (+IPs)</li><li>• PDM to start on Wednesday, 28 February 2018. Final survey questions will be shared on Tuesday, 27 February 2018.</li><li>• Both qualitative and quantitative methodology will be applied: Agencies are responsible for quality data, data translation and consolidation of information.</li><li>• Issue to be resolved surrounding local authority permissions for IPs to collect data relevant to PDM. To be followed up trilaterally by IOM, UNICEF and UNHCR.</li></ul>	
Basic Needs Indicator Guidance note	<ul style="list-style-type: none"><li>• Guidance prepared to clarify the parameters of reporting against BN indicators</li><li>• Shelter – cash-for-shelter, tents, cash-for-rent may have overlap with Protection cash for rent</li><li>• Transport: Adiyaman camp transport by IOM only.</li></ul>	Guidance will be shared for comments: Deadline for comments: Friday, 9 March.



	<ul style="list-style-type: none"><li>• Cash- for BN outcome only. Pending: CBI guidance note from CBI TWG, including emergency cash (is used for various purposes by the agencies that doesn't fall under regular assistance in the programme)</li><li>• Hygiene and dignity kits. Also included in Protection reporting. Need for clarity on the distinctions for reporting. Support to municipalities: reporting to be done at the end of project, upon completion. Narrative reporting on a quarterly basis will allow progress updates as required to show scope of work being undertaken.</li></ul>	
Dashboard – Activity Info Indicators	<ul style="list-style-type: none"><li>• Previously Dashboard was produced on a monthly basis. This year it's been decided to produce quarterly dashboards including numerical/AI updates and narrative content. <b>Reporting into AI must continue on a monthly basis.</b></li><li>• In the next meeting IM colleague will provide more details.</li></ul>	(Hamzah Kamih's contact info will be shared.) Hamzah F. Khamis   Information Management Officer Skype: hamzehkhamis Cell: +90 (536) 870 76 35 Email: khamish@unhcr.org
Beneficiary cross-check proposal	<ul style="list-style-type: none"><li>• Previously UNHCR proposed to expand its winter cross-checking to regular non-ESSN BN activities to see if there are any duplications.</li><li>• A simple cross-checking database will be hosted by UNHCR (not to own the data or have any role in decision making) to flag any duplication on beneficiaries</li><li>• Including Data: 99 numbers, province, district, type of assistance (regular cash, one-off cash, cash-for-shelter, NFI), period (past and completed, current/planned)</li><li>• Proposed quarterly updates. Organisations will only have access to their own data.</li><li>• Duplication: both/relevant parties will be notified and they follow up accordingly. UNHCR has no role.</li></ul>	SoP will be shared with the simple matrix. Deadline TBD. If there is a feedback



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	<ul style="list-style-type: none"><li>• In December it was suggested that organisations have internal discussions to decide on interest and ability to engage. No feedback has been received since.</li><li>• Proposed to start with Basic Needs interventions only as a pilot. Could potentially be rolled out to other sectors according to their need/interest.</li><li>• Level of duplications is not known. A pilot may highlight whether there is a need for such.</li></ul>	
AOB	<ul style="list-style-type: none"><li>• The next BNWG will take place on the third Thursday of April.</li></ul>	