CBR-TWG Meeting Minute  
Monday 18 July 2016, 11am-1pm  
SCI Antakya  

Minute taker: Apple C.

**Agenda:**
1. Introductions and agenda overview  
2. Next month’s meeting and welcome to the new interim coordinator!  
3. Updates from Partners – any key updates, challenges or issues that agencies would like to share with the group  
4. Presentation of 4Ws data and feedback from partners  
5. Update from the MEB group  
6. Market Monitoring Update  
7. Mid-year Review of Work Plan and key priorities for the next few months  
8. AOB

**Present:** Joel Chrisco (IRC), Nathan Kennedy (GOAL), Veerle Schouten (ACTED), Moyra Mahari (Concern), Daniel Mlenga (FAO), Naeem Karsly (CRS), Ed Fraser (People in Need), Mazen Sharabati (People in Need), Obaida Haj Hussain (Violet), Shahem Shbib (Big Heart), Nihad (SCI), Jenny Weatherall (SCI), Ayu Alkhaki (IRC), Norma Fawakhirjy (REACH), Apple Chaimontree (SCI)

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<th>Agenda</th>
<th>Update/progress</th>
<th>Follow-up actions</th>
<th>By when/who?</th>
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<td>Updates from partners</td>
<td>Apple deployed as an interim coordinator.</td>
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| | **People in Need update on Aleppo:**  
Challenges in Aleppo city. Activities are on hold to make sure that the beneficiaries are safe. PIN, working through partner, can share the updated information of the situation on the ground. | Hosam to contact PIN for update information on the ground that can be useful for the market monitoring. | Hosam |
| | Prices have gone up rapidly. Food prices are doubled.  
There are mixing notes on the availability of food.  
Entering the city is informal and unpredictable. City council is considering putting the cap on the price but not sure if that is feasible. Availability is unpredictable.  
Hawala is functioning on occasional basis. | Apple to circulate the guideline for appropriate assistance to Hard to Reach and Besieged Areas to the members | Apple |
| Update from GOAL:  
GOAL is exploring E-voucher system with a new supplier, and hope to pilot in the next couple of months (a small 6- |  |  |  |
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<td>month pilot). GOAL will share information to anyone that may be interested.</td>
<td>Members to fill information in all required columns (red text). For exchange rate, please use the organisational exchange rate for that particular month.</td>
<td>All members</td>
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<td>Mercy Corps to update on their modality in the next meeting. SCI to share experience on using smart card modality from Jordan.</td>
<td>Agreed monthly deadline for 4W: 8th of every month. Hosam will send out a reminder a week earlier.</td>
<td>Hosam</td>
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| **4W presentation** | **Challenges:**  
- Incomplete data  
- Duplication of data - INGOs and their implementing partners reporting the same information | **Sharing of information:**  
- Consolidated matrix to be disseminated to the members  
- Update information from other clusters to be shared in the meeting (for this month they will be disseminated with meeting minute) | Apple and Hosam |
| | **Improvements and changes needed:**  
(1) The word ‘project’ is misleading as members implement projects across different locations. Project in the 4W means ‘activity’, and it should not be used to confuse the term project that NGOs usually use.  
(2) Analysis needs to demonstrate impacts, including  
- No. of household reached per sector  
- No. of household reached per modality  
- Forecast of activities for the next three months  
- Range of transfer value of different types of modality  
- Total cash amount going into a sub district; in relation to total population size  
(3) Other sources of information from other cluster should be shared with the members.  
(4) Members report that some of the village names are different than the one they have and/or non-existent in the 4W drop-down menu. | Hosam to discuss with other IMO on the list of villages. | |
<p>| <strong>MEB</strong> | Surveys from Syria are still coming in until the end of this week. Next week, the analysis will start and should be ready by the next meeting for discussion. | The task group will have a meeting next week. It has to make sure that other clusters are involved, especially FLS and WASH. | |</p>
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<td>USD. GOAL is collecting information on possible impacts. Information should be available at the end of the month. Other members comment that it would be good to look at what the differences would be in providing cash in USD and voucher in USD; as well as the capacity of big and small NGOs in providing cash assistance in USD.</td>
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<td>Market Monitoring</td>
<td>REACH shares results in notes and the full report will be ready in a few days to be disseminated. Members request if REACH could also provide the analysis of the changes in prices – what trigger the changes (e.g. seasons, areas, exchange rate, etc.); including the assessment of the capacity of the market. However, REACH is currently overloaded. Perhaps a consultant can help with the analysis.</td>
<td>Apple to identify gaps in the analysis (what the working group want to know) and discuss with REACH. This could include the research on the foreign currency as mentioned above as well.</td>
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<td>Capacity building</td>
<td>The group discussed about future training that need to focus/exploring on training opportunities inside Syria and training in Arabic (CaLP 1 training in Arabic). One suggestion is to have a ToT training who could later on deliver training in Arabic (training materials need to be translated as well).</td>
<td>Apple to contact CaLP</td>
<td>Apple</td>
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