**CASH WORKING GROUP**

**Meeting Minutes**

**22 January 2016**

**Attendant organizations**

ACTED, UNHCR, World Vision, OCHA, WFP, ICRC, ADRA, DCA, SCI, METTA

**Minutes**

**A/ CWG priorities for 2016**

The attendants agreed 2016 CWG priorities to focus on preparedness activities.

The key activities below were identifies:

1. 4W

The 4W matrix has been finalized.

Action points: The 4W will be piloted with one active iNGO of the CWG. After updating it based on the pilot observations, the 4W will be sent to members to complete it at township level.

(Focal point: Norwin Schafferer - February)

1. Develop standard operation procedures

SOPs will be developed to identify the different actions to be taken during an emergency related to potential cash transfers interventions as well as the related timeframes, responsible stakeholders and CWG internal and external coordination needs.

Action points: Set up a specific CWG meeting to draft the SOP.

(Focal point: Masae Shimomura, Norwin Schafferer – February/March)

1. Cash amounts

Update the multipurpose cash basket values when relevant and at least in April, before the cyclone season.

Action points: Provide the details of calculations for the food basket value, the hygiene kits value, livelihood grants and the MRCS shelter kits. Provide updated daily wages for CFW activities.

(Focal point: Masae Shimomura - April)

1. Capacity building

While lots of trainings related to CTP have been organised by different agencies (CaLP, iNGOs, etc.), key stakeholders didn’t have access to the trainings either because most of them where rolled out in Yangon or because none of them was in Myanmar. There is a real need to strengthen the knowledge of field based implementers from local NGOs and of the Myanmar government.

Action points: - Check if the MRCS has already some curriculum translated in Myanmar that could be used. Check if the Cash decision tree has already been translated in Myanmar.

(Responsible person: Esther Lopez – February)

* If the decision tree needs to be translated in Myanmar, translate it.

(Responsible person: Ja Nu – February)

* Identify curriculum options (MRCS, CaLP, UNICEF initiative presented at the CWG meeting held on the 13th of November 2015 – see presentation contact Lena) and decide how to move forward (trainers, funds, regions/state, etc.).

(Focal point: Masae Shimomura, Norwin Schafferer – February/March)

1. Mapping financial and mobile transfer services

Identify and map the financial services and mobile transfer services existing in Myanmar.

Action points: - Update CWG members on the edition of the Central Bank law related to mobile cash transfers. (Focal point: Masae Shimomura)

* Summarise and share the information already available with WFP finance unit and complete it with information coming from other members.

(Focal point: Masae Shimomura, Norwin Schafferer)

1. Market assessments in emergencies

Ensure market assessments are done during emergencies and results shared.

Action points:- Based on the 4W, identify actors willing to engage in market assessments in case of an emergency. Develop a summary form (max 1p) to complete for each market assessment. Organise an orientation session on the form.

(Focal point: Masae Shimomura, Norwin Schafferer)

- Link with the Chamber of Commerce.

(Focal point: Helena Mazaro, WFP VAM unit)

**B/ Other points discussed**

1. Coordination with the Social Protection Working Group

Raise awareness on the benefits of using existing social protection channels to deliver humanitarian cash assistance, in order to ensure the channels are created properly if social protection supports are implemented by the government (see Jessica presentation on the social protection response to the flood and landslide emergency presented at the CWG meeting held on the 13th of November 2015). Support the SPWG in including this point in the advocacy brief they are preparing for the new government.

(Focal point: Masae Shimomura, Norwin Schafferer)

1. UNHCR Cash and Protection consultant reports

Reports are available and will be shared to the CWG members

(Focal point: Gry Hjeltnes)

1. CWG meeting days

iNGOs and NGOs would like to have all the cluster/sector meetings organized during one defined week of the month. This would allow key field staff to come in Yangon for the meetings and Yangon based staff to better organize their fieldtrips to be present at the meetings.

The topic will be brought to the ICCG on the 26th of January.

(Focal point: Nuria Branders)

1. METTA - GST

GST is meeting on the 26th of January to discuss emergency preparedness actions.

1. TRAININGS

CaLP will conduct a CTP in Refugees Context Workshop in Bangkok in March (TBC) – Contact: Rebecca [asia@cashlearning.org](mailto:asia@cashlearning.org)

DCA will organize a specific TOT training for Cash Transfer Programming from February 22-25 in Yangon - Contact: Nang sam hom [nsho@dca.dk](mailto:nsho@dca.dk)

Oxfam will organise Emergency Food Security and Vulnerability Livelihood Leadership Training -( ELP) in Kachin to build capacity of Oxfam and partners on cash transfer programming. The programme will be implemented in 5 modules offering 5 days in class sessions and 5 days coaching sessions. First module is expected to be rolled out in March. - Contact: Su Su Htay [ssuhtay@oxfam.org.uk](mailto:ssuhtay@oxfam.org.uk)