**CASH WORKING GROUP**

**Meeting Minutes**

**18 March 2016**

**Attending organizations**

WFP, UNHCR, DCA, ADRA, World Vision, OCHA, ICRC, Trocaire, RI, UNICEF, Food Security Sector Lead

**Minutes**

The meeting was organized to discuss progress on some of the key activities planned for 2016:

1. 4W

Seven (7) organizations have submitted information on planned or ongoing activities involving Cash Transfer Programming (CTP) using the 4W template so far. The template was presented at the meeting, as well as a mock-up of the final informational product showing infographics and a map based on information received initially from ADRA. It is expected that this would provide a basic snapshot of cash based humanitarian assistance in the country, although this may be modified to include other relevant information such as CTP in specific emergencies, if the need arises. It was agreed that the information which is being provided by organizations at township level should ideally be compiled quarterly. For the next round, the CWG suggested that data by age should also be collected and that information on the emergency responses completed over the course of the year (rather than only ongoing/planned projects) would be collected.

Action points: Follow ups will be made to collect the 4W information from remaining partners that are involved currently in CTP. Based on the information compiled, the informational product will be produced and shared at the next CWG meeting. (Focal point: OCHA Norwin Schafferer, Eyram Dzitrie – March/April)

1. Develop standard operating procedures

A zero-draft SOP was developed by OCHA 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. This was shared at the meeting, and a core group was set up to review and work further on the content of the draft SOPs.

Action points: Small group including representatives from WFP, ICRC, OCHA, UNHCR and ADRA to further develop the draft SOP for endorsement at next CWG meeting. (Focal point: Norwin Schafferer, Masae Shimomura, Esther Lopez Torres, Gry Hjeltnes, Derek Glass) – March/April)

1. Cash Value of Basic Commodities (Minimum Expenditure Basket update)

It was agreed that there needs to be a common list used by organizations for collecting food and non-food price information regularly either on a monthly or quarterly basis, instead of waiting to collect this information in emergencies. This would be used to update the Minimum Expenditure Basket (MEB) which covers food, NFI/shelter and WASH items. In relation to this, examples of routine price information systems by organizations such as WFP’s were mentioned. It was also suggested that data collection efforts should consider daily wage rate data, as it relates to livelihoods and other emergency response and recovery efforts.

Action points: Develop list of items to track to be filled in by the three clusters (food, NFI/shelter, WASH – UNHCR and UNICEF CWG focal points to follow up). (Focal point: WFP Masae Shimomura)

1. Capacity building

As discussed at the previous meeting, while there have been a number of trainings on CTP organised, there is a need to roll out additional trainings for field-based implementers from local NGOs and for Myanmar government staff. This concern was further highlighted, with emphasis on collaboration among organizations to mobilize and pool resources to make this local stakeholder training possible. With respect to the availability of training materials on CTP translated in Myanmar language, progress has been made by courtesy of IFRC and MRCS. A number of basic presentations are now available in Myanmar language and were shared by IFRC/MRCS with the CWG. UNHCR explained that they are hoping to have a cash expert work with them for several months and this training could potentially be something she/he could help develop. The CWG agreed to keep this on the agenda, for after April/May.

Information was shared on a DFID-funded global preparedness project involving four UN agencies (WFP, UNICEF, UNHCR, and OCHA). As part of this project, the HQs of the 4 agencies have proposed to conduct an inter-agency cash feasibility assessment pilot in Myanmar, in April/May. It was agreed that this exercise should be open to participants from other CWG members, if possible, and should focus on conducting the actual assessment. The advantage of such a document could be to help harmonise approaches to CTP in the country across organisations, and help organisations not yet implementing CTP to implement such programs.

Action points: Four organisations will provide feedback on cash feasibility to their respective HQs in advance of the mission. (Focal point: Masae Shimomura, Norwin Schafferer – March/April)

**Other points discussed**

1. Key messages

OCHA has suggested that the group develop a few key messages on CTP, to be added to the collection of Key Messages developed and used by the Humanitarian Advocacy and Communications Group (HACG) on various issues. OCHA will develop a draft and will share with CWG members. (Focal point: Norwin Schafferer – March/April)

1. FSS Coordinator

The new Food Security Sector Coordinator, Khalid Khan, was also present at the meeting to familiarize himself with activities of the CWG.

3. Engagement with private sector

Wave Money service has not received a license by the government yet and therefore WFP has not yet been able to conduct a pilot. WFP will seek for a good timing to invite Wave Money to brief on their services regarding mobile transfer for the next CWG meeting (Focal point: Masae Shimomura).

**c/ Outstanding action points for 2016**

Based on the discussions at the last meeting regarding the CWG priorities for 2016, the summary of that meeting will be used to track outstanding action points, for the time being, including on the issues of mapping of financial service providers and the harmonisation of market assessments.