

Common Cash Facility Steering Committee Amman, Jordan

Meeting Location	Virtual	Meeting Date	18 March , 2020
Co-Chairs	Heba Azazieh (UNHCR) Alexis Boncenne (UNICEF)	Meeting Time	11:00-12:00
Minutes Prepared by	Nama'a Shkukani (UNHCR)		
Purpose of Meeting	Exeptional CCF meeting to discuss the CCF members cash interventions preparedness plans in the wake of COVID-19		

1.) Summary of action points

No.	Action Point	Focal Point / Organization
1.	CCF Members moving from ATM cards to Iris-enabled withdrawals. Facilitators: Rawan Hababbeh and Heba Azazieh. Write to Heba for more details: azazieh@unhcr.org	Rawan Habhbeh/CAB Heba Azazieh/UNHCR
2.	A WhatsApp group has been created. Members are requested to send their organization's focal point telephone number to Alexis Boncenne (+962 79 830 5094) who will create the group. Rawan/CAB and Bassim/Mahfazati will also be on this group.	Alexis Boncenne /UNICEF
3.	Next special meeting of the CCF – updates on CBJ restrictions and CAB updates: Co-chairs to send invitation to full membership	Alexis Boncenne /UNICEF Heba Azazieh/UNHCR
4.	A special training session on the use of the CCF portal and processes to upload iris enabled withdrawals will be held on Thursday or Sunday for new users.	Salem Sweis/UNICEF Haneen Abu Sunbul/UNHCR
5.	To conduct a meeting on Using Mahfazati and mobile wallets – current possibilities and restrictions. Facilitators: Alexis and Bassim – reach out to Alexis if interested.	Alexis Boncenne /UNICEF Bassim AbualFailat/Mahfzati

2.) Session Summaries

Item	Discussion
CCF Business continuity	<ul style="list-style-type: none"> Thanks to the CCF automated systems (iris enabled withdrawals and the bank portal), most cash transfers will continue as usual. Beneficiaries should be able to displace towards the ATM during GOJ containment measures, if they can go by foot (public transportation is shut down).

	<ul style="list-style-type: none"> • The use of iris-enabled withdrawals will continue without any change to the system • ATM cards already distributed can continue to be recharged. However, new cards will not be created/distributed starting Friday. Organizations needing to onboard new beneficiaries should use the iris option and open new accounts through the portal
<p>Banking operations</p>	<ul style="list-style-type: none"> • Available Banking staff will be minimal, however, as per CBJ’s guidelines, CAB ensures that ATM replenishment will continue which ensures proper liquidity to the CCF beneficiaries. Banks will remain open with reduced hours during the restrictions (10 am to 2 pm) • Bank would be able to process manual instructions until Thursday – CCF members must use CAB portal for all banking instructions beginning Friday. • CCF members not using the portal should immediately begin using it as there will be no other ways of transferring money to beneficiaries after Thursday. The portal is user-friendly and self-explanatory. Rawan/CAB will be able to give new passwords and new administrative rights at any time. • No new ATM cards will be created after Thursday COB. Lost PINs and Cards cannot be replaced. Think about moving to iris-enabled withdrawal. • CCF members should ensure their CAB account are replenished beforehand as there was instructions from CBJ to limit bank transfer during the quarantine. Bank transfer will remain operational, but we should expect them to take longer than usual to be processed given the reduced working hours.
<p>Cash Transfer coordination</p>	<ul style="list-style-type: none"> • At this point UNHCR has no additional budget for an emergency cash assistance response and will keep CCF members apprised if the situation changes. Should funding become available, UNHCR can develop a response potentially utilizing a similar eligibility criterion such as that for winterization which identified 85,000 families as a living below the poverty line. • Agencies/organizations distributing to more than 2,000 beneficiaries should share their distribution schedule with the bank and with other CCF partners to avoid crowding at the ATMs. • CCF members needing to distribute existing ATM cards must follow government policies on restricted movement and consider that refugees will not be able to travel to a distribution site. Consider moving to iris-enabled withdrawals. • IrisGuard fees and payments – Elizabeth and Heba will create a mock-up of how to manage this with finance offices within organizations.

	<ul style="list-style-type: none"> • Current contingency procedures that were shared by organizations are: <ul style="list-style-type: none"> ○ UNHCR has disbursed its regular assistance on the 9th of March and is planning to disburse the regular payment for April by the end of March. There are no immediate plans for emergency cash response, ○ UNICEF disbursed its regular assistance (Hajati) on Monday 16th of March and will be releasing the April payment at the end of march. 4,000 households in host communities will be providing a one-off emergency cash assistance starting on Sunday. Another 1,300 households living in Informal Tented Settlements will also be provided with assistance. • For discussion, coordination and new category on RAIS send an email to Elizabeth and Alexis if your organization is planning to give emergency funds related to COVID. barnhart@unhcr.org / aboncenne@unicef.org
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3. List of Participants

Organisation	Name	Email
UNHCR	Heba Azazieh	azaizeh@unhcr.org
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