TORs for CWG in Poland

In brief: Following the initial Cash Working Group Meeting for Poland on March 7, 2022, this Annex 1 provides the proposed terms of reference highlighting the need to coordinate to provide rapid emergency cash relief (timeliness of response) while recognizing that changes can be made to further strengthen programming as the situation evolves and better information is available.

With the increase of refugees and other vulnerable people coming from Ukraine, and an increasing amount of humanitarian actors on the ground, a temporary Cash Working Group has been set up in Poland. This group aims to build on and strengthen existing capacity; and to support the already strong leadership by the government and local actors. It is temporary in nature with a view to seize to exist when refugees and other people having fled Ukraine are included in the social protection system, asylum-procedures or have moved on to other countries.

The group will support the local leadership and not set up parallel assistance programmes de-linked from the government and local response.

Functions
The CWG would be responsible for ensuring that the following functions are provided:

- Ensure the overall cash response is coherent, avoids duplication, and finds opportunities to increase effectiveness, coordinating with sectors and protection to ensure coherence;
- Provide effective information management on the delivery of cash assistance, across the response;
- Promote use of common mechanisms, standards, and tools across partners for harmonized, quality and accountable programming:
    - Coordinate and lead discussions on setting transfer values linked with the national social protection system
    - Promote a coherent and secure approach to data management and digitalisation
- Provide common services to cash partners as relevant which may include supporting joint framework of design for cash, risk assessments, financial service provider mapping, coordinated monitoring and feedback mechanisms:
    - Support to coordinated or joint monitoring and evaluation where appropriate.
    - Ensure accountability to affected people through joint feedback mechanisms on cash
    - Identify and mitigate key risks;
- Review capacity building requirements of CWG members and local actors, if needed.
- Advocate to create an enabling environment for inclusion of people in national systems including advocacy with partners for cash across the response; policy and advocacy with donors; and access to people in need of cash assistance.
    - Support system-wide advocacy with the government on transfer values, regulatory and legal issues, and risk mitigation where appropriate.
- Ensure the transition to the social protection system with an aim for only limited support in the beginning of response.
- Discuss and resolve urgent operational challenges arising.

Leadership
The CWG is co-led by the Polish Humanitarian Action and UNHCR.

Membership

Only organizations/ entities engaged in the response at the field level may participate in this group. This is to keep the CWG focused on delivery, resolving urgent issues coming up. There will be a Regional CWG that will have broader membership for interested parties.

Timeframe
This is a temporary set up with a view to phase out/ absorbed into existing national coordination functions.

Membership of Cash Working Group

Annex 2 provides the initial list of actors participating in the CWG in Poland to facilitate coordination, information sharing, and to help avoid duplication of efforts including geographical coverage. It is envisioned that additional members may join as the response expands and contact details can facilitate more effective communication within the group.

It is recommended that members allocate a key Cash Focal Point (CFP) to improve communications and ensure email lists, invitations and emails are delivered to relevant staff.

URGENT - PLEASE GO THROUGH THE LIST TO ENSURE THAT THE CFP FOR YOUR ORGANIZATION HAS BEEN INDICATED WITH THE CORRECT CONTACT INFORMATION AND DETAILS. IF A MEMBER OF YOUR ORGANIZATION IS NOT THE CFP, PLEASE PLACE AN X IN THE (NON CFP SECTION) SO THAT WE MAY INCLUDE THEM IN THE MEETINGS, BUT PEOPLE WILL KNOW WHO TO CONTACT.

	Organization	Cash Focal Point	Email	Non CFP
1	UNHCR (Co-chair)	Annika Sjoberg	Sjoberg@unhcr.org	
	UNHCR	Anna Belica	Belica@unhcr.org	
2	PAH (Co-Chair)	Barrie Hebb	Barrie.hebb@pah.org.pl	
	PAH	Beata Dolinska	hop.global@pah.org.pl	X
	PAH	Patrycja Brzozowa	patrycja.brzozowa@pah.org.pl	X
	Diakonie Katastrophenhilfe	Wanda Falk	wanda.falk@diakonia.org.pl	
	Diakonie Katastrophenhilfe	Tommy Bouchiba	tommy.bouchiba@diakonie-katastrophenhilfe.org	
	CRS	Jennifer Weatherall	jennifer.weatherall@crs.org	
	UNICEF		pdale@unicef.org	
	IOM		mhadeed@iom.int	
	IFRC	Gianluca Rigolio	Gianluca.RIGOLIO@ifrc.org	
	Plan International	Colin Rogers	colin.rogers@plan-international.org	
	Save The Children		Jamal.Fares@savethechildren.org	
	Save The Children		jgrasset@savechildren.org	
	Save The Children		Naim.Karsli@Savethechildren.org	
	Care International	Jean-Dominique Bodard	bodard@careinternational.org	

	DRC	Michele Livoni	michele.livoni@drc.ngo	
	Rescue	Emily Barnes	Emily.barnes@Rescue.org	
	Rescue	Nicole Herbert	nicol.herbert@Rescue.org	
	ACTED	Nataliya Chervinska	nataliya.chervinska@acted.org	
	ACTED	Pascal Bernard	pascal.bernard@acted.org	
	UNHCR	Philippe Sacher	sacher@unhcr.org	
	UNHCR	Anna Belica	Anna Belica <belica@unhcr.org>	
	ACTED	Judyta Nedza	judyta.nedza@acted.org	
	PCPM		wojtekw@pcpm.org.pl	
	UNICEF	Annmarie Swai	aswai@unicef.org	
			noellemolton@cgatechnologies.org.uk	
	GOAL		comalley@goal.ie	
	Save The Children	John Sandle	john.sandle@savethechildren.org	
	Action Contre La Faim		csinitzky@actioncontrelafaim.org	
	NRC	Rachid Moujaeus	rachid.moujaes@nrc.no	
	Action Aid	Mike Noyes	Mike.Noyes@actionaid.org	
	ECHO	Quentin Le-Gallo	Quentin.Le-Gallo@echofield.eu	
	UNFPA	Friedman	jfriedman@unfpa.org	
	Plan UK	Jennifer McAteer	Jennifer.McAteer@plan-uk.org	
	Plansverige	David Cremoux	David.Cremoux@plansverige.org	