**Yemen CASH – Meeting Cairo (16-20 March)**

**Agenda Narrative**

1. **Updates from Field Staff – (Mushin & Abdulsalam)**
2. **Review of Security/Operating Environment**

For the security/operating environment discussion, it will be good to discuss the security scenarios and what this can mean for the project. Collectively when do we anticipate being able to return our expat team to Sana’a. Under the possible scenario where there would be a split in Yemen (officially or unofficially) that could drag on for years with just low-level conflict, what does this mean for the CASH program.

1. **Security SWOT Analysis – (Alaaeldin)**

Follow on to our discussion on security/operating environment, Alaaeldin will lead the group to compile the recommended SOWT analysis related to security.

1. **Branding & Marking Plan Review**

Review the current and approved branding and marking plan with the goal of identify if waivers are need specific to the current operating environment.

1. **Sub awards – WCR/Sana’a University – (Alan)**

This session will focus on anticipated upcoming and new sub awards under the CASH agreement and specific actions that need to take place in order to have approval for these sub awards given the regulations governing the CASH agreement.

1. **Revised Work plan Review – (Ilyas)**

We will review the recently submitted work plan revisions, two scenarios; Dr. Ilyas will highlight areas that are constrained by current situation in Yemen.  We will discuss modifications and the potential impact on budget and outputs these changes could have on the project.  At a technical and administrative level, we will work to agree on the modifications in advance of the meeting with the USAID Agreement Officer on Thursday, to review the issues related to a revised work plan.

1. **Marketing & Access to Finance Update – (Alaaeldin)**
2. **Remote Management Plan Review – (Alan)**

Land O Lakes and CASH project staff will explain the remote management plan currently being employed by the project to implement work plan activities.  Nagwa and Make will explain how they are working with USAID Yemen staff in Washington DC (and soon to be in Frankfurt, Germany) to monitor implementation progress of the CASH project and keep everyone informed of constraints and accomplishments.

1. **Brainstorming on Resilience Initiatives – (Mike)**

Mike has met with Rob Mergenthaler, Food for Peace Advisor, today to discuss how the CASH project could support a resilience activity with one or more of their partners (Mercy Corps, Save the Children and Global Communities).  There was a meeting last week of the FFP partners which included a discussion on the potential for their participants to link to CASH project access to market activities for livestock, horticultural, honey, handicrafts and coffee.  A specific activity Mike discussed with the group the Coffee to Resilience concept. Mike asked for information from each partner regarding (1) type of agriculture production their beneficiaries are engaged in, (2) where these beneficiaries are located geographically, and (3) how do they currently market or use their agriculture production.

1. **Grants Manual Review**

Tied to the work plan discussion will be the need to first determine what the grants under CASH are going to do: what types of recipients, what range of funds/material items, etc. Then, our discussion of the grants manual will be aligned with the grants component need. A key question we will want to address is how to re-program some/all of the grants pool. Some will go to new costs (Field Coordinators for example). So, this leaves the question of what remains and what to do with it?

1. **Financial Review – (Christian & Peter)**

Christian will provide a financial review of the CASH project that includes an analysis of burn rate, pipeline and funding requirements through FY 2015 and early FY 2016.  Nagwa and Mike hope to be able to see notional budget numbers that indicate which parts of the project are moving forward, which parts may be delayed, and where there may be a need to modify activities as well as budget levels.

1. **Linkages/Synergies w/Food for Peace**

Alaaeldin got a phone call from Global Communities working in Yemen for Food for Peace (FFP) who do conditional food vouchers, with simple agriculture inputs. They are checking on possible synergy with CASH project in the mutual governorates that both projects operate in as USAID requesting them to contact us. This discussion is closely tied to the resilience discussion.

1. **PMP – FtF Indicator Review – (Mosab)**

CASH project staff led remotely by Mosab will provide an overview of current status of PMEP, brief on status of finalizing baselines and final indicators.  There will be a special discussion of Feed the Future indicators and the need to address data collection requirements to report on those indicators.  Decisions will be made on the necessity to modify the PMEP based on situation in Yemen regarding security, geographic access and other issues.

1. **Program Description Review**

The current CASH PD has been distributed as a pre-read. This session will allow us all to get re-grounded in that and, having read it, we should be better able to identify where we are and are not going to go with the project. We should take a hard look at the existing PD and determine what should change.

1. **Meeting with AO**

It looks like we’ll have limited time with the AO, only on the 19th. I’d imagine we’ll need a good agenda for this meeting and there will be a lot to reach consensus on (changing grant funds pool, revising the current program description, revising the budget)

1. **Wrap Up call w/Cybil – (Mike)**
2. **DevLink Training – (Alan)**