

MEETING NOTES

SHELTER/ NFI CLUSTER MEETING (FEDERAL)

Thursday, 22nd of June 2017, 14:00, IOM Office, Addis Ababa

Present: IOM, NRC, NDRMC, USAID

Excused: ICRC

Agenda

1. Adoption of minutes of last meeting
2. Consolidation of regional Belg/Gu assessments
3. Update of targeted figures and consequent financial requirements for the revised HRD
4. Information management, including updated reporting system and review of the DTM form
5. AOB

1. Adoption of minutes of last meeting

After an update on the status of the last action points as follows:

Action	Who	When	Status
Assignment of Zonal Focal Points OCHA and IOM request support from cluster members at the zonal level, especially in Somali	All partners	19 th May	Pending update on geographical presence 4W which will help inform on zonal coverage by cluster members (see below)
Response Strategy Draft Cluster response strategy document, with budgets and prioritization based on DTM and other available assessments.	S/NFI Cluster	24 th May	Pending – Efforts to develop a joint cluster strategy will resume once the HRD is revised.
Life-saving shelter and NFI assistance The Shelter/ NFI Cluster coordination will prepare an advocacy document in which it will explain the “life-saving” aspects of assistance in shelter and NFI.	S/NFI Cluster	ASAP	The life-saving nature of shelter and NFI assistance is being mainstreamed in the cluster publications and methodology. A standalone guiding note will be circulated later.
UNHCR-NRC Kit Distribution in Somali IDP Sites UNHCR has contacted NRC to request their support to distribute 3.000 kits. Both agencies will further organize the distributions.	NRC & UNHCR	ASAP	Although NRC may not be engaged in the project anymore, a commonly agreed upon approach has been decided during the recent Cluster coordinator’s visit to Jijiga, pending confirmation of the availability of kits by UNHCR branch office.

... the minutes of the last meeting were adopted.

2. Consolidation of regional Belg/Gu assessments

At the time of the meeting, only four regional Belg/Gu reports were received: the Tigray report with no mention of shelter and NFI needs, the Ahmara report with a very short update on shelter and NFI needs, the Somali and Afar reports with substantial information on needs. The cluster coordination will follow up to collect all the reports and retrieve information that are missing from them to be able to produce a consistent federal overview on shelter and NFI needs.

Action	Who	When	Status
Gathering of all Belg/Gu assessment shelter and NFI results	Cluster coordination	Up to 28 th June	Pending

3. Update of targeted figures and consequent financial requirements for the revised HRD

After a reminder of the updated background and activities for the revision of the 2017 HRD as agreed upon during the 9th of June ad hoc meeting (with the update that DTM might be removed from the cluster activities and transferred to another section of the revised HRD – TBC), the different sources and data sets of figures to be considered by the cluster to inform on projected targets were presented: the Belg/Gu assessments figures (to be compiled once all regional reports information is gathered), the DTM Round 5 results (May-June 2017) which were recently released and revealed a total of 171,089 displaced households (see DTM results enclosed) and the projected flood task force figures of people in need and IDPs that still needs validation from NDRMC (see presentation in annex).

Once the Belg/Gu assessemnt and the flood task force figures are congregated and/or cleared, the cluster coordination will circulate a proposed figure breakdown of projected targets among cluster members for comments and endorsement. This data set will then be incorporated in the revised HRD as well as the related financial requirements.

Action	Who	When	Status
Circulation of compiled projected figures of people in need of shelter and NFI assistance for revised HRD	Cluster coordination	Around 28 th June	Pending

4. Information management, including updated reporting system and review of the DTM form

The updated 5W reporting matrix for shelter/NFI distribution activities and stock & pipe-line was presented during the meeting (see Excel sheet in annex). The format from the previous 5W had to be adjusted to ensure a standardized and consistent reporting of activities & access to items and consequent financial tracking to better reflect on needs and gaps in a way that facilitates measurements, notably in case of distribution of partial kits. This new system, which will be aligned with the question set of the revised DTM questionnaire, will also allow to better target needs and distribute assistance accordingly, particularly when resources are scarce.

Among instructions given on how to fill the matrix (cluster members who did not attend the meeting or want to be briefed again can contact Mark Maulit, Cluster's IMO – see contact details below), it was explained that:

- In Tab 1 Data entry – DISTRIBUTION, although the 'who', 'where' and 'for whom' sections have not been modified, the 'when' and 'what' have been amended. In the 'when' section, the different options of status have been revised and cluster members are required to select between 'completed', 'ongoing' and 'planned (Funded and procured)' using the above note in row 1. For the 'what' section, agencies are required to fill the appropriate column based on their activities as

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follows: If they distribute full kits (reminder of full kit composition in row 1), they will report the number in column Y. If they distribute complete thematic partial kits (Emergency shelter kits, Bedding sets, Mosquito Net sets, Kitchen sets and/or Hygiene kits for which the standard composition is described above in row 1), they will report the number in the adequate columns (from Z to AD). Although there is a specific WG for dignity kits under the aegis of the GBV sub-cluster, cluster members who distribute them are invited to report the numbers in column AE. Agencies who distribute full or thematic partial kits in the form of cash or vouchers are required to report it in the corresponding columns from AF to AK. To note that these kits (full and thematic partial kits) will be tracked against the HRD targets, using the commonly agreed upon financial values as displayed in the matrix, which will ensure a consistent financial tracking. Cluster members who distribute itemized assistance are invited to fill the corresponding columns from AL to AZ with numbers of items distributed. Although these items will not be included in the financial tracking, the record will ensure that they are nevertheless tracked as assistance to affected populations and for coordination purposes. **To note that the reporting of kits/items needs to be done in the appropriate columns on a unique basis (either full kits or partial thematic kits or loose items) to avoid double-counting.**

- In tab 2 Data Entry STOCK - PIPE-LINE, the 'who' and 'where' sections have not been amended whereas in the 'when' section, the 'status' column (K) has been adjusted and cluster members now need to select either 'in stock (prepositioned)' and 'under procurement' based on the above explanations from row 1. As for the 'what' section, cluster members are now requested to fill the corresponding columns from M to AH with kits/items they are procuring or have in stocks, through the same mutually exclusive system that prevails for the DISTRIBUTION tab.
- In tab 3 Data Entry – GEOPRESENCE, the 4W geographical presence matrix is a new addition to the 5W to inform on presence of cluster members in the different geographical locations and with which type of presence (see dropdown list in column B). It is important that the persons listed in column J be the focal points in each geographical location. The new matrix will notably help identify zonal FP to coordinate cluster activities in the hotspot areas.

Action	Who	When	Status
Circulation of new 5W to be updated by cluster members	Cluster coordination	28 th June	Pending
(Re)activation of the shelter technical working group	IOM and NRC	TBD	Following discussions on the shelter design and price of materials, it was decided to review the terms of reference of the shelter technical WG and resume its activity.

The adjusted reporting system will notably help inform the Quarterly Periodic Monitoring Report for which an update will soon be due for the April-June period.

It was also mentioned to members that they can share stories through the cluster to update the weekly sitrep assembled by OCHA, following which it was suggested for the cluster to develop its own bulletin.

Additionally, following OCHA's request to update an assessment registry that can be found at this link: <https://www.humanitarianresponse.info/en/operations/ethiopia/assessments>, cluster members were asked to report back on the assessments they have conducted. A specific template and instructions will be circulated.

Action	Who	When	Status
Circulation of assessment registry template	Cluster coordination	3 rd July	To be done

Finally, the DTM questionnaire proposed amendments as emailed to cluster members on the 21st of June, were discussed and endorsed (see final DTM form in annex).

5. AOB

Among the upcoming cluster activities and next steps, the following activities were proposed by the cluster coordination:

- Geographical prioritization
- Updated activities / stock & pipe-line summary and financial situation
- Update and development of IM products (dashboard)
- Cluster strategy – including approaches (cash)
- Accountability towards beneficiaries
- Reinforcement of inter-cluster coordination
- Specific flood response

Cluster members suggested to add the following:

- Lessons learnt on the Belg assessment
- Presentation on IOM and partners' upcoming PDM trip, during a next meeting

NEXT MEETING: Thursday, 6th of July, 2:00 pm, IOM Office