

Shelter / NFI / CCCM National Cluster Meeting Minutes

Venue: UNHCR Main Office in Sana'a

Date/Time: Sunday 18 June 2017 at 11:00 AM

| Issues discussed | Action required/ carried out |
|---|---|
| <p>1. Introduction and Ground Rules</p> <p>The Cluster Coordination structure was presented with the contact information of all the coordination team.</p> | <p>Action Points: Cluster Coordination Team (CCT) will update the cluster structure map to include contact information of the sub-national cluster coordinators.</p> |
| <p>2. Review of previous Minutes of Meeting (MoM)</p> <ul style="list-style-type: none"> a. CCT shared the translated AAP documents and signed beneficiary information sharing framework. The endorsed MoM was published on the cluster web portal. b. CCT shared Al Hudaydah mission report. c. CCT provided technical feedback on submitted HPF projects for the first allocation. d. CCT coordinated with all actors while finalizing the Cluster's input for the PMR. e. IOM implementing partner (Basma) have shared the list of 600 HHs assisted with NFIs in Hajjah. f. CCT communicated with OCHA on the IST Assessment timeframe, agreed on response time and clarified when Cluster may decide to go ahead with needs assessment. <ul style="list-style-type: none"> - OCHA confirmed that there are no overlap between the Initial Rapid Situation Tool (IST), Emergency Tool of TFPM and RRM assessments. - OCHA agreed that if the IST was not run on the 72 hrs after an onset of a crisis, the Shelter / NFI / CCCM Cluster can launch the sector assessment immediately. - The Shelter / NFI / CCCM Cluster proposed to OCHA an improvement to the IST to include critical questions that will enable the clusters to define rapid emergency response and avoid different layers of sectors specific assessments. It was agreed to raise this proposal in the next ICCM meeting. g. CCT is currently working to support partners on the negotiation of easing the process of coordination with the authorities. | <p>Action Points:</p> <ul style="list-style-type: none"> a. CCT will share the IST and the finalized cluster simplified needs assessment forms. b. Cluster Co-Chair is currently summarizing the Emergency Response guideline learning from experience of the recent emergency in Hajjah. c. Further follow up required with OCHA to understand the limitation of the existing system of tracking access issues and contribute to improve the system. |

| | |
|---|---|
| <p>h. Suggestion to enhance the system of tracking access issues encountered by Partners, however it should be clarified with OCHA as not to create another layer of coordination/reporting without added value.</p> <p>i. Cluster Coordination Team has sent the recently finalized Rental Subsidy Guidelines to partners. The document is already in the cluster website: http://sheltercluster.org/mena/yemen</p> <p>j. Call for Expression of Interest for Ibb Governorate Sub-National Cluster was sent out on 14/06/2017.</p> | |
| <p>3. Update from SAG/TWIG meeting – HPF, PMR and MYP, EESK, Abs floods, Sub National Cluster Partner identification process (CEI), Cash for Shelter and next steps</p> <p>a. Abs floods: IOM assessed 1,000 households in Abs district whereas 600 households were assisted with NFIs and Emergency Shelter kits by IOM. UNHCR through Abs Foundation is planning to assist the remaining 400 Households.</p> <p>b. HPF allocation: 7 project proposal were submitted and reviewed that are related to the Shelter / NFI / CCCM Cluster. 5 projects were approved and 2 were rejected. OCHA reduced the total budgets of the projects from 2.4 million to 1.5 million</p> <p>Generally updates on the first HPF allocation:</p> <ul style="list-style-type: none"> - 36 projects in total were submitted for all clusters with the budget of 47 million. The grant agreements were not signed yet. - 10 projects have so far cleared by OCHA New York with the process ongoing. - The process went a bit slower due to priority given to allocate funding for the cholera response. - Plan to sign first set of 10 projects this week and start on the 1st of July 2017. - For those partners who have not been selected, a workshop will be organized by OCHA to explain the reasons and lessons learned. - OCHA indicated that the quality of projects had improved from the last allocation due to a lessons learned and capacity building process instituted. <p>c. PMR: The report was presented in previous meetings and submitted to OCHA. The presentation reflected the cluster achievements and gaps. The implementation remained low in the following activities: rehabilitation of collective centres, cash for rental subsidies and</p> | <p>Action Point:</p> <p>a. CCT to request OCHA to give a presentation to Cluster the FTS (Financial Tracking System)</p> <p>b. CCT will share the draft version of the UNHCR EESK with the cluster partners.</p> <p>c. It was agreed to prioritize the development of tools for operationalizing the rental subsidies guideline.</p> <p>d. CCT will share a draft of cash for shelter tools.</p> |

distribution of return kits. Partners were encouraged to report activities in timely manner.

Challenges:

- Lack of adequate financial and operational resources
- Lack of access due to security and administrative bureaucracy
- Limited and constrained access to supplies – economic blockade

Recommendations:

- More systematic engagement with Donors – pledging conference and after
- Negotiate easing of bureaucratic restrictions
- Advocacy for Al Hudayah port and pipeline access to continue to be functioning.

d. Enhanced Emergency Shelter Kit (EESK): UNHCR piloted an enhanced emergency shelter kit consisting of the cluster approved basic ES after complains were raised by the beneficiaries and local authorities. The CCT will be working on the Shelter Guideline that includes options for emergency shelters and transitional shelters to fit several locations across the country. Partners were interested to receive the drafted document. Alborean Foundation raised a question inquiring about the cluster plan for protracted displacement, the CCT explained that the transitional shelter options and other shelter solutions will be included in the Shelter Guideline.

e. Sub National Partner Identification process :

CCT sent an email on the 14th of June 2017 for partners who are interested to take up the role of the Sub-national cluster in Ibb Governorate which is due by 4th of July 2017.

f. Update on Cash for Shelter: CCT requested partners to share any assessment form to capture vulnerability and technical need for cash for shelter assistance as well as any guidance documents related to cash. 4 organizations have shared their documents related to cash. Organization present in the meeting who have cash for shelter programs are CSSW, NRC, HFY, Alborean Foundation and Alwafa Foundation. One out of the five organizations implementing cash for rent programs is considering the development of cash guideline as a priority. 5/26 agencies participated in the meeting confirmed that it is a priority to consider the development of cash for rent tools. ECHO stressed the importance of involving the inter-cluster cash and

| | |
|--|--|
| <p>voucher working group in the discussions, which was already being done. The decision was taken to prioritise cash for shelter tools.</p> | |
| <p>4. Presentation from HI on Inclusion</p> <ul style="list-style-type: none"> a. HI presented a background of their organization, goals, type of supported provided by HI. HI is able to extend their technical support to all cluster partners in the field. b. BBF commented that the disabled and other people with special needs would need more attention to the needs of this category of affected population. c. HI agreed to conduct dedicated training for all Shelter / NFI / CCCM Cluster partners. | <p>Action Point:</p> <ul style="list-style-type: none"> - Expression of interest sent by HI for the provision of inclusion technical support will be circulated by the CCT to all partners. - CCT will circulate the registration form of the training. |
| <p>5. Update on Survey on prioritization of Technical Support</p> <p>A survey will be circulated to all cluster partners to identify the most priority technical support required at this stage as well as mapping partner's capacity across the country.</p> | <p>Action Point: CCT will circulate the survey maximum by tomorrow.</p> |
| <p>6. Update on Access issues registry</p> <p>The access working group led by OCHA has established a mechanism to track access issues and attempt to resolve issues. CCT is suggesting to extend support to the access working group to enhance the system. CSSW is recommending collaborative efforts between OCHA and CCT to address partner's access issues.</p> | <p>Action Point: CCT to follow up with the access working group on the access tracking to identify gaps that we can support to improve the process.</p> |
| <p>7. AoB</p> <p>I. Mapping of Cholera priority districts</p> <p>CCT is mapping priority districts in which there is a high number of cholera cases as well as collective centers and spontaneous settlements. The list will be circulated as well. The map and list will serve a guiding tool for Cluster partners to contribute in cholera prevention activities.</p> <p>II. Database of NGOs, CBOs in each Hub</p> <p>Due to the frequent request by International Partners to Partner with national NGOs in locations where they have access issues, it was decided by the CCT to develop a database local NGO and CBOs (Community based Organizations) s These CBOs and NNGOs would be screened/verified through various sources including OCHA, UNDP and other Partners who had worked with them in the past. Cluster in turn can connect INGOs with local NGOs. The survey that will be shared to identify the locations where partners has activities or capacity to implement will also be used as a source of identification of local NGOs.</p> | |

III. Abs update:

Abs foundation presented the completed distributions in Ab district of selected NFI, Hygiene, and Dignity kit items targeting 5,000 households. Out of the 5,000 HHs, approx. 200 HHs received NFIs last year.

UNHCR will distribute NFIs kits for 400 households through Abs Foundation. The verification of lists have been completed and the distribution is expected to start in the upcoming days.

The next National Cluster Meeting will be held on July 16, 2017.

List of Participants

| Agency Name | Participant Name | Position / Title | Phone No. | Email Address |
|-------------------------------------|--------------------------|-----------------------------------|-------------|--|
| Cluster Coordination Team | Charles Campbell | Snr. Cluster Coordinator | 712225117 | campbelc@unhcr.org |
| | Monir AlSobari | Deputy Cluster Coordinator | 712225045 | AlSobari@unhcr.org |
| | Hani Chatila | Cluster Co-Chair | 738500109 | hchatila@iom.int |
| BEST FUTUER FOUNDATION BFF | NAJWA ABDULLUH ALADHI | CHAIRWOMAN | 733890483 | NAJWA42001@HOTMAIL.COM |
| Building Foundation for Development | Ahmed Nageeb Ahmed Obeid | Social Media Worker | 777842868 | karamba.ano@gmail.com |
| CSSW | Mona Alhajri | EPC | 775900889 | monatalhajri@gmail.com |
| CARE Int. | Marzook AbdulHakem | Senior WASH Engineer | 777118360 | marzook.rashed@care.org |
| DG ECHO | Sania Amin AL-Aswadi | Programme Officer | 9.67736E+11 | sania.al-aswadi@echofield.eu |
| ExU | Mohammed Hamzah | Response Section Head | 771988908 | mohammedhamzah200@gmail.com |
| Handicap International | Weaam | Inclusion Officer | 730500174 | toinclusion.san@handicap-international-ye.org |
| Handicap International | Amr Alnood | Technical Inclusion Officer | 738394854 | toinclusion@handicap-international-ye.org |
| HFY | Waleed Hael | Project Manger | 777005551 | waleedhael@hfyemen.org |
| Khadija Foundation for Development | Nada Shubail | Public Relations | 738034927 | khadija2001@hotmail.com |
| LMMPO | Hareth Al-Eryani | External Relations & Coordination | 777573133 | haritheryani@hotmail.com |
| NRC | Denis Igua | WASH Specialist | 730255594 | denis.igua@nrc.no |
| Qatar Charity | Olfat Jumaan | Program Coordinator | 775955788 | jumaan1212@gmail.com |
| RSDH org | Ala'a mohammed | Project Manager | 773180812 | alaa.mohammed.rshd@gmail.com |

| | | | | |
|---|------------------------|---------------------------------|------------|--|
| The Middle East Partnership Initiative Yemen Alumni Organization(M EPI-YAO) | Muna Ahmed Salem | Executive Director | 736158224 | executive.director@me-pi-yao.org |
| THFY | Fatoom Hazza | Project Admin | 777692262 | falraimi@hfyemen.org |
| Wethaq Foundation for Civil Orientation | Rania Al-Kulaibi | Secretray | 733764868 | rkulaibi@gmail.com |
| Wujoh Foundation for Media and Development | Mansoor al-Garadi | Head of Wujoh | 733893894 | info@wujoh.ngo |
| YDN | Wedad Abdo Al-Azazi | Shelter programs coordinator | 774488847 | info@ydnorg.org |
| AlBonena Foundation | Amat AlSalam AlDharehi | Head of Foundation | 777194617 | salam.darhi@gmail.com |
| ADO | Adnan AlSharaai | Public Relations | 774202860 | adnnan.1992@gmail.com |
| AlBasma Foundation | AbdulAlAlem Mohammed | Programme Officer | 9671577734 | sordyemen@gmail.com |
| AlEkram Foundation | Bushra AlSharafi | Project Manager | 735546219 | alekramfoundation@gmail.com |
| AlWafa Foundation | Somaiha Mojali | Programme Officer | 774415663 | alwafadevelop2015@gmail.com |
| PFHRD | Maleha AlAsadi | Head of the Foundation | 738122227 | maliha.asaadi@gmail.com |
| YRC | Mohamed Yahya Sawlan | Disaster Management Coordinator | 733630081 | sawlan.mohamed@gmail.com |