SHELTER CLUSTER
تنسيق المأوى الإنساني

CCCM CLUSTER
دعم مجتمعات النازحين

Shelter / NFI / CCCM National Cluster Meeting Minutes

Venue: UNHCR Office in Sana'a

Date/Time: 10 September 2017 at 10:00 – 12:15 PM

Issues discussed	Action required/carried out

1. Introduction and Ground Rules
    a. A round of introductions took place. Please refer to the attached attendance list.
    b. The partners response related to Cholera was circulated for participants to complete any missing information	

2. Review of previous Minutes of Meeting (MoM)
    a. CCT to follow up on Cholera response activities and share updated Cluster targeting map. **Ongoing.**
    Update: The updated Map with figures from Health Cluster was missing information of the Partners activity locations and it will be shared before the next meeting.
    b. CCT to organize a 2 day workshop for partners to contribute to the HRP process, NNGO training on the Cluster and the CCMP report. Tentatively 10 - 11 October 2017. **Ongoing.**
    Update: Planning will start and invitations sent out in a few weeks
    c. CCT to initiate TWIGs to cater for technical support needed. **Not Started Yet.**
    Update: it is important to agree on which issues will be addressed and who will constitute the TWiG.
    d. CCT will follow up to improve the IST. **Ongoing.**
    Update: This was raised on 30th of July and 13 of August ICCM meetings to move this recommendation forward. On 16th of August, this issue was also raised at the IMWG for further follow up.
    e. It was agreed to prioritize the development of tools for operationalizing the rental subsidies guideline. **Ongoing.**
    Update: Draft of operational tools developed by TWiG. Tools will be shared with Cluster for comments by the end of September 2017.
    f. CCT to share shelter needs assessments and try to link partners who have the capacity to fill in the gaps. **Ongoing.**
    Update: Further follow-up will be done during the 2nd HPF allocation.
	a. **CCT to circulate the Cholera response sheet to be completed by partners.**
	b. **CCT to send invitation for the workshop for the 11th of October.**

3. CASH for Shelter Operational Tools
The tools are broken down to 4 sections.
    a. **Assessment form**
       It shows the vulnerability of every households with a score. The form support to identify the type of assistance required i.e. cash for rent.
	The deadline for providing comments has been extended until the end of September.

b. **CASH for rent MoU / CASH for rent receipt**
This will be act as basis of an agreement between three parties. The tool will facilitate the implementation of the provision of the cash for rent and lawyers already reviewed the legal part of the agreement. There are two tools: three parties' agreement and the receipt form that will serve as an evidence of receiving the cash.

c. **RoUC / RCLA**
Right of Use Contract will include two parties, the organization and the property owner to facilitate the implementation of rehabilitating damaged houses. Rent Control Laisse Agreement will serve as an agreement between the organization and the beneficiary. These tools are optional and can be amended as necessary.

d. **BoQ / Priced BoQ**
Priced BoQ provides a list of an average price of the items and workers expenses.

e. **PDM form**
The form was developed to be able to have comparative results among different exercises.

Points raised throughout the discussion of this agenda point:
   I. Rawafed Sa'ada Organization: there is a need to conduct the assessments and study the cases carefully before deciding to provide the cash for rent.
   II. Ra'ada Foundation: the beneficiary list are usually require verification especially when lists are obtained from the community leaders.
   III. Qatar Red Crescent: the forms were already shared with the field however the following points require clarifications:
   - How the work would be coordinated between the Shelter / NFI / CCCM Cluster and the WASH Cluster?
     Response: It will be essential to cover the WASH gaps as well if funding is available.
   - BoQ for urban and rural areas.
     Response: It was discussed in the TWiG but it was not considered as a priority at this stage.
   - Nominator ID need to be clear in the assessment form.
     Response: The point is well noted.
   - Translation of the documents and forms need to be very clear.
     Response: The translation was prove read by translation service and the TWiG Yemeni colleagues.

IV. DRC raised the following points: - It need to be clear if the beneficiaries have any saving from the rent amount then it should be kept with the family to be used for their own. Response: It will be added in the technical guidance, that the rent amount will be provided to the beneficiary directly and any saved amount can benefit the family. - Providing the rent assistance to families who do not have official Identification Document. Response: It will be clearly mentioned in the technical guidance document also including a paragraph giving the opportunity to vet on the identification of the family from 3 different sources. V. LMMPO: Beneficiaries should be always informed and participate in the whole process of implementing any project including the selection criteria. VI. YRCs raised the following points: - It will be essential to extend the deadline of providing comments on the cash for shelter tools. Response: The deadline will be extended till the end of September. - Cash for rent is encouraging the displacement and providing unsustainable solution. Response: The comment is very valid, although it is not true that cash assistance is unsustainable but it depends on the way of how you are implementing it. Current discussion is exploring providing the cash assistance for one year. The Cluster is encouraging the provision of livelihood as well as it is currently being implemented in Ibb by ACTED or linking with other partners who provides livelihood activities.	
4. HPF 2017 Second Allocation Strategy (including the FTS update) Envelop Objective: Integrated Response for the most vulnerable IDP, Returnees families and host communities by ensuring access to a minimum package which include adequate Shelter, NFI, CCCM, Food, wash, health, Nutrition and protection services HRP Objectives: Provide life-saving assistance to the most vulnerable people in Yemen Ensure that all assistance promotes the protection, safety and dignity of the affected population Shelter/NFI/CCCM Objectives Provide life-saving and life-sustaining shelter solutions and non-food items to the most vulnerable in livable and dignified settings. Objective 2: Ensure access to basic services for the most vulnerable women and men living in IDP Hosting Sites	**CCT will share the minimum integrated response document for comments with all partners.**

Prioritized Locations It was defined based on the following criteria: - People in need gap - People in need - Cholera cases - People with specific needs - % IDPs & IDP returnees / host community - # of IDPs Hosting Sites **FTS:** The cluster is currently funded 13.3% out of the total funding requirement of 106 million for 2017. Partners were encouraged to report their funded projects to the FTS.	
5. Winterization Plan - Update Priority Locations: it will be determined based on the a set of criteria to identify the priority areas that require intervention during the winter season. DRC: Collaboration with local authorities- It is important to measure if there are acceptance on the type of assistance that we provide i.e. if there is a need for shelter instead of winter NFI kits. Suggested term of the type of assistance "Winterization Support". UNHCR: The organization is planning to support 15,000 families with the winterization cash assistance. The families will received around 55,000 YR as an average. Cluster partners to assist on sharing beneficiaries list and UNHCR directly or through their implementing partners will conduct the verification and distributions. There is a need to put clarity on where cash / in-kind assistance can be provided in order to harmonize the approach. Hajjah Foundation: Through the provision of cash assistant, the cash is not necessarily will be spend on winter NFIs or Shelter. It will be essential to develop a list of Partners received funds from previous HPF allocations to know the available resources that will enable the response during the upcoming season.	**CCT will send a draft plan for inputs including areas where cash / in-kind assistant could be potentially implemented.**
6. AoB a. Hani is leaving the operation and Stefano will assure the interim co-chair until longer term co-chair is identified. b. HPF – INGO are encouraged to implement through NNGOs especially who are not in the list of OCHA.	

Next Cluster meeting will be held on the 15th of October, 2017

List of Participants

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