

Shelter / NFI / CCCM National Cluster Meeting

Minutes

Venue: UNHCR Office in Sana'a, Aden and Amman (Jordan)

Date/Time: 19 November 2017 at 10:00 – 12:30 PM

Issues discussed	Action required/carried out
<p>1. Introduction and Ground Rules</p> <ul style="list-style-type: none"> a. The agenda of this meeting was read. b. A refresher on previous ground rules was provided. Mainly participants were asked to: <ul style="list-style-type: none"> i. Have their phones on silent ii. Ensure that attendance sheet is update iii. Refrain from carrying on side meetings iv. Be patient in providing responses/opinion/feedback v. Focus the inputs and allow interpretation to take place c. The new Sub-National Cluster Coordinators for Ibb and Taizz were introduced. d. Cluster Coordination Team (CCT) communicated that the final result of the Call for Expression of Interest (CEI) for Sa'adah Sub-National Cluster Coordinator will be announced very soon. e. VCT connection was made with Aden Sub-national Cluster for the second time. CCT explained that this is part of the support strategy for collaborating with and empowering Sub-National Clusters. The meeting was connected with the Cluster Coordinator in Amman via VTC as well. 	<p>Result of the CEI for Sa'adah Sub-National Cluster Coordinator to be announced.</p>
<p>2. Review of previous Minutes of Meeting (MoM)</p> <ul style="list-style-type: none"> a. CCT to circulate the CEI of Sa'adah Sub-National Cluster Coordinator with partners who are based on Sa'adah hub. Completed. Update: The CEI link was closed and CCT is currently finalizing the process. b. CCT to circulate the Cholera response map once updated. Completed. Update: The map was developed and circulated. c. CCT will send an invitation to partners to join new TWiGs. Pending. Update: It has been discussed at the SAG level and will be circulated to all Cluster partners. Partners will be encouraged to express their interest to join the TWiGs. d. TWiG to be formed to review CCCM minimum integrated response document. Completed. 	<ul style="list-style-type: none"> a. CCT to circulate the Cholera response map once updated. b. CCT will send an invitation to partners to join new TWiGs.



<p>Update: The TWiG was formed and shared their inputs on the document. CCT is currently reviewing the feedback received. CCT thanked Qatar Red Crescent for leading the TWiG.</p> <p>e. CCT will share an email with a link for partners who are interested to support beneficiaries' identification process for UNHCR winter grants. Completed.</p> <p>Update: The link was closed and UNHCR will invite the partners recommended by CCT. CCT will follow-up with UNHCR to check on the progress made on conducting the first meeting.</p> <p>f. Partners who have winter stocks / funds were requested to fill in the matrix that was circulated previously. Completed.</p> <p>Update: The inputs were shared by Cluster partners. CCT thanked partners for their contribution.</p> <p>g. CCT will invite UNHCR IMO to the next cluster meeting to present Activityinfo. Completed.</p> <p>Update: It will take place in this meeting.</p> <p>h. CCT to circulate the CCCM Global strategy. Pending.</p> <p>Update: CCT will share the strategy along with the minutes of this meeting.</p>	
<p>Sub-National Shelter/CCCM/NFIs: Review previous meeting minutes and action points</p> <ul style="list-style-type: none"> • Sub-National Shelter/CCCM/ NFIs Cluster partners are to share with sub-cluster coordinators their updates on implemented/planned activities and any others information deadline Nov 15th, 2017. Mostly Done. • ACF RRM focal point to share with sub-cluster partners lists of those HHs displaced in Al-Dhalee' (15 November). Done • OXFAM, IOM in close coordination with Sub-National Cluster and local authorities bilaterally meet and further assess the area and provide lists of assessed families to the sub-cluster to find a partner to respond to their shelter-related needs. Done • Sub-National Shelter-CCCM/NFIs cluster coordinator coordinate with partners to target Al-Dhalee' IDPs with NFIs/ESK. November 30, 2017. Done • Sub-National cluster partners are to share their comments/inputs on the 2018 HNO shelter Narrative Report on October 31st deadline. Pending • Sub-National cluster partners are to share their comments/inputs on the 2018 HNO shelter Narrative Report on November 1st deadline. Pending • Sub-National cluster coordinator develop the mailing list and send it to all partners Mid November, 2017. Done 	<p>c.</p>
<p>3. Activity Info presentation</p>	

Cluster Coordinator provided a briefing on Activity info system which is an online tool to store data on real-time which will make the Cluster IM more efficient. Series of trainings will be conducted and only an introduction will be provided today. In this agenda point, the introduction today will highlight the benefits of moving from Excel based data collection system to Activity info. The main purpose for the cluster is to make the process of partners reporting more simpler which takes less time on filling the reporting forms and ease the process of analysing the data at the CCT end.

UNHCR Senior Data Management Assistant presented Activity info as an online portal to share information in very effective and efficient way. The Cluster IM focal point usually provides partners with access to the portal (Username and Password). He emphasised that the Protection Cluster have started using Activity info since 2015 and later UNHCR introduced it for their internal program reporting. UNHCR implementing partners can view each other's reports on the portal so they can benefit from the information shared except if the data is confidential then it will not be viewable to others. In the portal, partners can extract particular reports and customized maps / info-graphics. The Senior Data Management Assistant demonstrated the use of the portal especially on how partners can report their activities UNDER "Data Entry" tab and access the variety of analysis and visualization under "Reporting" tab.

ACTED:

- How access will be provided to partners to the portal?
Through National and Sub-National level?
CCT replied that Information Management is performed at the National level given the lack of IM capacity at the Sub-National level. The access will be provided by the National Cluster IM focal point.
UNHCR DM explained that Partner agency could be provided with one or two accounts in the portal.
- What will be the role of the Sub-National Clusters Coordinators in the portal?
CCT replied that the role of the Sub-National Cluster Coordinator will be focused on monitoring hub partners reporting in the portal and work closely with the National Cluster IM focal point on IM related issues. Dedicated guidance document will be developed on the use of the portal and roles of all parties involved in the portal including the Sub-National Cluster Coordinator.

LMMPO:

- How to add new donor to the data entry form?

<p>UNHCR DM replied that the partner is encouraged to contact the National Cluster IM focal point to add new donor in the data entry form.</p> <p>Mawadah:</p> <ul style="list-style-type: none"> - Is the registration in the portal is an easy process? UNHCR DM replied that the registration process is very easy and it is supported by the National Cluster IM focal point. - How analysis is done in the system? UNHCR DM replied that the analysis could be performed online and offline. The online analysis could be performed with the different pivot tables, maps and info-graphics available under “Reporting” tab. Partners can extract the data in different formats to perform offline analysis as example in excel format. - How partners can add attachments in the portal? UNHCR DM replied that Partners will have the possibility to upload attachments such as photos in the portal. <p>UNHCR DM mentioned that there will be very detailed training on how to use the portal which will be organized and announced by the Shelter/NFI/CCCM Cluster Coordination Team.</p>	
<p>4. Update on HNO/HRP 2018</p> <p>CCT presented the Humanitarian Needs Overview (HNO) for 2018. CCT explained the way of how the severity scale for the 6 Cluster HNO indicators was calculated including for the weights that were considered during the process. The final formula used to categorize each district under either low or medium or acute severity. An example of 7 top district with acute needs was presented to highlight the way the final results were driven. The Cluster Needs Severity map that was presented in-which the darker color shows districts with acute needs and lighter grades for medium and low severity needs.</p> <p>Cluster Coordinator re-emphasized the purpose of each HNO indicator:</p> <ul style="list-style-type: none"> - Ratio of IDPs and Returnees over total affected population: It will highlight percentage of IDPs and Returnees against the total population in certain districts and the size of pressure on sharing services and resources of host community. - Percentage of partially damaged / completely destroyed houses: It will provide a picture on the severity of damages to civilian houses in every district which was a result of the conflict or natural disasters. - Ratio of People in need / Response delivered: highlight where the cluster partners are doing more in particular districts / locations while leaving other districts uncovered or neglected. This can put emphasizes on the locations where cluster need to prioritize and focus for next year. 	

<ul style="list-style-type: none"> - Percentage of persons with specific needs: spotlight locations where person require special attention and who falls under the cluster vulnerability criteria. - Percentage of IDPs hosting sites under threats of eviction: highlights areas where IDPs are facing eviction and require support to their preferred shelter solutions. - IDPs hosting sites that have a formal complaint mechanism including PSEA: it spotlight areas where cluster need to focus to establish formal complaint and feedback mechanism in the HRP for 2018. <p>Cluster Coordinator presented 2018 proposed activities of the Cluster. The activities are as follow:</p> <ol style="list-style-type: none"> 1. Provision of essential NFI (Non-Food Items)/Cash for NFIs 2. Provision of Emergency Shelter Kits / Materials/ Cash for Shelter 3. Provision of Cash assistance for rental subsidies 4. Provision of Cash Grant for rehabilitation/reconstruction of damaged/destroyed houses 5. Site Management and Coordination Support and monitoring 6. Conduct CCCM Baseline Assessment 7. Upgrade / Basic Shelter Maintenance 8. Provision of Winter Grants/kits 9. Conduct capacity building programs (Shelter / NFI / CCCM / IM / Etc.) 10. Conduct Post Distribution Monitoring (PDM) 11. Construction / Rehabilitation of Transitional Shelter 12. Conduct Needs Assessment <p>Cluster Coordinator asked partners if there are activities which were not captured in the above 12 proposed activities for 2018. There was no additional activities reported by participants.</p> <p>Mawadah: reported that they have conducted an assessment in AlMahwit and the result of the assessment revealed that 700 persons with specific needs (PWSN).</p> <p>BBF: explained that Cluster partners are hoping that 2018 Humanitarian Response Plan will cover gaps not address in 2017 especially gaps related to in-come generating activities and ensuring an equal distribution of assistance.</p>	
<p>5. Winterization support</p> <p>Due to other meeting reserved the meeting room, CCT went through the matrix of partners available resources and emphasised that the districts highlights in red color require partners close coordination with each others as well as with the relevant Sub-National Clusters.</p>	<p>CCT to share the consolidated matrix of available winter resources.</p>

6. Emergency displacement movement in the South Governorates

Sub-National Shelter/CCCM/NFIs cluster coordinator presented a power point presentation on Shelter Cluster Emergency Response Planning document highlighting Purpose of the document, Early Warning Indicators, key actions to be undertaken by Emergency Response Teams (ERTs), Definitions of Interventions, ERTs in Yemen, Deployment Criteria, Deployment Process. Sub-National Shelter/CCCM/NFIs cluster partners discussed the emergency displacement movement taking place in Tor Al-Bahah district, Lahj Gov and Maifa'a district, Shabwa gov as well. Partners shared information on number of displaced HHs as well as locations of displacements. It was reported that 350 plus HHs displaced from Tor Al-Bahah district, 200 HHs are displaced in Tuban and Al-Hutah districts within Lahj and 150 HHs are displaced in Aden Gov. Another 350 HHs are displaced to some areas within Tor Al-Bahah district itself. These 350 HHs could not move to other districts in Lahj or other areas due to the escalation of ongoing clashes and security restrictions. The total number of entire displaced HHs for Tor Al-Bahah district is 700 HHs. Sub-National Shelter/CCCM/NFIs cluster partners are coordinating among each other for emergency response. ACF RRM team are planning to assess the areas and identify those IDPs and share RRM report with the sub-clusters for coordinating the emergency response within 24-72 hours to the 350 plus HHs displaced from Tor Al-Bahah district, 200 HHs are displaced in Tuban and Al-Hutah districts within Lahj and 150 HHs are displaced in Aden Gov. This emergency response will be through the provision of cash assistance and HKs. For Maifa'a displaced HHs, sub-National cluster partners reported the displacement movement of almost 949 HHs to different locations within Al-Hutah area in Shabwa and some other places. IOM, Diversity Organization, SHS, and UNHCR are coordinating with each other for the purpose of conducting rapid assessment, sharing accurate information and type of assistance to be provided.

- a. **Sub-National Shelter/CCCM/NFIs cluster partners (ACF, UNHCR, IOM, INTERSOS, CSSW, IOM and among others will share assessment reports and hold ad hoc meetings for discussing emergency response plans of each partners including timeframe, locations, type of assistance etc for IDPs from Tor Al-Bahah, Lahj.**
- b. **UNHCR, IOM, Diversity Organization, SHS and among other partners will share their assessment reports, response plans for the displaced HHs in Maifa'a, Shabwa. Deadlines for assessments, ad hoc meetings, emergency plans etc will be Tuesday November 21st, 2017.**
- c. **Sub-National Shelter/CCCM/NFIs cluster coordinator to share the Cluster Emergency Response Planning Document along with the PPT (November 19th, 2017).**

List of Participants at the National Level

Agency Name	Participant Name	Position / Title	Phone No.	Email Address
Cluster Coordination Team	Charles Campbell	Snr. National Cluster Coordinator	712225117	coord.yemen@sheltercluster.org
	Monir AlSobari	Deputy National Cluster Coordinator	712225045	depcoord.yemen@sheltercluster.org
SRA Foundation for Sustainable Development.	Abdurabh Alrawhani	Executive Director	777187665	abdurabh1@yahoo.com.hk
APJD	Dr. Ahmed Edres	head of org.	777712420	alfa3@yemen.net.ye
3A Translation Office	Akram Ali Al Hindi	head of office	771367774	akramhindi@yahoo.com
Ibb Sub-National Cluster Coordinator	Omar Hamoud Ali Alragawi	Sub-national shelter cluster coordinator	711202145	ibb.shelter@acted.org
ADO	Aisha Thawab	General Manager	777448700	aishaaltook@gmail.com
All Girls Foundation for Development	Summer Ahmed	Program Assistant	774971240	allgirls1@gmail.com
AOBWC	Rana Aboud	Project Assistant	772891233	alaman.oalaman@gmail.com
BCHR	Nadia Alrashidy	Coordinater	772811043	n.i.s.d.yemen@gmail.com
BEST FUTUER FOUNDATION	najwa abdullah aladhi	President of the Foundation	733890483	najwa42001@hotmail.com
Coalition of humanitarian relief	Helal Ahmed Shwqa	Coordination & Monitoring Officer	775156059	chr.taize@gmail.com
CSSW	Mona Alhajri	EPC	775900889	monatalhajri@gmail.com
Enmaa Social Foundation for Development	Amer Ali Al Hajjaji	Chairman	777762202	enma.yemen@gmail.com
Executive Unit of IDPs	Radfan Mohammed	INGOs Manager	773323644	radfan@yemenidps.org
Foundation Mawada Development Charity	Mohamed Maatoq Alghilani	Deputy Executive Manager	777999897	mmaatoq@mawada-ye.org
Human Appeal	Dr. Mohammed Radman	Programmes Manager	771887454	mohammed.radman@humanappeal.org.uk
IYC-Y	wedad Alshameery	program coorditator	771422092	wedd95@gmail.com
Khadija Foundation for Development	Nada Shubail	Public Relations	738034927	khadijia2001@hotmail.com

LMMPO	Hareth Al-Eryani	External Relations & Coordination Officer	777573133	haritheryani@hotmail.com
MOZN FOUNDATION	taha mohammed yahya	PROJECT ASSISTANT	715430375	info@mozn-ye.org
NFDHR	Hayat Nosair	Shelter program manager	730190834	hnosair@nfdhr.org
rofqa for humanitarian development	Dalal Ahmed Al - Jabri	relation	7757770136	relations@rofqa.org
SYDF	Nawal Esmail AIDhahebi	Program & Projects Director	733285856	samayemen72012@hotmail.com
Thaat for development foundation TDF	Ghadeer Taha	public relation	775591032	ghadeert@thaat.org
Yemen Family Care Association (YFCA)	Diena Murshed	Protection, Shelter, Gender Program Officer	774093363	d.murshed@yfca.org
Yemeni Development Network For NGOs (YDN)	wedad Sharaf Al-azazi	Shelter Coordinator	774488847	info@ydnorg.org
YFDR	maha Al-yousofi	Shelter Officer	735837097	m.maha@yfdr-ye.org
National Foundation for Human Rights	Qaid Mareq	Finance Manager	771048339	gaidmareq@gmail.com
Nahda Balad	Hanan Eidah	General Manager	774335590	han774335590@gmail.com
AIEkram Foundation	Bushra AlSharafi	Project Manager	735546219	alekramfoundation@gmail.com
National Prisoners Foundation	Hemiar AlQadri	Project Coordinator	7712499055	npsajeen@gmail.com
AlWafa Foundation	Somaiah Mujali	Project Manager	773005010	alwafadevelop2015@gmail.com
Act Now Foundation	Roqayah AlaQad	Reporting Officer	772001995	roqiah.alokad2013@gmail.com
Saweed Foundation	Nour Aljarash	Admin Assistant	730531531	ngarash@sawaed.org
Marfea Foundation	Derhim AlQasheh	Head of the Foundation	773266475	marafailyemen@gmail.com
MFD	Somiah AlHusam	Program Manager	774607773	somaia@musanadah.org
Roafed Foundation	Ezye Jaber	Finance Manager	773447662	aazeii3@gmail.com
UNHCR	Saadam AlHubaishi	Senior Data Management Assistant	712225072	alhubasa@unhcr.org

List of Participants at Aden Sub-National Level

Agency Name	Participant Name	Position / Title	Phone No.	Email Address
Cluster Coordination Team	Esam Alduais	Senior Field Assistant	711695133	Alduais@unhcr.org
SHS	Karam Sultan Yaseen	Ass. Shelter Officer	733155900	Karam.sultan@gmail.com
NRC	Amjad Nasser Sa'eed	Wash/Shelter Assistant	735968862	Amgad.alshabi@nrc.no
Solidarity International	Thomas Leclerc	WASH P.M	730583642	Wash.pm@solidarite-yemen.org
Solidarite International	Yann Julou	Program Coordinator	7303363319	Prog.coo@solidarites.yemen.org
Governor Office	Khaled Ibrahim Sheik	Abyan Coordinator	738427861	Kh.sheik2017@gmail.com
Hand By Hand Foudnation-Aden	Warda Al-Sayed	Chairwoman	733368302	Warda9111@yahoo.com
SHS	Abdullah Uqba	Civil Engineer	711004479	civ.eng@shsyemen.org
IOM	Abdulmageed Al-Kaladi	Snr. Emerg.Operation Assistant	737888769	Aalkaladi.mph@gmail.com
NMO-Aden	Hamdi Shalearn	Hygiene Officer	770599396	Hamdish0072@gmail.com
NMO-Aden	Faiza Moneer Al-Tamimi	Program Manager	772911284	faizaaltamimi@nahdamakers.org
ICRC	Mohammed Saleh	FO	737841133	mohsaleh@icrc.org
ICRC	Shafiq Nasser	FO	736244436	sabdulhabeb@icrc.org
Diversity	Abdulahakim M. Shamsan	Coordinator	733664547	diversityyemen@gmail.com
INTERSOS	Aboud Mohammed	Prog. Assistant	772287196	ldp.assistant.yemen@intersos.org
UNHCR Aden	Abdulaziz Al-Jaberi	Snr. Protection Assistant	712224020	mahmouab@unhcr.org
UNHCR Aden	Mahfouz Mohammed	Snr. Protection Assistant	712225362	mohammem@unhcr.org
KSRC	Abdullah Al-Tayar	Relief Coordinator	737549835	Altayyar6@gmail.com

