

Shelter / NFI / CCCM National Cluster SAG Meeting Minutes

Venue: UNHCR Office in Sana'a

Date/Time: 30 October 2017 at 10:00 – 12:15 PM

Issues discussed	Action required/ carried out
<p>1. Introduction and Ground Rules The agenda of this meeting was reviewed and confirmed. There were no changes.</p>	
<p>2. Review of previous Minutes of Meeting (MoM)</p> <ul style="list-style-type: none"> - CCT will share the Minimum stand package to all cluster partners for comments Update: Shared with all Cluster coordinators feedback received from all except Protection. TWiG was formed to review the document with focus on the Shelter/NFI/CCCM minimum package of assistance with QRCS leading the working group. - Establish TWiG on IDP Hosting Sites Response Strategy Update: Response received from ACTED, CSSW, DRC, LMMPO, Sama Al Yemen (SYDF), NRC, IOM 	
<p>3. Management of the SAG The Cluster Coordinator (CC) presented the proposed revision on the SAG Term of Reference (ToR) and the SAG direction:</p> <ul style="list-style-type: none"> • Strategic Role: <ul style="list-style-type: none"> • Development of the Humanitarian Response Plan. This also includes the development of contingency plans and other response plans. • Development of position papers and statements on shelter/CCCM related issues • Development and guidance on resource mobilization and fund raising strategies. • Development and implementation of a shelter advocacy strategy • Advocacy for fund raising at various fora and levels • Coordination role: improvement and strengthening of the overall structure, capacity and effectiveness of the cluster at national and Sub-National level. • The SAG is limited to 10 organizations and is made up of one representative for each organization. • It was highlighted that it was important for members to take their contribution to the SAG seriously as the growth of the Cluster will be determined by how much efforts members invest in its activities. .. The • SAG is constituted by the following persons/organizations: <ul style="list-style-type: none"> • Cluster Coordinator - UNHCR • Co-Chair - IOM • 2 UN • 3 International agencies • 3 National NGOs 	<p>CCT to send the Partner database once drafted for comments.</p>



SAG Admin issues

- Decision on whether meeting location could be rotational and rotational chairperson on a timeframe to be agreed Decision on whether to include dedicated time for the work of the SAG in the ToR
- Agreement to take the lead on specific issues.
- Identification of Champions of specific issues – Cash – AAP/Gender – Protection. Currently the CCT has nominated two champions from the Cluster to participate Cash Training in Amman with funds from UNHCR.
- The Shelter/NFI/CCCM ToR had been reviewed by the CCT and would be shared with the SAG for their comments since the last update was in August 2015.
- The CCT is developing a Partner Registration database as part of the Partners registration procedure – Partners would be required to register with their Organization information that would be evaluated before they are accepted or rejected. Evaluation criteria would need to be established. This was part of the Cluster drive to know its Partners better so it would be in a position to recommend Partners when requested. While information on Partners to justify recommendations would be possible and some information would not be sharable due to confidentiality concerns.

Points raised by SAG members:

CSSW: Fully agreed with all the above-proposed points.

NRC: Proposed a rotational chair of the SAG every 12 months.

IOM:

- Necessity of longer-term lead/Chair of the SAG.
- It will be useful to have a Partner database.

ADRA: Proposed rotational chair for 6 months.

ACTED:

- Rotating the Chair does not make a difference as strategy will stay the same and decisions are by consensus.
- It is not necessary to dedicate % of time but rather number of meetings attended and active participation and taking the lead in specific SAG activities.

4. Comprehensive Capacity Building Strategy

The below comprehensive capacity building strategy was presented:

Individual Capacity Building Initiatives

- Individual Mentoring and Coaching – NNGOs/INGOS collaboration
- Online training resources. The CCT shared list of online courses and documents with Sub-National Cluster Coordinators that could be modified for Partners.
- Coordination of TWiGs by NNGOs INGOS Collaboration.
- Coordination of Sub National Clusters by NNGO/INGO collaboration. Ibb was an example of this collaboration.
- Identification and support of NNGO staff on international training – TFPs. It is important to identify the weakness.
- Engagement of third party private companies (TPM) for PDM - working through NNGOs . Partners should be part of the process in order to build their capacity.

CCT will share the Humanitarian Plus draft document for comments.

Group Capacity Building Initiatives

- Peer to Peer - Experience exchange at Cluster meetings
- Second qualified CCCM staff to (National) NGOs
- Identify remote management principles to promote. It is a process of building trust to give more capacity and authority to the staff in the field.
- Engage International trainers for training in specific gap areas. It is very crucial to identify capacity-building gaps.
- Engage National trainers for training in specific gap areas. Currently some partners approached us to contribute. CSSW has volunteered to be the capacity building working group focal point.

Cluster prioritization from CCMP and Workshop findings:

No.	Description of Activity Gap	Proposed Action	Focal Point
1	Supporting Needs Assessment and analysis of gaps across and within the Cluster	<ul style="list-style-type: none"> - Organize comprehensive needs assessments in gap locations - Basic multi-sector assessment tool 	CCT
2	Monitoring and Reporting on activities and needs measuring progress against the Cluster strategy	PDM Cluster Review MYR & EYR	CCT
3	National Contingency Plan identified and shared with Partners, with roles identified, strengthen response capacity in country	Country contingency Plan (Not a priority at this stage)	CCT
4	Identifying concerns and contributing key messages to HC/HCT	Advocacy Strategy and activities	CCT/??
5	Complaints mechanism	Guidelines and Models	CCT/??
6	Clarifying funding requirements helping to set priorities and contributing to HC funding priorities	Donor Engagement?	CCT/??

Cluster prioritization from CCMP

- There were a couple of recommendations that highlighted the need for capacity building of Partners. This was already discussed at length. This point and the first The Cluster needs to support needs assessment especially in Host communities where the needs are not well known given the donor push for more assistance in Host communities in the HRP 2018. The Cluster through a TWiG will work on mapping existing assessments and gaps and providing guidelines on the information to be contained in a multi-sectoral needs assessment form that will facilitate a response. This would not target emergency situations as the IST had already be defined for that. Close collaboration with OCHA would be required –. The Cluster had identified

<p>several partners that reported that they had complaints mechanisms they use and Cluster will work on identifying best practices and providing guidelines on how to set up a good mechanism.</p> <ul style="list-style-type: none"> • The Cluster is already orienting its focus on more durable and longer term assistance. This will be within the framework of providing shelter guidelines including emergency transitional and permanent shelter. More focus on transitional shelters will be promoted as well as linking cash assistance with livelihoods to ensure sustainability of the intervention. <ul style="list-style-type: none"> - Longer term assistance Strategy (H+). – Activities that fall outside the Humanitarian envelop but are not development activities. OCHA has requested Clusters to determine what their Humanitarian plus activities will be. Focus on rehabilitation of reconstruction of shelters over and above the \$ 1,200 limit in the HRP - More focus on the transitional shelter that is upgradeable therefore emergency shelters need to be designed with that in mind - CCCM Plus (site exit strategy)- What happens to people in IDP Hosting Sites in the longer term what durable solutions do we identify for them and does that fall into H+ planning - Information on service provision and gaps linkages to early recovery - Sustainability of return and CCCM in return context information on services available and links to development agencies. <p>Settlement/Area approach to H+ response planning and contextualizing it to Yemen</p>	
<p>5. Cluster Technical Support priorities</p> <p>Cluster Partners Capacity Mapping and Technical Support Shelter/NFIs</p> <ul style="list-style-type: none"> - Ladder of options for Shelter relocation – Define process to identify sustainable shelter solutions for beneficiaries in locations that need to be relocated including risk assessment of each option – led by ACTED - Shelter Cash/Voucher Guidelines (including Grants for Rehab) – led By IOM - NFI Diversification package will be led by the CCT - Shelter solution options for vulnerable categories – guidance on how to integrate solutions concepts on shelter solutions for extremely vulnerable categories – led to be defined <p>CCCM</p> <ul style="list-style-type: none"> - Integrated Response – How to prioritize the Sectors to include in a response package in IDP hosting Sites including risk assessment. Status: Already established - How to define a Site Management Strategy/Plan for IDP hosting Sites - How to use the Site Management gap assessment to define a Site Management plan. Status: Currently on process to establish the TWiG - Beneficiary Community Engagement – How to constructively engage community including assessing beneficiary capacity - Site Management gap Assessment – Assessment form and guidelines on how to conduct Site Management Assessments and determine the gaps in coordination and the type of Site Management support required Partners mentioned as a priority: IOM 	<p>CCT to circulate list of TWiGs for SAG members to express interest to lead.</p>

LMMPO raised a gap of understanding of authorities of the role of Cluster, authorities and humanitarian partners in the IDPs sites.

IOM raised the importance of defining the sites management response and the mobile CCCM teams.

Cluster Guidance Prioritization

No.	Description of Activity Gap	Proposed Action	Focal Point	Priority
1	Donor Identification and Engagement – ECHO, DFID, OFDA, JP, EU, GAC, etc.	Identify Donors, reach out to them, arrange teleconference,	CCT/NGO	
2	Communications and Advocacy Strategy	Develop a C and A strategy	CCT/NGO	
3	Partner networking and Engagement	Identify activities and options for Partner engagement and networking outside of Cluster meetings	NNGO/INGO	
4	IDP Hosting Sites Response - TWiG	Develop response strategy	CCT/NGO	
5	Capacity building strategy – Partners, Sub National Cluster coordinators	Develop a comprehensive capacity building strategy and options	CCT/NGO	
6	HPF example project document	Based on HPF 2016/2017 identify best practices from existing projects and compile as example	NNGO/INGO	
7	Relocation Strategy and sustainable shelter solutions	Finalize guidelines and	INGO/NNGO	
8	Shelter Guidelines	Identify and provide adequate and appropriate options for emergency transitional and permanent shelter	INGO/NNGO	

6. HNO/HRP 2018 Strategy

The proposed PIN for 2018 was calculated based on the below:

- Acute Needs = 40% of adjusted total population in the districts with severity scores between 4-6.
- Moderate Needs = 15% of adjusted total population in the districts with severity scores between 2-3.
- PIN = total Acute Needs + total Moderate Needs = 656,110 HHs
- Proposed HRP 2018 target = 50% of PIN = 328,129 HHs



Discussions were held on a more appropriate evidence based methodology to come up with the PIN and the target population. One suggestion was to apply different weights to the severity indicators and note how it changed the PIN. However arbitrary percentages to focus on a manageable number might still need to be identified.

The issue was raised about how to explain the fact that although the narrative was that the situation had worsened and the PIN was higher than last year the Acute PIN was lower than last year due to the fact that many more of the affected population were now in a protracted situation and no longer in need of humanitarian assistance but longer term more transitional and durable assistance. This would be supported by the narrative on H+ activities that supported non humanitarian activities.

Proposed activities for 2018:

No.	Description of Activity
1	Provision of essential NFI (Non-Food Items) /Cash for Shelter
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	Provision of winter grants/kits
8	Upgrade / Basic Maintenance of Shelter
9	Conduct capacity-building programs (Shelter / NFI / CCCM / IM / Etc.)
10	Conduct Post Distribution Monitoring (PDM)
11	Construction / Rehabilitation of Transitional Shelter
12	Permanent Shelter Construction/Rehabilitation

7. AoB

8.

- Visibility documents - Cluster Fact Sheets and SitRep
- Members were encouraged to follow Cluster Twitter account - [@YEShelterCCCM](https://twitter.com/YEShelterCCCM)
- Cluster Work plan 2017-2018

The CCT work plan developed in July would be shared with the SAG for comments as this would need to be finalized and shared with the Sub National Cluster coordinators for them to develop their individual work plans.

- Sub National Cluster – update on roll out
CEI was sent for Sa’adah Sub-National Cluster Coordinator
NRC not decided yet to take the role in southern part of Taizz
_Virtual meetings with Sub-National clusters
CCT is testing virtual meetings platforms to connect with Sub-National clusters coordinators. It is planned to have an end of year meeting to take stock of activities over the year address issues and challenges and discuss plans for 2018.

Next SAG meeting will be held on the 11th of December 2017

List of Participants

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