

Shelter/CCCM/NFI Cluster Meeting Notes

Venue: UNHCR Office in Sana'a.

Date/Time: Sunday, Feb. 14, 2016 at 10:00 AM.

Issues discussed	Action required/carried out
1. Introduction and Ground Rules	
2. Membership and Cluster Activities <ul style="list-style-type: none"> - PPT on the cluster participation and membership was presented on the meeting. - Two videos were presented covering the activities of the Shelter/CCCM/NFI Cluster and the management of a collective center. 	Coordination Team will circulate the PPT and videos links.
3. Review of minutes and action points from previous meeting Action Point 1: Cluster members to share any challenges via google link which will be shared ahead of the meetings and the cluster coordination team will circulate the consolidated information.	Repeat monthly - All
Action Point 2: CSSW and LMMPO to make presentation on the Needs Assessment conducted in the past months.	Outstanding – CSSW & LMMPO
Action Point 3: Tamdeen Youth Foundation to share details on their humanitarian convoy to Taiz city.	Outstanding - TYF
Action Point 4: Civil Confederacy to share information about their planned project which is targeting IDPs of Taiz currently displaced in Ibb.	Outstanding - Civil Confederacy
Action Point 5: IOM and Wethaq Foundation will share assessments done by their partners on Taiz with Cluster which will be circulated to the partners.	Outstanding – IOM & Wethaq Foundation
4. Strategic Advisory Group (SAG) In order to prepare the cluster strategy for 2016, the cluster will establish the Strategic Advisory Group (SAG) with membership from 4-5 key and active members of the cluster.	
5. TWIG – technical guidance document All the TTCs have shared their draft work and the coordination team is currently consolidating the documents into “Technical Guidance” document. Once the draft is ready, it will be shared with the technical working group before circulating to the cluster comments.	
6. Gender Training Ahmed (ZOA) and Fahim (YDN) have attended the TOT on Gender mainstreaming. It was agreed that they will organize gender training for the Shelter/CCCM/NFI Cluster partners in coordination with the Cluster Coordination Team.	Cluster Gender Training to be announced
7. Needs Assessments Needs assessments are very crucial to enable better prioritization. Advocacy requires clear vision of the needs and gaps. Agencies are encouraged to share needs assessments reports related to Shelter/CCCM/NFIs with the cluster coordination team and the agency may share a note “Not for wider distribution” if there are any reservations.	Outstanding - All
8. PDM update A presentation was made on the implementation progress for the NFIs Post Distribution Monitoring.	Coordination Team will share the PDM tool with partners.
9. Information Management Agencies were encouraged to submit the reports timely as agreed in the previous meeting. The Cluster Coordination Team will work on processing, analysing and developing IM products which will be shared on monthly basis.	
10. Challenges and Gaps This point will be discussed in the next cluster meeting.	



11. AOB

YHRP 2016

The HCT has endorsed the YHFP for 2016 and It will be launched in Geneva on the 18th of February followed with the launching in Yemen, Jordan and the Kingdom of Saudi Arabia.

List of Participants:

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