

Shelter/CCCM/NFI Cluster Meeting Notes

Venue: UNHCR Office in Sana'a.

Date/Time: Thursday, Feb. 25, 2016 at 10:00 AM.

Issues discussed	Action required/carried out
1. Introduction and Ground Rules	
2. Review action points from previous meeting Action Point 1: CSSW and LMMPO to make presentation on the Needs Assessment conducted in the past months.	LMMPO will present in the next meeting
Action Point 2: 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
3. Assessments Presentations CSSW presented their needs assessment which was funded by Qatar Charity. The assessment covered WASH, Education, Health, Food security and agriculture, Shelter/NFIs and livelihoods sectors in 14 Governorates across the country.	Assessment report to be shared- CSSW
4. Strategic Advisory Group (SAG) The selection process is underway. The group agreed to be expanded to include the Government counterpart, and 3 representatives each from the National NGO and International NGO members. Those organisations will hear shortly from us and will be asked to select a focal point for the SAG and an alternate.	The cluster coordination team will present the prospective members of the SAG at the next coordination meeting for ratification.
5. Gender Training Ahmed (ZOA) and Fahim (YDN) shall coordinate with Deborah (Gender Advisor) to organize gender training for the Shelter/CCCM/NFI Cluster partners in coordination with the Cluster Coordination Team.	Cluster Gender Training to be announced- Gender Focal Points
6. PDM update A presentation was made on the implementation progress for the NFIs Post Distribution Monitoring and partners were informed to completed and share the results with the cluster coordination team by 18 March 2016.	PDM data-entry files shall be shared with the cluster by 18 March 2016- Partners
7. Challenges and Gaps Challenges and gaps identified by partners will be reviewed by coordination team and any common themes will lead to a broader discussion at either the cluster meeting or within the SAG.	
8. AOB Sub National Clusters The cluster coordinator highlighted the need to increase the support to the humanitarian response in the field. A map was developed which reflects the current and planned sub national cluster in the agreed hubs. Yemen Humanitarian Pooled Fund (YHPF) A briefing was delivered on the HPF eligibility process and the required documents.	Sub National Cluster TOR will be shared next week- Cluster Coordination Team HPF registration checklist, form and guidance will be shared- Cluster Coordination Team

List of Participants:

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