

## Shelter / NFI / CCCM Cluster Meeting Notes

**Venue:** UNHCR Office in Sana'a.

**Date/Time:** Sunday, 26 June 2016 at 11:00 AM.

Issues discussed	Action required/carried out
<p><b>1. Introduction and Ground Rules</b></p>	
<p><b>2. Review action points from previous meeting</b></p> <p><b>Action Point 1:</b> The second gender training programme will be organized upon the arrival of Ms. Deborah, GenCap Advisor.</p>	<p><b>This action point to be put in hold until the arrival of the GenCap Advisor.</b></p>
<p><b>Action Point 2:</b> IOM is working together with the Cluster Coordination Team to develop a video about the cluster work which will be used as an advocacy toll.</p>	<p><b>The video will be circulated for comments this week.</b></p>
<p><b>Action Point 3:</b> The Cluster Coordination Team will organize a short training/refreshing session on the use of Cluster IM tools on July/August.</p>	<p><b>To be followed-up by the Cluster Coordination Team.</b></p>
<p><b>Action Point 4:</b> Wethaq Foundation will share a presentation to reflect the achievements and challenges of their completed project in Al Dhale'e.</p>	<p><b>Wethaq will share the PPT after the meeting- To be circulated to the cluster partners.</b></p>
<p><b>3. Feedback on the 1<sup>st</sup> allocation for the Humanitarian Pooled Fund</b></p> <p>The participants have emphasised the challenges/issues of enrolling in the Grant Management System (GMS) which did not allow some of the partners to be eligible to receive funding from the Humanitarian Pooled Fund (HPF) such as the delay on processing applications, lack of knowledge about the system, challenges related to meeting the eligibility criteria and fulfilling all the requirements. With regards to the process, the participants highlighted that the process was not clear in terms of timeframe and criteria.</p>	<p><b>HPF partners were invited by OCHA to attend a meeting on Wednesday and Thursday to share their experience on the process of 1<sup>st</sup> allocation.</b></p> <p><b>OCHA will organize a workshop on August to present the GMS, how to write good project proposal and in-depth discussion about specific topics.</b></p>
<p><b>4. Presentation on Task Force on Population Movement</b></p> <p>It was postpone to the next meeting.</p>	<p><b>TFPM team will make presentation in the next meeting.</b></p>
<p><b>5. Mid-Year Review of Humanitarian Response Plan and the revision of Cluster Strategy</b></p> <p>The Cluster Coordination Team presented the proposed revision on the Cluster Humanitarian Response Plan 2016 targets based on new and more precise data available in the 9th report of the Task Force Population Movement (TFPM). Another point was discussed related to the revision of the Cluster strategy, the partners agreed to delay the revision for two months given the need to have more concrete info. about needs from the profiling exercises planned by the Cluster in Hajjah, Dhamar and Aden. The partners highlighted the importance of finalizing the Cluster technical guidance document and developing guidance on Collective Centers.</p>	<p><b>The Cluster Coordination Team will share the proposed revision on the Cluster Humanitarian Response Plan 2016 for partner's feedback after the meeting.</b></p> <p><b>The Cluster will resume working on the technical guidance document and drafting the Collective Centers Guidelines after Eid immediately.</b></p>
<p><b>6. AOB</b></p> <p><b>a) Results of the Cluster Survey</b></p> <p>The Cluster Coordination Team presented the results of the survey conducted online on the national cluster meetings. The partners agreed to conduct the meetings regularly at UNHCR's Office in Algeria street as the most convenient location, the meetings will be conducted on monthly basis (Second Sunday of each month) and the timing of the meetings will remain at 10am.</p> <p><b>b) Partners Presentations</b></p> <p>The partners discussed the importance of reflecting the best practices and lessons learned in the cluster meetings. It was agreed that the one or two partners could present their work in about 5 minutes maximum for each using the cluster</p>	<p><b>The Cluster Coordination Team will circulate the PPT template.</b></p>

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**List of Participants:**

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