

## Shelter/CCCM/NFI Cluster Meeting Notes

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

**Date/Time:** Sunday, March 13, 2016 at 10:00 AM.

Issues discussed	Action required/carried out
<b>1. Introduction and Ground Rules</b>	
<b>2. Review action points from previous meeting</b> <b>Action Point 1:</b> IOM and Wethaq Foundation will share assessments done by their partners on Taiz with Cluster which will be circulated to the partners.	<b>Outstanding – IOM &amp; Wethaq Foundation</b>
<b>Action Point 2:</b> CSSW to share the needs assessment report which carried out in 14 Governorates across the country.	<b>Assessment report to be shared- CSSW</b>
<b>3. The situation in Taizz</b> The participants discussed the situation in Taizz and the improvement of access to affected areas.	
<b>4. Assessments Presentations</b> LMMPO presented the needs assessment conducted in At Taizyah district, Taizz Governorate. The assessment covered 40 key informants in 7 areas in the district.	<b>Assessment report to be shared- LMMPO</b>
<b>5. Strategic Advisory Group (SAG)</b> The Cluster Coordination Team presented the composition of the SAG membership which was conducted in transparent manner and endorsed by the cluster partners during the meeting.	<b>SAG meeting to be scheduled for the next Sunday- Cluster Coordination Team.</b>
<b>6. Gender Training</b> The gender training is planned to take place late March or early April with the support of the GenCap advisor.	<b>Cluster Gender Training to be announced- Gender Focal Points</b>
<b>7. PDM update</b> Agencies carrying out the NFIs PDM were informed to share the results of the exercise with the cluster coordination team by 18 March 2016.	- <b>PDM data-entry files shall be shared with the cluster by 18 March 2016- Partners.</b> - <b>Prepare preliminary PDM report- Cluster Coordination Team.</b>
<b>8. Information Management</b> Cluster partners were briefed about the different cluster information management monthly products including factsheet, 3Ws, dashboards, agencies presence, updates on collective centers and settlements and monthly response plans.	<b>IM products to be shared before the end of the week- Cluster Coordination Team</b>
<b>9. AOB</b> <b>a) Meetings Venue</b> The partners were asked about their views on carrying out the cluster meetings at UNHCR and IOM offices. It was agreed to alternate the meeting venue for the upcoming two months and revisit the decision at the end of that period. <b>b) Advocacy</b> The coordination team with assistance from partners will develop advocacy tools to promote the cluster activities and seek donor assistance	<b>Update the cluster meeting calendar for the national and sub national clusters- Cluster Coordination Team</b>  <b>Draft advocacy statement – Coord Team</b>

## List of Participants:

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