



Shelter Cluster Cameroon SW/NW – Meeting Minutes			
Meeting:	Shelter Cluster		
Date:	23.10.2018	Time:	10AM
Meeting Facilitator:	Nadia Carlevaro	Location:	Buea, SW
Minutes Prepared By:	NC	Location:	OCHA Office
<p><b>Participants (22):</b> ADA, AMEF, BAWAC, CHAMEG, DMF, EPDA, FOCHIWE, FORUDEF, HOVO, Intersos, IRUWAGO, IYEC, LUKMEF, MERHRAF, PEP Africa, Reach Out, UAC, UNHCR, UNOCHA, WBONWEH-WDA, Women Connect</p>			
<b>Agenda</b>			
<ul style="list-style-type: none"> <li>• Introduction &amp; round table</li> <li>• The cluster approach</li> <li>• The shelter cluster</li> <li>• Cluster TORs</li> <li>• Cluster Strategy</li> <li>• AOB</li> </ul>			
<b>Notes, Decisions, Issues</b>			
<b>Introduction &amp; round table</b>			
All agencies representatives presented themselves and their agencies. A table was shared for agencies to note in which regions they are active in terms of NFI and shelter distributions, as well as the regions they are planning to intervene in.			
The agenda for the meeting was shared and agreed on.			
<b>The cluster approach</b>			
An introduction to the cluster approach was presented to the participants by the cluster coordinator.			
Amongst other, the 6 core functions of country level clusters were presented.			
The role of the lead agency and members was explained and it was emphasised the fact that each partner active in shelter and NFI activities must engage in the cluster by sharing experiences, assessments, report on activities implemented and planned, and participate in strategic decisions of the cluster, to ensure proper coordination, avoid gaps and overlaps and enhance a need-based and more efficient response.			
Minimal requirements for membership was discussed. Membership will be defined when the cluster team will have a better understanding of the capacities and engagement of partners, when the response in the SW/NW increases and international partners have deployed to the affected regions.			
Many questions were raised as most of the partners were not familiar with the approach.			
The presentation will be shared in pdf with minutes of meeting. For more information see attached presentation.			



<b>The shelter cluster</b>			
An introduction to the global shelter cluster was presented to the participants by the cluster coordinator. Was presented the map of current active cluster as well as people supported.			
The 4 main objectives of the new global shelter cluster strategy were introduced.			
For more information see attached presentation.			
<b>The cluster TORs</b>			
The TORs that had been drafted for the shelter working group in Yaoundé were presented discussed and following amendments were agreed on by all participants:			
All reference to the working group will be changed to cluster. The “introduction” will be amended to fit to the cluster approach.			
In the “background” the link to the cluster and the working group of Yaoundé will be clarified and Yaoundé working group advocacy role should be emphasised.			
“Objectives”: to IPDs add host and non-displaced affected population as beneficiaries.			
Conditions for membership was discussed. Members should contribute to the response.			
<b>The cluster Strategy</b>			
The main parts that compose a shelter cluster strategy were shared with partners to introduce them to what will be drafted.			
A blanc intervention matrix was shared and explained to partners.			
The cluster coordinators asked which partners wished to participate in the strategy drafting. 14 participants volunteered.			
It was decided that a workshop would be held with the volunteers to work on the strategy. And findings would be shared in the following cluster meeting with all partners for further discussion.			
<b>AOB</b>			
As the cluster is activated for the SW and NW, the engagement with NW actors was highlighted as determinant, so as to understand the situation in that region and ensure their specific needs and challenges are taken into account in the cluster strategy.			
It was also noted that many SW actors, in the actual context, are not able to participate to the meeting in Buea due to access constraints. Contact with them would give real-time information. Improving access should be one of the main advocacy messages.			
The cluster coordinator asked partners to share their knowledge on the conditions of IDPs in the bush, in host families and those that are renting to get a better idea of the shelter and NFI needs of both the IDPs and host families.			
<b>Action Items</b>			
<b>Action</b>	<b>Responsible</b>		<b>Due Date</b>
Workshop to draft the shelter/nfi startegy to be organised	Coordinator		Next week
Amendments on the shelter/nfi TORs for approval by partners	Coordinator		For next cluster meeting
<b>Next Meeting</b>			
<b>Date:</b>	06.11.18	<b>Time:</b>	10AM
<b>Location:</b>	TBC, Buea		
<b>Objective:</b>	Shelter/NFI Cluster bi-monthly meeting in Buea		