

Shelter Cluster Cameroon SW/NW – Meeting Minutes			
Meeting:	Shelter Cluster		
Date:	06.11.2018	Time:	10AM
Meeting Facilitators:	Nadia Carlevaro (NC) Mamen Sancha (MS) Fredrick Hanga (FS)	Location:	Buea, SW
Minutes Prepared By:	FH	Location:	OCHA Office
<b>Participants (22):</b> ADA, ACI, AMEF, AWECBAWAC, CHAMEG, DMF, EPDA, FAHP, FOCHIWE, FORUDEF, FOWEC, GFDL,P,HOVO, Intersos, IRUWAGO, IYEC, JEPF, LUKMEF, MERHRAF, NRC PAIDWA, PEP Africa, PLAN, Reach Out, UAC, UNHCR, UNOCHA, Vision in Action, VOW, WBONWEH-WDA, Women Connect, YDC,			
Agenda			
<ul style="list-style-type: none"> <li>• Introduction &amp; round-table</li> <li>• Amended TORs</li> <li>• Presentation of the results of the strategy workshop</li> <li>• Presentation of IM tools and 4W</li> <li>• AOB</li> </ul>			
Notes, Decisions, Issues			
Introduction & round table			
<p>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.</p> <p>The agenda for the meeting was shared and agreed on.</p>			
Amended TORs			
<p>Amendments to the TORs were presented to the partners and agreed on.</p> <p>A part with the minimum requirements for membership was added, shared and agreed on with partners.</p> <p>The shelter T.O.R will be finalised and will be shared with the cluster partners for endorsement.</p> <p>The SAG role and purpose was explained to partners. The SAG is composed of a representation of humanitarian organisations. The initial SAG will consist of 1-2 UN agencies (currently only UNHCR is present), 4 INGOs and 4 local organisations (representing the SW and the NW). The agencies composing the SAG were not defined in the meeting, but the list will be proposed in the next cluster meeting. In the meantime, the Coordinator has asked organisations willing to be part of the SAG to identify themselves and encouraged to have bilateral meetings with the cluster coordinator after the coordination meeting. Decisions will be taken accordingly.</p> <p>The planned cluster architecture and set-up was presented to partners. The cluster team is composed of the Coordinator and a IMO, both based in Buea but roving. For the time being both the SW and the NW will be covered by the roving Coordinator and IMO. An equivalent</p>			



hub is planned in the NW (in Bamenda) when the response scales up and humanitarian presence increases, with a similar set-up (a hub-coordinator and a IM). If need arises, a Hub might be established in Doula to cover for the Littoral and the West.

Relevant shelter-related documents and guidelines will be shared with partners (especially for local partners) to inform them on what is existing and familiarise them with humanitarian shelter interventions..

#### Presentation of the results of the strategy workshop

The results of the strategy workshop were presented to the partners. It was highlighted that it is a work in progress, that the first version will be shared with partners when the drafting is finalised by the Coordinator, and that it will be revised in the coming month when more information is available, the need better identified or the situation changed.

Partners agreed that the cluster will keep the HRP strategic objective number 1. There are 2 cluster objectives, an emergency and a long-term objective, and both were agreed on. Protection will be mainstreamed in all activities.

The intervention matrix, that compiled the proposition of partners developed during the workshop, was presented and agreed on. It was also stressed that in this first version, only the emergency interventions are identified and developed, and the mid/long-term activities are only noted proposed as possibilities to be identified in a later stage and further developed.

Cash-based interventions (CBI), such as alternative to direct provision of cash, were also advocated for, as soon as they are authorized. Modalities will have to be discussed, developed and proposed, to identify means of tackling specific activities such as renting support. The coordinator will liaise with the cash group to enquire on the current situation and possibilities.

The importance and urgency to define vulnerability criteria was stressed by the coordinator. It was also highlighted that these criteria should be harmonised as much as possible throughout the clusters. A meeting to define vulnerability criteria for shelter/NFI will be organised soon.

#### Presentation of IM tools and 4W

The IM conducted a presentation on information management and the various tools, processes and practices with an emphasis on the 4W.

Partners were encouraged to report on the 4W as this is a mandatory reporting responsibility for cluster partners.

A data information management TWIG will be formed and a half day workshop on assessment and information management will be conducted tentatively on 16 of November.

The coordinator showed the new App that was developed by the Global Shelter Cluster and asked the partners if they were willing to test the App as it is the first time it would be used in an emergency. The partners agreed. The app will be further presented by the IMO in the next cluster meeting. In the meantime it was asked of partners to download the app on their mobile phone and start familiarizing themselves with it.

#### AOB

Partners voiced their concerns vis-à-vis the current figures used in the HNO to define the target IDPs groups, as they do not adequately represent the current situation anymore. On Friday 9 of November, the humanitarian platform meeting will be held at OCHA office, and it was proposed to take advantage of this meeting to revise collectively the PIN numbers (estimates).

Shelter/NFI-related conducted assessments were shared and are to be uploaded to the shelter cluster website.



Action Items					
Action		Responsible		Due Date	
The 4w to be shared to partners to start inputting data.		IM Officer		End of the week	
Fill 4W and share with cluster IMO		All partners		For next cluster meeting (20/11)	
TORs and first version of the strategy to be finalised and shared with partners for endorsement		Coordinator		Monday (12/11)	
Shelter-related documentation and guidelines to be shared with partners		Coordinator		Next week	
Partners to share photos on NFI/ Shelter activities		All Partners		ASAP	
Next Meeting					
Date:	20.11.18	Time:	10AM	Location:	UNHCR, Buea
Objective:	Shelter/NFI Cluster bi-monthly meeting in Buea				