



Shelter Cluster Cameroon SW/NW – Meeting Minutes			
Meeting:	Shelter Cluster		
Date:	19.12.2018	Time:	11:00
Meeting Facilitator:	Salvator Nchahinyeretse Fredrick Hanga	Location:	Buea, SW
Minutes Prepared By:	Ivo Meh K.	Location:	UNHCR Office
Participants (19): AIRD, CAWI, DYWOVIS, EPDA, IPW, IYEC, PAID-WA, REACH OUT, RUWDEC, UNHCR, YDC, CHRDA, VIAC, CCID, Key Farmers, GFDLP, BAWAC, Presbyterian Relief Service, MERHRAF			
Agenda			
<ul style="list-style-type: none"> • Introduction & round-table • Update from NW hub set up and first meeting in Bamenda • Actors presence map at sub-division level • Update from SC partners on progress of activities and key challenges • Next steps • AOB. 			
Notes, Decisions, Issues			
Introduction & round table			
All agencies/partners representatives presented themselves and their agencies. The agenda for the meeting was shared and agreed on. The action points for the last meeting were confirmed and endorsed by participants.			
Update from NW hub set up and first meeting in Bamenda			
Partners were briefed on the trip by the cluster team made to Bamenda on 13 th of December 2018, where they had meetings with different shelter cluster partners including WASH. 27 organizations attended the joint Shelter/ WASH cluster meeting.			
The shelter cluster strategy, ToRs and NFI Kit composition was shared with the participants. As replica to the SW structure in Buea, 2 SAG members from Bamenda will be elected in the next meeting among the organizations active in shelter activities. Interested members should send their expression of interest to the SC Coordinator.			
Actors presence map at sub-division level			
The updated map of the shelter/ NFI cluster partners on a sub divisional level was presented to the participants and they were advised to send their information to IM officer if they haven't already done so. Partners whose organizations didn't appear on the map highlighted their presence and were encouraged to share their 4W to be included.			



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Update from SC partners on progress of activities and key challenges;
Represented partners were each given the chance to update the participants on their activities, challenges and urgent needs.
Since different participants had some information to share on their activities, it was requested that participants share their assessments made from field activities and challenges with the Cluster coordinator and IM Officer.
A participant proposed the development and use of an app for data collection and sharing. The IMO raised security concerns on the use of mobile phones in the collection of 'beneficiaries' data as it is still a very sensitive issue, and suggested the use of KOBO platform to collect data/ This is after data has been collected on paper based forms.
For efficiency, the Shelter Coordinator proposed the use of GeoODK for the collection of field data and promised to elaborate more on this in subsequent meetings
Several participants described their areas of operation, activities, actions taken and raised several challenges encountered on the field such as; <ul style="list-style-type: none"> - IDPs running back into the bushes upon hearing gunshots - Inaccessibility to the location of some IDPs (Koto, Souza, Pendaboko, Kappa) - Confidentially issues as some IDPs are reluctant to share their information Financial difficulties in moving around
<ul style="list-style-type: none"> - Partners were advised to harmonise their data and share with the cluster coordinator
Next steps
19 partners have filled the 5w matrix and those that have not already filled where encouraged to submit their inputs.
The capacity mapping exercise is ongoing. An email will be sent to all the partners so that they will be able to point out on where they are working and what they are doing in terms of NFI/shelter.
The WASH/Shelter Needs assessment is ongoing and nearly completed the results will be ready by the end of the year and presented in January 2019.
The next shelter cluster meeting is scheduled to take place on the 16 th of January in Buea depending on feedbacks from partners. Another meeting is also planned for BAMENDA on 16th or 23rd of January 2019 depending on which date we will have the one in BUEA (TBC).
AOB
Action Items
Action
The shelter cluster map of partners was shared to all



Next Meeting					
	16.01.2019	Time:	10AM	Location:	UNHCR, Buea