

Shelter Cluster Cameroon SW/NW – Meeting Minutes			
Meeting:	Shelter Cluster		
Date:	20.03.2019	Time:	11:00
Meeting Facilitator:	Ibrahim Mahamat Ivo Meh	Location:	Buea, SW
Minutes Prepared By:	Ivo Meh Ubeujum Laurence	Location:	UNHCR Office
Organisations Represented (13): COHEB, DYWOVIS, NRC, ANADA, NSETECHAK, CYDY, UNICEF, PEP Africa, AMEF, INTERSOS, COHESODEC, NAF, Demtou Humanitarian			
Agenda			
• Introduction & round-table	(5 min)		
• Word from the new Shelter Cluster Coordinator (5 min)			
• Minutes of the previous Shelter Cluster meeting (5 min)			
• Brief presentation of activities of partners (30 min)			
1) NRC (10 min)			
2) COHEB (10 min)			
• Status of the Draft Vulnerability Criteria (Score card) document (15 min)			
• IM update: 5W / Presence map / Shelter / NFI Distribution (10 min)			
• Next steps	(10 min)		
• Updates and announcements from Partners:	(5 min)		
• AOB	(5 min)		
Notes, Decisions, Action points			
Introduction & round table			
The meeting began with the presentation of the participants and followed by the approval of the proposed agenda. Action Point: The SAG should look into and discuss the contents of the shelter kits and the need for standardized.			
Word from the new Shelter Cluster coordinator			
The new Shelter Cluster Coordinator was introduced, and he announced to participants the need for greater collaboration and sharing of data and information. He mentioned the planned trip to Bamenda to conduct a second cluster shelter meeting for NW region and sought to know the cluster number and their previous and ongoing activities for the benefit to those in need of shelter and NFI.			
Minutes of the previous shelter cluster meeting			

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The minutes of the previous meeting was read and adopted by the participants. The status of of the Shelter/NFI joint needs assessment conducted by REACH were asked. And the update was given that the final report of this evaluation is in the last phase.

Presentation from partners (findings and notes)

NRC has presented its emergency response in the south-west and north-west since June 2018. In general, 2,940 households had benefited from the distribution of NFI in 2018, while another 8,000 will be the target for 2019.

A PDM survey had been conducted three months after the kit distribution. The study revealed that beneficiaries needed other complementary items in the kits. It was requested that the content of the kits be standardized.

Action Point: The SAG should look into and discuss the contents of the shelter kits and the need for standardized.

COHEB also made a presentation on training conducted in their office in Moliwe-Limbe on the theme Humanitarian emergency response in food security, shelter and sexual violence from 25 February to 1 march 2019. 56 persons participated in the training among which 24 women and 32 men from 10 NGOs.

Status of the Draft Vulnerability Criteria (Score card)

The shelter Cluster coordinator did a brief presentation on the vulnerability criteria and emphasised the document is yet to be finalized. There was a need to clarify the notion of bush Action point: Finalize vulnerability criteria score card.

The issue of the definition of bush to be addressed to the SAC meeting for clarification

IM update: 5W / Presence map / Shelter / NFI Distribution

Update on 5Ws. IM informed the audience that there was a new 5W template which in place to be used for reporting by partners. He announced that he will share the 5W with partner and a training will be organized on a date to be announce. Partners were also reminded to fill and send the 5W by the 20th of each month.

The IMO informed partners that henceforth, there shall be monthly update release detailing activities on the field.

Action point: Organization of training for 5Ws by IM

Next steps

With the “Shelter and Wash Joint Needs Assessment” from REACH and the “Displacement Tracking Matrix” from IOM results, the SC probably will have to do an update of the Shelter Cluster Strategy. Bamenda SAG members’ election

Updates and announcements from Partners:

INTERSOS/AMEF: Distribution activities continue in Meme and Manyu except for the seizure of 400 NFI kits by the military in Mamfe.

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Pictures of shelter/NFI activities suitable for the Fact Sheet for March can be sent to: Mahamat: mahamati@unhcr.org					
Action Items					
Action Points					
<ol style="list-style-type: none"> 1. Shelter/NFI and WASH Joint Needs Assessment (REACH) to be shared 2. DRC rapid protection assessment shared with the SC partners and link to the Technical Guidelines Dropbox folder shared again 3. SC Partners conducting PDM activities will share with the SC coordinator the results in order to learn and better adapt the response, specially the NFI and Shelter kits content. 					
		Responsible		Due Date	
Next Meeting		Coordinator		With the Minutes	
Date: Thursday 4th April 2019		Coordinator		For next cluster meeting	
	04.04.19	Time:	10:00 AM	Location:	UNHCR, Buea