



National Shelter Cluster Monthly Meeting Minutes

Venue: UNHCR Office.

Date: Monday, December 11, 2023, at 10:00 – 12:00

Review of previous meeting action points:

#	Action Point	Status
1	SCT to share the draft report of the consultation meeting	Done
2	SCT to discuss with CCCM Cluster the roles and responsibilities of each Cluster	Pending
3	SCT to share the 2024 HNO analysis methodology note.	Done
4	Partners to share their winter plans with the Shelter Cluster	Ongoing



Discussions and agreements reached during the meeting

#	Topic/Issue	Action Points & Agreements	By whom?	When
1	Introduction of New Cluster Team Members <ul style="list-style-type: none">- The Cluster Coordinator (CC) warmly welcomed the new team members who have recently joined the Aden Sub-National Cluster.- A detailed introduction was provided for the new colleagues:<ul style="list-style-type: none">o Aymen, who will be supporting the Cluster in a technical capacity, seconded by BCHR.o Sohail, who will assist in coordinating efforts specifically in the Taizz Area Coordination, seconded by ARD.- The CC also emphasized the ongoing efforts to enhance the Cluster's capacity. Notably, there is an active search for an international expertise to fulfill a co-ordination role within the Cluster.			
1	Updates on the Humanitarian Response Plan 2024 <ul style="list-style-type: none">- Information Manager presented a summary of the Humanitarian Response Plan (HRP) of 2024 for the Shelter Cluster. It was explained that the plan for 2024 is to target 1.7 M people with Shelter and NFI assistance with total requirements of USD 160 M. This represents a significant reduction of 36% in comparison to the previous year, primarily due to constraints in funding- CC highlighted that the energy savings kit will be part of the NFI kit and emphasized that any planning for NFI procurement. Detailed list of activities are available in the presentation.-			
3	Projects Approval Procedures by Authorities <ul style="list-style-type: none">- Representatives from SCMCHA and ExU provided an in-depth explanation of the procedures for project approval. The detailed information on this topic is included in the presentation shared during the meeting.- The meeting also addressed several challenges identified by the authorities that often lead to delays in project approvals:			



#	Topic/Issue	Action Points & Agreements	By whom?	When
	<ul style="list-style-type: none">Operational vs. Direct Implementation Costs: In some instances, the operational costs exceed the direct implementation costs. This imbalance necessitates negotiations to reduce operational expenses, thereby causing approval delays.Impact of Proposed Activities: Concerns were raised about certain projects proposing activities that seem to have limited tangible impact on the beneficiaries. This is particularly noted in 'soft' activities like training sessions and awareness campaigns, which sometimes don't align effectively with the needs of the beneficiaries.Activity Duplication: A common issue identified is the duplication of activities by different partners in the same geographical locations. This redundancy not only leads to inefficient resource utilization but also complicates the approval process.			
4	AOB <ul style="list-style-type: none">- Shelter Cluster meetings for 2024: In the 2024 Shelter Cluster meeting, a decision was made regarding the frequency and scheduling of future meetings based on a survey circulated among partners. The results indicated a clear preference, with 69% of partners favoring monthly meetings. Consequently, it was agreed to continue with this monthly frequency, and Monday was chosen as the preferred day for these gatherings, aligning with the majority's preference.-	<ul style="list-style-type: none">- SCT to organize a dedicated meeting for the NEAT+ tool.- SCT to share with partners the local building practices publications.-- SCT to share with partners a link to update the mailing list	SCT SCT SCT	13 Wednesday

Participants List:

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