



## National Shelter Cluster Monthly Meeting Minutes

**Venue:** Virtually through Zoom Platform.

**Date:** Sunday, June 19, 2022, at 10:00 – 12:00

### Review of previous meeting action points:

#	Action Point	Status
1	SCT to develop the roadmap of the new multi-year strategy	Ongoing
2	TWiG to develop the Shelter Solutions catalogue	Pending
3	Partners to share any market needs assessment with the Cluster	Done
4	Partners to share Shelter best practices and pictures in the GoogleDrive for Shelter Profiling Yemen – Craterre Univ. work	Done
5	SCT to improve the winterization dashboard and include map of the severity of needs	Done
6	SCT to share the expression of interest to join the HLP TWiG to partners	Done
7	SCT to discuss the CCPM action plan in the Shelter Cluster Partners Consultation	Done



**Discussions and agreements reached during the meeting**

#	Topic/Issue	Action Points & Agreements	By whom?	When
1	<b>Contingency Plan 2022</b> <ul style="list-style-type: none"><li>- Deputy Cluster Coordinator (DCC) explained that there were extensive discussions at the Sub-National level and the Inter-Cluster Coordination Mechanism level regarding the flood preparedness plan that was processed from January to March, as well as at the annual partners' consultation session where both the flood and conflict preparedness plans were discussed for the most likely and worst case scenario. The contributions from all the discussions were compiled to develop the draft contingency plan, which was shared with the Sub-National Clusters and SAG members. Considering that a family may be displaced due to flooding and conflict at the same time, the contingency plan proposed a formula using 90 percent of those displaced by conflict and 60 percent of those displaced by flooding to estimate the total number of people in need for shelter and non-food items. In addition, the plan proposes three aspects for the prepositioning requirement for the most-case scenario, including NFIs, Emergency Shelter Kits, and Shelter Maintenance, with a total budget of \$44.7. DCC further emphasized that the Technical Working Group (TWiG) would discuss the components of the Shelter Maintenance kit in detail, as the plan demonstrates the practices of partners in this aspect. In addition, the contingency plan includes a number of indicators to distinguish between the regular response and the activation of the contingency plan, based on the annual consultation session with partners.</li></ul>	<ul style="list-style-type: none"><li>- SCT to follow up with partners to report their WHs</li><li>- SCT to include the Shelter Cluster Common Pipeline dashboard in the meeting minutes</li></ul> <p><a href="#">Link</a></p>	SCT  SCT	Next reporting cycle  With the meeting minutes
2	<b>YHF 1st Standard Allocation 2022</b> <ul style="list-style-type: none"><li>- The Cluster Coordinator (CC) briefed the participants on the Shelter Cluster submission for the YHF 1st Standard Allocation for 2022. The total funding available for this allocation is USD 44 M and CC mentioned that the Cluster's submission was reasonable with total ask of USD 12.5 M. It was also indicated that there will</li></ul>	<ul style="list-style-type: none"><li>- SCT to update partners on the YHF 2022 1st Standard Allocation</li></ul>	SCT	



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	be a YHF meeting today to discuss the Clusters' submissions and agree on the allocation timeline.			
3	<b>Humanitarian Programme Cycle 2023</b> <ul style="list-style-type: none"><li>- CC mentioned that the Cluster will advocate at the ICCM level to have more streamlined Humanitarian Programme Cycle (HPC) process for 2023 to avoid the scenarios of HPC 2022 where Clusters had to work on the HNO and HRP twice with and without MCLA data. CC also indicated that the Population Task-Force Working Group proposed two scenarios for the population data where the scenario 1 will use RRM new displacement in addition to displacement recorded by end of 2021 and scenario 2 will use the Displacement Tracking Matrix (DTM) area assessment data. Moreover, it was explained that the engagement with authorities regarding the MCLA has not commenced yet and there is still funding discussions ongoing. The tool will be reviewed in advance and endorsed by the Cluster before starting the engagement with the authorities to get the necessary clearances.</li></ul>			
4	<b>Cluster Response Matrix</b> <ul style="list-style-type: none"><li>- DCC presented to the participants the Activity Matrix for 2022. The matrix was updated based on the HRP 2022 such as merging the Essential Household Items and Bedding Kits to one kit as it was used to be in the previous years. The Activity Matrix is available in the website</li></ul>	<b>- SCT to share the activity matrix with partners in the meeting minutes</b> <a href="#">Link</a>	SCT	
5	<b>Market Monitoring Initiative</b> <ul style="list-style-type: none"><li>- CC explained that the Cluster is interested to initiate Shelter materials monitoring and REACH initiative is supporting the Cash and Market Working Group (CMWG) with Joint Market Monitoring Initiative (JMMI) in collaboration with partners in the field to monitor WASH items. The Shelter Cluster Team proposed to expand the initiative to include some key shelter materials and there is some consensus to start monitoring these materials. The initiative will help the Cluster to understand how the costing is increasing over the months. A follow up meeting with REACH</li></ul>			



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	and CMWG this week to finalize the list of shelter items to be included in the initiative.			
6	<p><b>Reporting and Response Dashboard</b></p> <ul style="list-style-type: none"> <li>- Shelter Cluster website: Information Manager (IM) briefed the participants on the updates deployed to the Shelter Cluster website. It was explained that the old version was built on the Drupal 7 Content Management System which will be no longer supported and the migration to Drupal 9 was necessary although most of the changes are not visible to the end user.</li> <li>- IM indicated that there some missing information that partners should provide when they submit their activities such as the project code for the YHF projects.</li> <li>- IM also explained that the level of reported activities inside sites have reached 40% but the issue is that these activities are not site by site records.</li> <li>- It was suggested the Information Management Working Group (IMWG) to discuss how to improve the reports to include site by site activities as well as how to improve the Shelter Cluster response dashboard.</li> </ul>	<p><b>- SCT to re-activate the IMWG and discuss the site by site response and Shelter Cluster Response dashboard</b></p>	SCT	Beginning of July
7	<p><b>Operational Challenges</b></p> <ul style="list-style-type: none"> <li>- Mahram Issue: It was mentioned that there are many partners are unable to conduct field missions and this issue is being discussed in high-level meetings and by the time of the next Humanitarian Country Team meeting, we should have more information on how the issue is progressing with the authorities.</li> <li>- Needs assessments: It was explained that the Cluster is working with the authorities to have full endorsement for the Shelter Cluster rapid needs assessment form to facilitate the work of partners on the field.</li> <li>- HLP issues: HLP advisor mentioned that she had workshop on Aden to discuss HLP issues and she is planning to conduct another workshop in Sana'a. A guidance on HLP Due Diligence for Shelter Programming has been drafted and will be shared with partners when it is being finalized.</li> </ul>			



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	<ul style="list-style-type: none"><li>- Partners were encouraged to prepare some challenges that they are facing and presenting them in the next meetings.</li></ul>			
8	<b>AOB</b> <ul style="list-style-type: none"><li>- Fund Mapping: Partners were encouraged to participate in the fund mapping survey to reflect the fund received for the shelter and NFI projects as the Financial Tracking System is not accurately capturing the level of funding for Shelter Cluster projects. The deadline for the survey is 26<sup>th</sup> of June.</li><li>- Call for Expression of Interest for Shelter Sub-National Cluster Coordinator in Al Mukha: Partners who are interested and have presence in Al Mukha and the capacity to support the Sub-National Coordination with dedicated capacity and have fund for the position for at least one year were encouraged to apply. The deadline to apply is 28<sup>th</sup> of June.</li><li>- Rental Programme Survey: It was announced that the Cluster will circulate a survey to partners to understand how partners are implementing rental programs and how we can improve them.</li></ul>	<ul style="list-style-type: none"><li>- <b>SCT to circulate to partners the Rental Programme Survey</b></li><li>- <b>Partners to present in the next meeting how they implement cash for rent projects in order to update the Cash for Rental Subsidy guidance</b></li><li>- <b>SCT to discuss in the next Cluster meeting the progress of the CCPM action plan</b></li></ul>		



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## Shelter Cluster Yemen

ShelterCluster.org

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