

National Shelter Cluster Monthly Meeting Minutes

Venue: UNHCR Office and Virtually through TEAMS.

Date: Monday, January 20, 2025, at 10:00 – 12:00

Meeting Agenda:

1. Introduction, Review of previous meeting action points & Updates from the Coordination Team (10 mins)
2. Summary of the SC 2024 Response (5 mins)
3. Updates on the Winter Response (10 mins)
4. Briefing on the Shelter Guideline and Cluster Matrix for 2025 (20 mins)
5. Cluster Activity Info (5 mins)
6. AOB (Let us know if you have any) (5 mins)

Review of previous meeting action points:

#	Action Point	Status
1	Flood after action review committee to discuss the lessons learned and best practices	Ongoing
2	Partners to share their winterization response and plans.	Done

Discussions and agreements reached during the meeting

#	Topic/Issue	Action Points & Agreements	By whom?	When
1	<p>Introduction & Updates from the Coordination Team</p> <ul style="list-style-type: none"> - HNRP 2025 release: Deputy Cluster Coordinator (DCC) announced that the Humanitarian Needs and Response Plan 2025 was released in which the Shelter Cluster's 2025 Needs and Response Plan estimates that 7.5 million people are in need of shelter assistance. The plan aims to assist 1.8 million people, with a funding requirement of \$170 million. The focus for 2025 is to strengthen emergency preparedness, promote sustainable and localized shelter solutions, and ensure community involvement and cross-sectoral integration. The cluster emphasized the need for a transition from emergency response to long-term, durable shelter solutions, given that Yemen has been in crisis for over a decade. - Consultations on Area-based coordination: A global consultant, hired by the Inter-Cluster Coordination Group, has been conducting an assessment of area-based coordination mechanisms in Yemen. The review mapped out five coordination structures and analyzed their effectiveness, highlighting areas of overlap, best practices, and challenges. This assessment is expected to provide recommendations for improving area-based coordination and ensuring more efficient and integrated humanitarian responses. Additionally, the upcoming OCHA-led humanitarian architecture review will assess the overall effectiveness of coordination mechanisms in Yemen, ensuring they align with the country's evolving needs and challenges. 			
2	<p>Summary of the SC 2024 Response</p> <ul style="list-style-type: none"> - The response summary for 2024 was presented. The Shelter Cluster had set a target to assist 1.7 million people, but only 1 million were reached, representing 61% of the target. Funding constraints were a major issue, with official reports showing that only 25% of the required funding was received. However, when considering partner-reported funding, the estimate increased to 50%, suggesting that some funding was not formally reported in the Financial Tracking System (FTS). The discussion highlighted key underfunded activities, including rental 			

#	Topic/Issue	Action Points & Agreements	By whom?	When
	support, transitional shelters, and shelter repair kits. While emergency shelter response achieved 80% implementation, long-term shelter needs remained severely underfunded. Moving forward, the cluster emphasized the need for stronger advocacy efforts to address gaps in funding and ensure a balanced response between emergency and durable shelter solutions.			
3	<p>Updates on the Winter Response</p> <ul style="list-style-type: none"> The winterization response was reviewed, with reports indicating that 47,000 people have been assisted so far, with 7,000 more planned to receive aid in the coming weeks. However, this represents only 23% of the planned winterization response, due to funding shortages. A major issue identified was that some winterization distributions occurred in non-cold areas, diverting resources from communities with urgent winter needs. Moving forward, a key recommendation was to ensure that only locations with temperatures below 10°C are included in future winterization responses to maximize impact. 			
4	<p>Briefing on the Shelter Guideline and Cluster Matrix for 2025</p> <ul style="list-style-type: none"> The Shelter Guidelines and 2025 Activity Matrix were presented. The updated guidelines now provide 10 shelter design models, along with BOQs and technical specifications, to guide partners in implementing shelter solutions that adapt to local needs. The activity matrix for 2025 remains largely similar to previous years, with a few notable updates. Flood mitigation interventions have now been separated into two distinct levels: site-level and household-level interventions, to improve clarity in planning and implementation. Additionally, settlement planning and infrastructure support have been formally included as cluster activities, along with training programs on shelter repair and climate adaptation techniques for community engagement. The new activity matrix also reflects estimated costs for different shelter designs, helping partners align their budgets with the recommended intervention models. There were some comments about different costs for different designs and in different location and how it can be managed during YHF proposals. It was highlighted that it is expected to have different TS unit cost from a partner to 	<p>FGD about community feedback about plastic sheets and if they fit to the purpose</p> <p>FGD about community feedback about plastic sheets and preferred quality from their view</p> <p>Review the shelter cluster specifications for plastic sheets and compare them with what is available in the local market and those plastic sheets purchased from abroad.</p>	<p>SDF</p> <p>Hudaida Sub-National</p> <p>Shelter TWiG</p>	Next cluster meeting

#	Topic/Issue	Action Points & Agreements	By whom?	When
	<p>another based on the selected design and the cost of materials in the targeted area. Therefore, the technical review should be done by the cluster to ensure that the proposing partners selected the suitable design for the targeted area. In addition, the partners should be responsible for implementing a market assessment to review cost of materials during the need assessment period and prior to designing the proposal.</p>			
5	<p>Cluster ActivityInfo</p> <ul style="list-style-type: none"> - It was explained that ActivityInfo platform will remain the primary reporting tool for partners in 2025. The database will be updated to align with HNRP indicators, as well as other strategic indicators related to accountability and protection. A significant challenge from the previous year was the limited number of licenses available for partners to report data, which created disruptions. This issue has now been resolved through Global Shelter Cluster support, allowing more partners to access the system. Moving forward, the Information Management Working Group will review reporting methods to ensure that shelter and NFI activities are clearly distinguished, preventing misinterpretation of implementation figures by donors and external stakeholders. 	<p>IM working group to review reporting method and discuss how it can be improved to better present shelter and NFIs achieved targets.</p>	<p>IM working group</p>	<p>Next cluster meeting</p>
6	<p>Shelter and CCCM Clusters Collaboration Document</p> <ul style="list-style-type: none"> - A finalized collaboration document between the Shelter and Camp Coordination and Camp Management (CCM) clusters was shared. The document outlines areas of joint work and resolves overlaps between the two clusters, aiming to enhance overall response effectiveness. Encouraging partners to expand these efforts in 2025 was recommended. 			
7	<p>Updates on HPC 2025</p> <ul style="list-style-type: none"> - The Humanitarian Needs and Response Plan (HNRP) for 2025 was introduced, consolidating the Humanitarian Needs Overview (HNO) and the Humanitarian Response Plan (HRP) into a single document. Progress on the activities for 2025 and priorities were shared. 			

Participants List:

Agency Name	Participant Name	Position / Title	Phone No.	Email Address
Cluster Coordination Team	Monir Al sobari	Deputy Cluster Coordinator	712225325	depcoord.yemen@sheltercluster.org
	Ayman Zoraiky	Technical Specialist	712225106	tech.yemen@sheltercluster.org
YARD	Abdulatif Ali			
Safe Road for Peace & Development (SRPD)	Amir Alhajj	Programs Manager	733 3330 614	aalhajj@saferoad-ye.org
Sustainable development foundation	Emad MOHAMMED	IDPs Project Manager	780940940	e.almoghalless@sdfyemen.org
Human Appeal	Ahmed Alyazli	Senior Programs Officer	0770160660	ahmed.alyazli@humanappeal.org.uk
Rofqa for Humanitarian development	Dalal Ahmed	Shelter Coordinator	0770029514	dalal@rofqa.org
Alaman Organization for Blind Women Care	Rana Aboud	Program Coordinator	772891233	alaman.aobwc@gmail.com
Best FUTURE FOUNDATION	Najwa Abdullah Aladhi	President	733890483	najwa42001@hotmail.com
Vision Hope International	Zakaria Al Hussaini	RRM Project Manager	777756601	zakaria.alhussaini@vision-hope.org
Qatar Charity – Yemen	Amr Saeed Al-Areqi	Relief Coordinator	770480999	aareqi@qcharity.org

Yemen Family Care Association	Basmah Jalal	Shelter & protection program manager	776511510	b.sharaf@yfca.org
Qatar Red Crescent Society	Rema Alkhateeb	Relief Coordinator	+967777915797	rema.alkhateeb@qrccs.org.qa
REACH Yemen	Diana Darwish	Assessment Officer	+962797622694	Diana.darwish@reach-initiative.org
UNHCR	ESAM ABDU QAID ALDUAIS	Snr. Field Assistant/SN Shelter/NFIs cluster coordinator	0774902126	aden.yemen@sheltercluster.org
Humanitarian Development Program /HDP	Ebtesam Alqadasi	Shelter Officer	771827172	e.alqadasi@hdp-ye.org
Qatar Red Crescent Society	Abdulnaser Yaseen Sufian Al-Hammadi	MEAL & Reporting Officer	771702000	a.yaseen@qrccs.org.qa
BENEVOLENCE COALITION FOR HUMANITARIAN RELIEF	Mohammed Ahmed	Data Managment	730354528	mohammad.ahmed@bchr-ye.org
Rawabi Al-Nahda Developmental Foundation	Mahmoud Al-Adbaai	The project Manager	+967770396178	radf.yemen@gmail.com
yemen alkhair for Relif and Development Foundation	Naji Mohsen Mareg	Field Officer	775222119	nagimohsen0@gmail.com
Norwegian Refugee Council	Sakher Anis	Shelter Coordinator	775 761 128	sakher.ali@nrc.no
MOZN Charitable Social and Developmental Foundation	Wael Ahmed Al-Sayyadi	Shelter Office	775958153	info@mozn-ye.org
UNHCR	Sameer Salah	Sa'adah Sub-National Cluster Coordinator	712225302	Saadah.yemen@sheltercluster.org
Yemeni General Union of sociologists,social workers & psychologists	Hail Yahay Badder	Programs Manager	776353513	Hail@yqusswp.org

OCHA	Mohammed Al-Ghazali	Humanitarian Affairs Officer	0712222872	mohammed.alghazali@un.org
OCHA	Fahd Al-Dhabi	YHF FOCAL POINT	712222868	Al-dhabi@un.org