



## National Shelter Cluster Monthly Meeting Minutes

**Venue:** Virtually through TEAMS.

**Date:** Monday, January 22, 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	<p><b>Updates from the Coordination Team</b></p> <ul style="list-style-type: none"> <li>- <b>HRP / HNO Process:</b> The Cluster Coordinator (CC) reported that the Humanitarian Needs Overview (HNO) is nearing completion, with the latest figures showing 4.56 million internally displaced persons (IDPs). This update, provided by OCHA, will be shared with all partners once finalized. The Humanitarian Response Plan (HRP) is still under development.</li> <li>- <b>Donor Briefing:</b> An in-person donor briefing session is scheduled for February 28th in Amman. A registration form will be circulated for partners interested in attending. It was noted that the Cluster through UNHCR does not have funds available to cover travel or other expenses for partners wishing to join the briefing.</li> <li>- <b>Resource Mobilization:</b> Partners are encouraged to reach out to donors bilaterally due to anticipated lower funding from the Yemen Humanitarian Fund (YHF) and the Central Emergency Response Fund (CERF) for 2024.</li> <li>- <b>Cluster Coordination Staffing:</b> The CC highlighted challenges in securing a Co-Coordinator for both the national and sub-national levels. Funding shortfalls have led to some partners withdrawing their support for staffing sub-national coordination roles, significantly impacting response efforts at the sub-national level. Partners capable of providing support for any coordination roles are urged to come forward.</li> <li>- <b>Cluster Coordination Performance Monitoring (CCPM):</b> Partners will soon receive the CCPM survey. The CC emphasized the importance of honest feedback from partners.</li> <li>- <b>Centrality of Protection:</b> The CC stressed the importance of integrating protection at the core of shelter activities. Efforts to enhance this were made in 2023, and it will continue to be a key agenda item in future Shelter Cluster meetings. Partners will be invited to present on this topic at each meeting.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>SCT to share with partners the 2024 HNO and HRP.</b></li> <li>- <b>SCT to circulate with partners the registration for partners interested in attending the donor briefing in-person in Amman.</b></li> <li>- <b>SCT to share with partners the CCPM survey.</b></li> <li>- <b>Partners to present in the next Cluster meeting on the Centrality of Protection on their Shelter activities.</b></li> <li>- <b>SCT through Sub-National Cluster Coordinators to map the current capacity of partners in preparation for the rainy season.</b></li> </ul>	<p>SCT</p> <p>SCT</p> <p>SCT</p> <p>Partners</p> <p>SCT and SNCCs</p>	<p>When finalized</p>



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	<ul style="list-style-type: none"> <li>- <b>Contingency Planning:</b> Sub-National Cluster Coordinators will contact partners at the hub level to assess their current capacity in preparation for the upcoming rainy season.</li> <li>- <b>2023 Consultation Meeting Certificates:</b> The CC noted that some partners have not yet collected their certificates from the 2023 consultation meeting. The partners listed include DEEM, RADF, ACTED, LMMPO, DRC, NRC, IOM, JAAHD, YDF, YARD, and Pure Hands.</li> </ul>			
2	<p><b>2024 SC Reporting</b></p> <ul style="list-style-type: none"> <li>- <b>Overview of 2023 Achievements:</b> The Information Manager (IM) shared draft figures highlighting the 2023 achievements. It was noted that Shelter Cluster partners reached 950,000 individuals, achieving 28% of the total target set in the 2023 Humanitarian Response Plan (HRP). The funding received, as tracked by the Shelter Cluster fund mapping and financial tracking system, amounted to USD 84 million, which represents 34% of the total funding requirement of USD 250 million.</li> <li>- <b>Winterization Response:</b> The IM showcased the winterization response dashboard. Partners currently engaged in winterization efforts but not listed on the dashboard were urged to report their activities to ensure comprehensive coverage and recognition of all efforts.</li> <li>- <b>Reporting Requirements for 2024:</b> Significant updates to the reporting form for 2024 were announced. Enhancements will include improved site-level reporting, facilitated by a direct link to the CCCM Cluster database for accurate site naming. Additionally, detailed recording of the quantities of Non-Food Items (NFIs) and Emergency Shelter Kits (ESKs) distributed will be implemented. An Information Management Refresher Session is scheduled for January 30th to introduce changes to the reporting forms. This session will also provide an opportunity for partners to discuss challenges and share lessons learned from the previous year's reporting process.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>SCT to organize an Information Management refresher session.</b></li> <li>- <b>Partners to report thier winter activities through Activityinfo platform.</b></li> </ul>	<p>SCT</p> <p>Partners</p>	30 January



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3	<p><b>SC Common Pipeline SOP &amp; Tools</b></p> <ul style="list-style-type: none"><li>- Deputy Cluster Coordinator (DCC) presented the revised Standard Operating Procedures (SOP) and tools of the Shelter Cluster Common Pipeline to streamline the process for emergency response through its common pipeline. Key changes include restructuring documents for easier navigation, emphasizing the use of ActivityInfo for centralized document management, and simplifying the steps from needs assessment to distribution. The process now clearly outlines the assessment, prioritization of vulnerable populations, coordination with subnational clusters, and the necessity for complete documentation. A new approach to release agreements has been introduced to reduce communication delays, and details of distribution are to be managed through ActivityInfo. The revision emphasizes timely distribution within 72 hours of receiving items and requires post-distribution monitoring and reporting to ensure effective aid delivery. The role of subnational clusters is highlighted as pivotal in overseeing the entire process, with pipeline partners encouraged to take primary responsibility for assessments and distributions, supported by other partners as needed.</li><li>- The revised SOPs streamlined its response for small-scale emergencies, such as evictions or fire incidents, affecting 2 to 10 families. This expedited process involves pre-arranged agreements with partners for emergency kit custody, rapid needs assessment, and beneficiary listing for swift approval and distribution within 72 hours, ensuring immediate support coordinated through the subnational cluster to maintain oversight and documentation of aid delivery.</li></ul>			
4	<p><b>NFI Guidelines</b></p> <ul style="list-style-type: none"><li>- Shelter Cluster Technical Specialist presented the updated Non-Food Items guidelines that were developed by the NFI working group. More details are available in the meeting presentation.</li></ul>			



**Participants List:**

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