



SHELTER / CCCM / NFI Cluster YEMEN



Meeting Date:	February 12, 2014			
AGENDA	ISSUES DIUSCUSSED	ACTION REQUIRED	RESPONSIBLE AGENCY	TIMELINE
Approval of previous meeting minutes	Minutes read and approved by attending Cluster Partners	File	Cluster Coordinator	Done
Update on ICCM	Cluster Coordinator briefed on issues discussed in 10/FEB/2014 ICCM as follows:			
	➤ WHO share info from Amran	NIL	NIL	NIL
	➤ OCHA stressed the need of verified and accurate information gathering and the establishment of information sharing mechanisms	Cluster Members to cross check IDPs and affected population figures	All Cluster members	ASAP
	➤ It was agreed to have one page template to get the most useful information on plus of the Agencies / Organizations reporting standards	Cluster Coordinator already sent draft proposal	Cluster Coordinator	FOLLOW UP
	➤ The will be a request to ExU on their assessment and registration figures for cross verification as those differs with the ones of cluster/implementing partners.	Cluster Members to cross check IDPs and affected population figures	All Cluster members	ASAP
	➤ There will be necessary to get updated information/figures of partners with field presence in Amran			
	➤ Verification of cancelled activities due ongoing fighting	Compilation of CM activities cancelled or delayed due conflict/lack of access		
	➤ Islamic Help got permission to enter to areas north of Amran from Sa'ada	NIL	NIL	NIL
	➤ Agency Representatives will send a letter to ExU sharing intentions to provide response/assistance to IDPs in northern Amran from Sa'ada	NIL	NIL	NIL
	➤ Assessments to most affected areas in northern Amran would be from Sa'ada (i.e. to Al Sufian)		NIL	NIL
	➤ There should be an increase of operational support to Implementing Partners working in Sa'ada	Cluster members with operational capacity to inform their interest and availability for field assessments	Agencies/partners with operational capacity to support	ROUTINELY
	➤ NORTHERN AMRAN: OCHA and IPs would carry assessments		Partners with field presence on these areas	WHEN HAVING GREEN LIGHT
➤ SOUTHERN AMRAN: There should be coordinated assessments of partners with field presence				

	➤ Share contingency planning (i.e. UNHCR)	Cluster coordinator to update reference document	Cluster Coordinator	ASAP
Humanitarian Situation and Operations in Amran & Contingency Plans	Briefing from UNHCR HOSO Amran Mr. Gamal Yacout: Figures shared to OCHA were different of those gathered by ExU and Ips (i.e. ExU figures are of 3322 IDPs Families/ 24,102 Individuals registered from NOV 2013 to 10/02/2014). UNHCR and IPs figures are of 1620 households registered, 1052 families assessed and assisted, while 562 families will be assisted next week. Of these, 181 claimed to have election cards, ad 100 have no documents.	NIL	NIL	NIL
	Most of IDPs are hosted by own family or by families with same tribal links	Assessment verification	All partners with field presence in Amran	ROUTINELY
	UNHCR distributed emergency NFIs up to 1600 Families and is mobilizing NFIs to complete the assistance to these registered IDPs	NIL	UNHCR	ONGOING
	It was proposed that all Cluster Partners develop basic Contingency Plans to respond to the evolution of armed conflicts (either escalation ofr cessation of hostilities)	Cluster Coordinator to circulate example and support partners on the planning phase	Cluster Coordinator and all Cluster Partners	FOLLOW UP
	UNHCR informed on its ongoing assessment for potential warehouses in Amran and informed that as for the ongoing operation, NFIs will be sent from Sana'a	Cluster Partners to share information on warehouse locations/ available space	All partners with field presence in Amran	ASAP
	ExU read its current figures on IDPs and promised to share the information with cluster partners	Sharing information on IDPs registered in Amran	ExU	ASAP
Review and compilation of NFI stocks, warehouse space and NFIs pipeline	Cluster Information Management Officer Mr Monir Al Sobari shared the available Cluster information and asked partners to update the information discriminating what is available for immediate response/emergency and what are the NFIs warehoused for ongoing projects.	All Cluster Partners to update information	All Cluster members	ASAP
	Cluster requested the information of NFIs stock to be discriminated by present location (warehouses or providers locations)			
	It was requested to Cluster Parteners to provide the information of availability of wharehouse space			
Cluster Performance Monitoring	Cluster Coordinator explained Cluster Members on the need and the use of the standard IASC Cluster performance Report. The explanatory note and questionnaires were both shared in electronic and hard copies. Cluster Members agreed to hols a meeting on Wednesday 19/02/2014 to undergo the questionnaire and start the evaluation process.	Cluster Meeting on 19/02/2014	All Cluster members + OCHA Gender Advisor	19/02/2014 at 14:00 hrs
	OCHA Gender Advisor also shared her interest to provide cluster members with advise and support on the process			

Projects for Yemen HRP 2014	Cluster Coordinator urged Cluster members to start working on their proposals in line with the Cluster Strategy. He offered his support on developemnt of proposals and providing information	Project proposals should be shared (drafts with Cluster Coordinator and/or operational partners) to start its review .	All Cluster members interested to present their projects aligned with Cluster's Strategy under Yemen HRP 2014	As soon as proposals are developed
	It was discussed how to handle project proposals that combined responses wich would fit in more than one cluster. There was a debate, OCHA expressed that they do not have at the moment a clear policy but the issue is being analized. Cluster Coordinator suggested some options:			
	If the majority of the project (i.e.60- 80% fit in Shelter/CCCM/NFI cluster, is then a clear cluster reponse with an additional component (i.e. WASH. Health)			
	If the Project Proposal has 30-40% component related to Shelter/CCCM/NFI plus then: 1) the proposal either is reviewed in our Cluster and further submitted to other Clusters for peer evaluation or 2) the proposal is split into two (or more) in order to have the majority of its activities fitting under our Cluster Strategy			
	Cluster members share their concern on fair peer review process. Cluster Coordinator proposed to discuss a more participative review mechanisms aiming to fairly analyze the proposing Organization capabilities, current strategy and partnership links. The standard parameters of evaluations should be maintained and the peer participation could be enlarge if this would facilitate transparency and fairness.	Cluster members to share their field deployment details and operational capacities		
	It was agreed that Cluster members will approach Cluster Coordinator directly at any time to discuss their proposals	Project proposals should be shared (drafts with Cluster Coordinator and/or operational partners) to start its review .		
	Cluster Members asked where the proposals will be presented first for review: is at the sub-cluster level or at Cluster level. Cluster coordinator reponded that proposals should be presented at Cluster level and will be then shared with sub-cluster for verification of operational capacity and consistency with cluster strategy and operations in these sub-cluster AOO.			
It was also agreed that Cluster Members will also share the projects that are already funded to update OCHA FTS and eliminate potential duplications	Funded projects to be loaded in OPS	Cluster Members that already obtained funds	ASAP	
	There was a brief discussion on the need to share information on shelter projects and durable solutions for IDPs in the north (in particular) and assistance to returnees			

Shelter projects	A CD provided by the Global Shelter Cluster with examples of Shelter Projects, designs and useful reference documents were distributed to attendants. It was given a brief guide on its use and recommended to Cluster Members to take these examples into consideration when preparing their proposals	Use CD references/information	All Cluster Members	ROUTINELY
Gender Issues	Ocha Gender Advisor Ms. Anabel Carreras offered her support on providing advise to Cluster Members to mainstream Gender issues and incorporate good practices in their current operations/future proposals.	It was agreed that OCHA Gender Advisor will give initial guidance during the next Cluster Meeting	OCHA Gender Advisor + Clusater Coordinator	19/02/2014 at 14:00 hrs
	It was also offered a guiding session on project's Gender Markers Cluster Coordinator Shared with OCHA Gender Advisor the Cluster's Gender Guidances and standards.	NIL	NIL	NIL
OCHA Need Assessment database	OCHA Humanitarian Affairs Analist Mr. Marius Campean informed Cluster Members on the new Need Assessment Database and reminded all to keep in mind the already agreed targeted indicators whenever assessments will be conducted. He urged to collaborate in the collection of valuable information that will be necessary for decision making and planning proposes.	Cluster Members to include agreed Indicators on their assessments and share information with OCHA	All Cluster Members	ROUTINELY
	Cluster Coordinator shared (both electronic & print version of) a proposed Cluster Assessment plan for 2014 based on 2013's gaps and the current situation of IDPs and Returnees.	Cluster Members to review Assessment Table and fill it with their planned assessment details	All Cluster Members	ASAP
ATTENDANTS	ORGANIZATION / NAME / POSITION	EMAIL	PHONE	
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