

**Subject: Draft Minutes of CCCM/Shelter/NFIs Cluster Meeting**

**Venue:** UNHCR office – Sana'a.

**Date:** Thursday, 09 January 2014

**Participants:** IRY, RI, ExU, UNHCR, IOM, CSSW, Medical Group, Al-Jawf Friends for Development

Agenda	Issues discussed	Action required	Responsible Agency	Timeline
Endorsement of the Cluster Strategy	The Cluster Strategy has been finalized and shared with partners for their feedback.	Any final comments to be sent to the Cluster Coordinator on 9 January. <b>Should no comments be received by CoB 9 Jan, the Strategy will be considered final.</b>	Partners	<b>By 9 Jan 2014</b>
Briefing on the Haradh and Amran Contingency Plans and the meeting at the ExU-Sana'a	Three scenarios might happen as referred in the Contingency Plan: 1- the ongoing stalemate continues with no progress in the ongoing negotiations to open the road linking Haradh to Sa'ada for free movement of goods and supplies. 2- conflict escalates causing displacements around the general area of Al-Mazrak. 3- Fighting intensifies and expands to Haradh causing more displacements including the relocation of humanitarian actors out of Haradh. Amran Contingency Plan envisions the displacement of 1,500 families which are already in displacement. An update may be necessary.	Cluster Coordinator to communicate to Haradh and OCHA that an update of the Haradh plan may be needed; and that a decision on which of the scenarios is most likely ought to be made in order to allow the agency to plan for stocking and prepositioning of items Cluster Coordinator to call on the Amran Contingency Plan mtg with Amran partners (incl. ICRC) to review the plan	Cluster Coordinator Actors in Haradh	<b>One week</b>
New displacement in Al-Jawf and Sana'a from Damaj, Al-Asha,	Al-Salam agency reported that there IDPs from Damaj as a result of the ongoing conflict between Al-Houthis and Salafis. CSSW said that they have a report about the number of IDPs displaced to Al-Jawf.	CSSW shared two reports with the Cluster Coordinator: 1. Reports on 32 IDPs from Damaj in Sana'a 2. Report on 15 districts in	CSSW Cluster Coordinator	<b>14 Jan 2014</b> <b>9 January</b>

AlQafla and Khaiwan.		<p>Amran with 1,505 IDP families from Damaj and the surrounding areas</p> <p>Sana'a IDPs report to be shared with ADRA and ExU for further assessment and double-checking of names</p> <p>Amran report to be shared with UNHCR which chairs IDP Registration Task Force</p> <p>The full assessment report, carried out by CSSW on Amran, to be chaired with the Registration Task Force on Monday</p>		
Selecting members in ERF Technical Review Committee	<p>An ERF Technical Review Committee should be composed of; the lead agency, an international agency, a local NGO, and ExU. ADRA expressed that they are not able to attend the review meetings which is necessary to select another INGO. The current ERF TR Committee is:</p> <ul style="list-style-type: none"> <li>- IRY</li> <li>- UNHCR (or, when UNHCR is not available, IOM)</li> <li>- CSSW</li> <li>- ExU</li> </ul>	<p>Adel to talk with HFY and confirm their interest to continue in the ERF TR Committee meetings.</p> <p>The ERF TR Committee to meet on Monday and discuss the two ERF proposals, by CSSW and Friends of Al-Jawf</p>	<p>Adel</p> <p>The Committee</p>	<p><b>13 Jan</b></p> <p><b>14 Jan</b></p>
CMC Training Plan	<p>A budget and agenda have been drafted for the CMC training in Aden. The budget is estimated about 5000 USD. UNCHR can cover 3000 USD and there is a need for 2000 USD. Agencies have</p>	<p>IOM to check and reply regarding co-chairing the expenses of training.</p> <p>The Cluster Coordinator to contact NRC and see if they can contribute to the</p>	<p>IOM</p>	<p><b>One week</b></p>

	been asked if interested to co-chair the cost.	training  Adel drafts two training plans; one for Haradh and another for Al-Hodiedah.	Cluster coordinator	<b>One week</b>  <b>One week</b>
AOB	The de facto authority in Sa'ada rejected distributing sanitary napkins for IDPs for cultural reasons. It is suggested that a reusable cotton cloth be distributed instead There are current needs of 3,200 for immediate distribution	IOM to check whether they have cloths. UNHCR to hold focus group discussions with IDP women in Sa'ada in order to understand their preference (should the cotton cloth be preferable, the Cluster to make it a standard for distribution in Sa'ada. In case of the above, UNHCR will seek funding to replace the disposable sanitary napkins with cotton cloths for Sa'ada Through the Protection Cluster, inform the protection partners (UNHCR, UNFPA, etc.)	IOM  Cluster Coordinator  UNHCR Sa'ada office	<b>One week</b>

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