



National Shelter Cluster Monthly Meeting Minutes

Venue: Virtually through Zoom Platform.

Date: Tuesday, January 16, 2021, at 10:00 – 12:00

Review of previous meeting action points:

#	Action Point	Status
1	SCT to share with partners the draft methodology notes and indicators for 2022 HNO	Done
2	SCT to develop the roadmap of the new multi-year strategy	Pending
3	TWiG to develop the Shelter Solutions catalogue and share with partners.	Pending
4	Partners to share any market needs assessment with the Cluster	Pending
5	Partners to share Shelter best practices and pictures in the GoogleDrive for Shelter Profiling Yemen – Craterre Univ. work	Pending
6	SCT to discuss the 2022 Activity Matrix with SAG	Pending

Discussions and agreements reached during the meeting

#	Topic/Issue	Action Points & Agreements	By whom?	When
1	<p>Updates on the winterization response</p> <ul style="list-style-type: none"> Deputy Cluster Coordinator (DCC) presented to the participants the current response level and planned assistance. Partners have reached to 7,000 families and they have resources to assist 39,204 HHs in 15 Governorates, 43 Districts in the upcoming weeks. It was highlighted that the response focuses in the very critical categories as mentioned in the winterization recommendations and it still not at the level that it was expected to be due to shortage of funding. 	<p>- Partners to share their winterization plans with the Cluster</p>	<p>Partners</p>	



#	Topic/Issue	Action Points & Agreements	By whom?	When
	<ul style="list-style-type: none"> - The Information Manager (IM) also mentioned that the response provided was mostly in low severity districts and emphasized that partner should provide the response in locations with the highest needs. - DCC emphasized that the winterization response should be provided by end of February and asked partners to share their plans and any challenges they have in the field to provide the response. 			
2	<p>2022 HNO updates</p> <ul style="list-style-type: none"> - IM informed the participants that the process for the Multi-Cluster Location Assessment still delayed and presented the updated timeline. - Population figures still under negotiation and there is a possibility to use last year's figures if no agreement was reached. - DCC mentioned that the donors pledge conference is planned to be held between February and March. Since the MCLA is not expected to be delivered before the conference, the Cluster is discussing to go with Scenario B in the Cluster's methodology notes for the Humanitarian Needs Overview (HNO) to be ready for any demands to provide the Cluster's People in Needs figures. 	<p>- Cluster to send a follow-up email to partners to share their needs assessment</p>	<p>Cluster/Partners</p>	
3	<p>Updates on the Shelter Solutions Exhibitions & TWiGs</p> <ul style="list-style-type: none"> - DCC mentioned that there is a planned Shelter Solutions Exhibition in Aden and the exact dates will be communicated with partners. - It was highlighted that the Technical Working Groups still functioning despite the departure of Esam who was leading the TWiGs and the recruitment to replace him is under process. The position advertisement will be shared with partners and DCC encouraged the participants who meet the position's criteria to apply. 	<p>- SCT to communicate with partners the dates for the Shelter Solutions Exhibition in Aden</p> <p>- SCT to circulate the Cluster's technical specialist position advertisement with partners</p>	<p>SCT</p> <p>SCT</p>	
5	<p>Updates on CBI – SMEB</p> <ul style="list-style-type: none"> - DCC presented to partners the updated Survival Minimum Expenditure Basket (SMEB) for Shelter and its related NFIs following the request of the Cash and Market Working Group to update and itemize the list. The 	<p>Partners to share any market needs assessment with the Cluster</p>	<p>Partners</p>	



#	Topic/Issue	Action Points & Agreements	By whom?	When
	proposed list will be discussed in the next Cash and Market Working Group to endorse it. More details on the proposed SMEB composition is available in the presentation.			
6	CCPM Process <ul style="list-style-type: none">- DCC explained that the CCPM is a self-assessment of cluster performance against the 6 core cluster functions and Accountability to Affected Populations (AAP). The timeline for the CCPM is detailed in the presentation and the survey link will be circulated to all partners.	SCT to share the CCPM survey link with partners	SCT	
7	Shelter Cluster Retreat <ul style="list-style-type: none">- DCC presented the priority topics that will be discussed during the meeting:<ul style="list-style-type: none">o Shelter Cluster Strategy 2022-2024o Capacity Building Plano Preparedness and contingency planningo Lessons learned and best practices (Including CCPM)- Given that Covid-19 restricts to have face-to-face meetings with all Cluster partners, the Cluster is suggesting to have a face-to-face retreat with SAG and Sub-Nationals Cluster Coordinators tentatively at 8-9 of February then the outputs of the retreat will be shared with all partners in an online retreat at 13th of February tentatively.			
8	Meetings Organization <ul style="list-style-type: none">- It was highlighted that the Cluster will maintain the second Sunday of each month to hold the Cluster monthly meeting and there were no suggestions to change that.			



Participants List:

Agency Name	Participant Name	Position / Title	Phone No.	Email Address
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Shelter Cluster Yemen

ShelterCluster.org

Coordinating Humanitarian Shelter

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