

NFIs TWiG meeting minutes and action points

Venue: Sana'a (Through Skype)

Date/Time: 06/05/2020 at 11:00 AM – 12:00 PM

Issues discussed	Action required/carried out
<p>1. Welcome and brief introduction for the group members</p> <ul style="list-style-type: none"> a. Members of the group introduced themselves and gave brief introduction on their different roles b. Please refer to the attached attendance list. 	None
<p>Presentation of Agenda of the meeting by TWiG Lead</p> <ul style="list-style-type: none"> a. Definition of What is the TWiG b. Discuss the TWiG ToR and workplan c. Preview the NFIs TWiG members d. Strategy of NFI kit compositions e. Review strategy criteria for the NFIs f. Agree on the way forward 	None
<p>Review strategy criteria for the NFIs TWiG</p> <ul style="list-style-type: none"> a. NFI kit distribution protocol? Number of Items per HH b. New items to be introduced? c. Introducing Winterization items in addition to the basic NFI Kits? d. Do we need Summarization Items like Mosquito net, etc? e. Beneficiary feedback on the basic NFI kits from the different organizations? f. The new strategy for the kit compositions? g. Review of the cost of current NFI kits? Per package h. Any other area the group suggests? i. <u>Incorporating Covid-19 strategy for our NFI TWiG.</u> 	<ul style="list-style-type: none"> a) The group discussed the criteria in depth and added the Covid-19 strategy as a theme for discussion. b) <u>The group also adopted the reviewing criteria</u> c) The group also discussed the confusion of the Solar lump in the OCHA NFI package and availability of Solar lump in some other NFI packages, they also proposed the standardizing of the NFI

	<p>package and adding Solar lump in the package.</p> <p>d) DRC did recent Market assessment on the NFI items and promised to share with the group for further discussions and endorsing.</p> <p>e) The group also agreed that the there will be few topics to be discussed in every meetings, the group will have in depth discussion on that particular topics.</p> <p>f) Pure hands promised to share with the group the final report of what has been achieved in the previous NFI TWiG.</p> <p>g) The TWiG lead promised to share the discussion topics in advance (as agenda) and the team should prepare themselves ahead of time for fruitful discussion.</p>
<p>2. Next meeting:</p> <p>a. Frequency of the Shelter TWiG meeting</p> <p>b. Next meeting Schedule</p>	<p>.</p> <p>b) The group agreed to have bi-weekly meetings.</p> <p>C) The next meeting will be scheduled on 20.05.2020</p>

<p>3. AoB</p> <p>a. Co-chair for the NFI TWiG</p>	<p>a) The TWiG lead suggested the Co-chair role for the group, the group agreed to take that role by <u>PURE HANDS ORG</u> as they did that role in the previous years. Pure hands in their side accepted to volunteer the role.</p>
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Key Action points:

- The group adopted the review strategy criteria for the NFIs TWiG.
- It was agreed that our meetings will be bi-weekly
- The Shelter TWiG also agreed that PURE HANDS ORGANIZATION will be the Co -chair agency for the meeting since, they were Co- chair for the previous TWiG , Pure hands from their side confirmed to volunteer that role again.
- DRC did recent market assessment on the NFI items and promised to share with the group for reviewing and endorsing.
- The agenda of the next meeting will be shared with the group before a week of the meeting.
- The next meeting will be scheduled to be on **20.05.2020**

Attendance list

#	What is your name? / ما اسمك؟	Which organisation are you working for? - ما أسم المنظمة التي أنت تعمل بها	What is your role in your organisation? / ما هو دورك في مؤسستك (المسمى الوظيفي)?	What is your email address? / ما هو عنوان بريدك الإلكتروني؟
1	Stanley Njau	Danish Refugee Council	Shelter & Infrastructure Coordinator	stanley.njau@drc.ngo
2	Faiz Harmal	UNHCR	field Engineer	harmal@unhcr.org
3	Manal Abdullah Ahmed AL-Aghbari	Look Inside Foundation for Development	Program Officer	lifdye.org@gmail.com
4	Hail Yahay Badder	Yemeni General Union of Sociologists, Social Workers and Psychologists (YGUSSWP)	Shelter Project Officer	Yuoswp@gmail.com
5	wedad Al-azazi	Pure Hands Organization	Shelter Coordinator	w.alazazi@purehands.org
6	Badar Abdule	Shelter Cluster	TWiG Lead	tech.yemen@sheltercluster.org
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