

## National Shelter / NFI / CCCM Cluster Meeting Notes

**Venue:** UNHCR Office in Sana'a

**Date/Time:** 8 January 2016 at 10:00 AM

Issues discussed	Action required/carried out
<p><b>1. Introduction and Ground Rules</b></p> <ul style="list-style-type: none"> <li>- New Shelter/CCCM Cluster Coordinator introduced.</li> <li>- AOB topic requests from partners were identified.</li> <li>- Cash Advisor invited by the coordination team to speak to the cluster regarding Cash systems set-up stages and process</li> <li>- Action points reviewed and discussed as finalized</li> </ul>	<ul style="list-style-type: none"> <li>- Introductions/ Ground Rules</li> <li>- Review action points from previous meeting notes</li> <li>- Winterization Response</li> <li>- Updates on the Online Project System (OPS) Review Process</li> <li>- TWiG Re-establishment Updates (including CC. TWiG)</li> <li>- BOA</li> </ul>
<p><b>2. Winterization Response</b></p> <p>ACTED – mid Feb completion date for Saada and Ibb of clothes distribution</p> <p>OCHA – concerns of late distributions under the HPF</p> <p>Cluster Coordination team – Cluster recommendation is that Winter distribution timeframe <i>can</i> be extended to take place until Feb 29 due to funding disbursement delays</p> <p>DRC – the above needs to be noted in minutes and re-discussed with OCHA</p> <p>ZOA - also concerned about the distribution end dates due to coordination with authorities that create delays. They request an extension until March.</p> <p><b>The cluster members and coordination team decided that if distributions cannot take place until the end of Feb these will be postponed to October 2017 so that they have an impact for those needing items in the cold winter period.</b></p> <p>ACTED – March to June is rainy season and NFIs will be required</p> <p>Best Future – certain locations are especially cold and possibly winter distribution can continue in these areas</p> <p>YFCA – Amran and Dhamar are particularly cold</p>	<p><b>Action Point:</b> Coordination team will re-confirm the recommendation with OCHA through written communication. This communication can be requested from the CC team in case of audit needs. <b>End date: 29 Feb</b></p> <p><b>Action Point:</b> Coordination team to inform the cluster members of the result of discussions regarding access to these areas held with OCHA and other UN Agencies</p>

<p>Debate on end dates of distribution. Decision reiterated and fully accepted.</p> <p>UNHCR – announced that 147,361 blankets were distributed; to be continued in Saada this month, Hajja delays and stock taken to Amran. Solar 19,887 distributed. Taizz covered by other partners, not an issue related to access apart from Salah and Taizzieh. The needs in these locations are high.</p> <p>WHF – under NFDHR/UNHCR distributed over 2000 clothes and over 1000 blankets and solar lamps</p> <p>Partners raised that certain areas Hajja are less prioritized because of access issues and are in dire need. The Coordination team assured the cluster members that this is an area where projects are planned for and will take place in the near future</p> <p>UNHCR will hold a workshop with the ExUnit of all branches regarding the distribution methodology</p>	
<p><b>3. Updates on the Online Project System (OPS) draft projects</b></p> <p>Emails to be sent today and tomorrow to the focal points stated in the OPS, revisions to be completed by the 12<sup>th</sup> Tuesday.</p>	
<p><b>4. Updates on TWiG re-establishment</b></p> <p>One technical group will deal with all technical topics. This is to be re-established as according to set criteria and partner attendance interests. Currently there are 7 technical topics that require technical guidance to be drafted. The coordination team have identified certain criteria for participation in the TWiG. Attached and explained.</p> <p>The CASH advisor was invited to speak to the cluster. Mamta requested the coordination team to connect with the Cash Working Group. They will support with technical guidance as well as all relevant cluster requirements related to cash as an assistance delivery modality.</p>	
<p><b>5. AOB</b></p> <p>Cash - cash is one of the biggest components of assistance in 2017 for the cluster. Given that there are multiple clusters providing cash, coordination is essential. A 4W will be produced and as such information from partners regarding their cash intervention is required to be sent to the Shelter/CCCM coordination team which will compile and send further. Argumentation/information/assessments/reports regarding rent rates and NFI packs costing are all welcome from partners.</p> <p>Monitoring guidance will also be drafted and provided for reference. If any has already been carried out and documented in 2016, this is also requested. Delivery mechanisms will also be refined and presented to cluster partners especially given the liquidity issues.</p>	<p><b>Action point</b> contingency plan to be developed and shared. This will be an agenda point for the next meeting.</p> <p><b>Action point:</b> Shelter partners are to submit reports, assessments, add written documentation regarding cash and voucher interventions to the Coordination team.</p> <p>Mechanisms for coordination – shelter standards to be re-circulated</p>



SAG – to be held next week regarding strategy development and cluster work-plan.

The cluster members identified that post distribution monitoring seen as essential specifically regarding cash distributions.

Coordination with authorities - Lines of communication with the gov. authorities and cluster partners to be refined as a result of UNHCR workshops to be held in 2017. Results will be shared as these take place.

The cluster members specified that there are issues regarding beneficiary lists as these are often provided by the ExUnit. The Cluster coordination team reiterated that if support with discussions with ExU is needed, this can be facilitated

**List of Participants:**

Agency	Name	Title	Phone No	Email
Cluster Coordination Team	Ruxandra Bujor	Cluster Coordinator	712225114	<a href="mailto:bujor@unhcr.org">bujor@unhcr.org</a>
	Monir ALSobari	Deputy Cluster Coordinator	712225045/ 737752155	<a href="mailto:ALSobari@unhcr.org">ALSobari@unhcr.org</a>
ACTED	Abdul Hakim Shamsan	Country Liaison Manager	711105383 / 777720285	<a href="mailto:sanaa.liaison@acted.org">sanaa.liaison@acted.org</a>
ADRA	Murtadha Barakat	Program Assistant	771 098 803	<a href="mailto:murtadha.barakat@adrayemen.org">murtadha.barakat@adrayemen.org</a>
AlEkram Foundation	Hanan AlHaythami	Project Manager	777733207	<a href="mailto:alekramfoundation@gmail.com">alekramfoundation@gmail.com</a>
AlWafa Foundation	Azal AlHuthi	Office Manager	775771153	<a href="mailto:safaraza830@gmail.com">safaraza830@gmail.com</a>
Best Futuer Foundation	Najwa abdllah AlAdhi	Chairwoman	777290053/ 733890438	<a href="mailto:Najwa42001@hotmail.com">Najwa42001@hotmail.com</a>
BFD	Ameer Ghaleb		777767799	<a href="mailto:ashuja@bdfyemen.org">ashuja@bdfyemen.org</a>
CHR-Taiz	Helal Ahmed Ghanem	Coordinator Shelter Cluster	775156059	<a href="mailto:chr.taize@gmail.com">chr.taize@gmail.com</a>
Committee of NGOs	Qaid Mareq	Public Relations Officer	771048339	<a href="mailto:gaidmareq@gmail.com">gaidmareq@gmail.com</a>
CSSW	Mona Alhajri	EPC	775900889	<a href="mailto:monatalhajri@gmail.com">monatalhajri@gmail.com</a>
Danish Refugee Council (DRC)	Taj Sultana	Emergency and Early Recovery Coordinator	739133299	<a href="mailto:t.sultana@drcyemen.org">t.sultana@drcyemen.org</a>
DRAID	Hisham Ramiz	Programs Officer	9.67733E+11	<a href="mailto:hramiz@draid.org">hramiz@draid.org</a>
ExU	Ibrahim AlHadhiri	INGO Liaison Officer	770163434	<a href="mailto:hadhriibra@yahoo.com">hadhriibra@yahoo.com</a>
For Human Development	somayah ghaleb alased	projects coordinator	770456765	<a href="mailto:Fhdyemen@gmail.com">Fhdyemen@gmail.com</a>
Hadramout Organization	Saleh Hassan Saleh	Coordinator	00967- 775300592	<a href="mailto:hadramoutorg@gmail.com">hadramoutorg@gmail.com</a>
HRT	Imad AlQadri	Programme officer	772029090	<a href="mailto:imad.alqadri@hrty.org">imad.alqadri@hrty.org</a>

International Youth Council-Yemen	Adel Abdulhakeem Alkhalqi عادل عبدالحكيم الخلقي	Data Assistant	770303508	<a href="mailto:alkhalqiadel1@outlook.com">alkhalqiadel1@outlook.com</a>
Khadija Foundation For Development	Reham Abdulkareem Al-Forasy	Executive Manager	777570202	<a href="mailto:khadijia2001@hotmail.com">khadijia2001@hotmail.com</a>
Lana Foundation	Bashar AlSofi	Public Relations Officer	717172291-775022910	<a href="mailto:Basharalsofi@gmail.com">Basharalsofi@gmail.com</a>
LMMPO	Hareth Al-Eryani	External Relations & Coordination	777573133	<a href="mailto:haleryani@lmm-po-ye.org">haleryani@lmm-po-ye.org</a>
Mawadah Foundation	Ahmad ali alnashiri	Project officer	774998877	<a href="mailto:info@mawada-ye.org">info@mawada-ye.org</a>
Mozn foundation	zakaria almahbashi	Public Relations Officer	771336335	<a href="mailto:zakaria@mozn-ye.org">zakaria@mozn-ye.org</a>
NFDHR	Rania Alshaibani	M&E Assistant	730500232	<a href="mailto:ralshaibani@nfdhar.org">ralshaibani@nfdhar.org</a>
OCHA	Ghassan Al-Ansi	Grant Officer	712222843	<a href="mailto:nasserg@un.org">nasserg@un.org</a>
OCHA	Mamta Khanal Basnet	Senior Cash Advisor	712222 854	<a href="mailto:basnet5@un.org">basnet5@un.org</a>
PFHRD	Malihah AlAsadi	head	738122227	<a href="mailto:maliha.asaadi@gmail.com">maliha.asaadi@gmail.com</a>
Qatar Charity	Olfat Jumaan	Program coordinator	775955788	<a href="mailto:jumaan1212@gmail.com">jumaan1212@gmail.com</a> <a href="mailto:qc_ye@qcharity.org">qc_ye@qcharity.org</a>
Relief and Development Peer Foundation (RDP)	Yousef Yahia	Program Officer	777798764	<a href="mailto:yahia@rdpf.org">yahia@rdpf.org</a>
Rwafed Organisation for Research & Development	Mujeebalrhman Mohammad Almangthi	Programs Coordinator	771717575	<a href="mailto:mujeb2009@gmail.com">mujeb2009@gmail.com</a>
Sama Al-Yemen Development Foundation	Nawal Esmail Al-Dhahebi	Programs Director	733285856	<a href="mailto:samayemen72011@hotmail.com">samayemen72011@hotmail.com</a>
Sarayan AlHayat Foundation	Fuad AlSelwi	Programme officer	775432151	<a href="mailto:Info@lifeflowyemen.org">Info@lifeflowyemen.org</a>

Social Society for Development (SSD)	Manal Albadani	Public Relations Officer	776000699	<a href="mailto:ssd.yemen.2001@gmail.com">ssd.yemen.2001@gmail.com</a>
Tamdeen Youth Foundation	Salwan Rashed	Communication Officer	737533682	<a href="mailto:selwan.aseem1@gmail.com">selwan.aseem1@gmail.com</a>
Wahg Alhayah foundation	Jamal Naji albarea	Project officer	777678955	<a href="mailto:Albarea12@gmail.com">Albarea12@gmail.com</a>
Wethaq Foundation for Civil Orientation	Maha Al-Maktari	Project coordinator	736861641	<a href="mailto:mahaalmaktari11@gmail.com">mahaalmaktari11@gmail.com</a>
Wujoh	MANSOOR Al-Garadi	head	733893894	<a href="mailto:garadi2@gmail.com">garadi2@gmail.com</a>
YDN	Fahmi Hamadi Sarari	Coordination and partnership official	774002070	<a href="mailto:ydnorg@gmail.com">ydnorg@gmail.com</a>
Yemen Red Crescent Society	Mohamed Yahya Sawlan	Disaster Management Coordinator	733630081	<a href="mailto:sawlan.mohamed@gmail.com">sawlan.mohamed@gmail.com</a>
yemensphere	Samah AlAnsi	Executive Manager	774337707	<a href="mailto:yemensphere.yso@gmail.com">yemensphere.yso@gmail.com</a>
YFCA	Mohammed Al Olofi	WASH & Shelter Program Officer	770 707 750 or 77 40 90 217	<a href="mailto:mohammed.alolofi@yfca-ye.org">mohammed.alolofi@yfca-ye.org</a>
Youth Spirit Foundation	AbdulRahman AlQadri	Executive Manager	771212666	<a href="mailto:youthspirit85@gmail.com">youthspirit85@gmail.com</a>
ZOA	Ahmad Al-Wosabi	Project Manager	772748128	<a href="mailto:a.wesabi@zoa.ngo">a.wesabi@zoa.ngo</a>