

Shelter TWiG meeting minutes and action points

Venue: (Through ZOOM)

Date/Time: 10/06/2020 at 10:00 – 11:15 AM

Issues discussed	Action required/carried out
1. Welcome the shelter TWiG group members a. Please refer to the attached attendance list.	None
2. Topics discussed/focused in our meeting Our discussion focused on Emergency Shelter Kits (ESK) <ul style="list-style-type: none"> - ESK Items (Quantity) - Quality of the current ESK items - Skill required for the ESKs - Minimum Sqm/per person consideration for the ESK - Flood mitigation consideration - Improving/Upgrading the design of the current ESK 	All the topics discussed in-depth and the below action points agreed
1. Next meeting: a. Next meeting	b) Next meeting will be on 24.06.2020
2. AoB	

Action Points Agreed:

- Reviewed the design of the Current Emergency Shelter Kit (ESK) design and agreed the below changes:
 - Flood mitigation measure to be added in the current design- The group members agreed two options; Sandbag flood mitigation option using two layer sandbags in the exterior perimeter of the shelters to avoid water getting in to the shelter, empty Sandbags should be distributed to the beneficiaries and the PoC can contribute in filling and laying the sandbags. Also, the group suggested to distribute wooden palates to the beneficiaries in order to avoid the mattresses soaked with water. The beneficiary consultation will be done prior the intervention to observe the viable option for them in-terms of the local context and the economical solution. Cost of the wooden palates are between 15 to 20 USD.

- b) Additional one vertical pole to be added in the current ESK design, on the left side of the shelter one pole is missing.
- c) To provide proper slope in the roof of the ESK, one side of the shelter should be 2.1m and the other side 2.4m height, to discharge rainwater and tree leaves resting on the roof.
- d) Additional plastic sheet in the roof to have double layer plastic sheeting in the roof, the reason is the bad quality plastic sheeting available in the market and the scorching sun heat and rain in Yemen.
- e) Diagonal braces on all four corners of the shelter (Diagonal strutting) to provide additional strength, no additional poles required to do this solution (height is less than a meter).
- f) Revised drawing should be done for further assessment. The drawing of the ESK will be revised by the Shelter cluster technical focal person.
- g) Minimum Sqm/per person should be considered for the ESK, 3.5 Sqm/person.

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 الالكتروني؟
1	Stanley Njau	Danish Refugee Council	Shelter & Infrastructure Coordinator	stanley.njau@drc.ngo
2	Ahmed Amer	IOM	SR Operation Assistant SNF	AAMER@iom.int
3	Taher Nabil Taher	DEEM for Development	(CCCM, Shelter) program officer	t.nabil@deemyemen.org
4	Faiz Harmal	UNHCR	field Engineer	harmal@unhcr.org
5	Badar Abdule	Shelter Cluster	SC -Technical Support	tech.yemen@sheltercluster.org