

Shelter TWiG meeting minutes and action points

Venue: UNHCR Office, Sana'a (Through Skype)

Date/Time: 19/04/2020 at 10:00 AM – 11:00 AM

Issues discussed	Action required/carried out
1. A brief introduction to the meeting a. Welcome to Shelter Options TWiGs members	None
2. Review of TWiG function a. Definition of What is the Technical Working groups(TWiG) for Shelter b. Different types of Shelters we have in Yemen: ESK, T Shelters, Permanent Shelter, Rehab Shelter, Reconstruction of Shelters	None None
3. Review the shelter option that shared by partners a. Which of the Shelter typology we need to start reviewing as a Shelter TWiG (<i>Proposal is Emergency Shelter, then T Shelter, Then Permanent Shelter, then Rehab and Reconstruction</i>). b. Quick recap on what has been achieved for the previous Shelter TWiG c. Review of the criteria matrix for the Shelter TWiG document (30 Minutes)	a) The group agreed to start with the Emergency Shelter then T Shelter, etc b) None c) We have gone quickly the criteria matrix for the Shelter TWiG document, Explained what is criteria matrix is all about? and the need for the partners to contribute during our journey, we started reviewing but due to the time limitation and the poor Internet connection, we didn't have enough time to review it all. It was agreed to share it with the group and get their feedbacks before the next meeting to finalize it during the next meeting.
4. Next meeting: a. Continue the collection of the different Shelter typologies b. Frequency of the Shelter TWiG meeting	a) The collection of the different shelter typologies by the partners will continue to have one live document for all the shelter typologies in Yemen.

	b) Next meeting will be tentatively on 04.05.2020
5. AoB	

Key Action points:

- It was agreed that our meetings will be bi-weekly
- The Shelter TWiG also agreed that NRC will be Co -chair agency for the meeting since, they were Co- chair for the previous TWiG (last year 2019) and they also confirmed to volunteer that role again.
- In between the Shelter TWiG meetings, The Shelter cluster technical focal person will continue bilateral discussion with the partners and share relevant documents to be contributed by the partners.
- We agreed to finalize the Criteria for Shelter TWiG for our next meeting
- Our next meeting, we will also start reviewing the Emergency Shelter Kits

Attendance list

#	What is your name? / ما اسمك؟	Which organization are you working for? - ما أسم المنظمة التي أنت تعمل بها	What is your role in your organization? / ما هو دورك في مؤسستك (المسمى الوظيفي)؟	What is your email address? / ما هو عنوان بريدك الالكتروني؟
1	Maria Alsaidy	YDNORG	Shelter &CCCM Coordinator	Shelter@ydnorg.org
2	Ahmed Amer	IOM	SR Operation Assistant SNF	AAMER@iom.int
3	Radwan Abdullah	ADO	Shelter manager	radwan@absyemen.org
4	Samira Saleh Hussein Al-Shawesh	UN HABITAT	National Program Officer/Coordinator	samera.alshawesh@un.org
5	Younes Ghanem	NRC	Shelter Area Coordinator	younes.ghanem@nrc.no
6	Badar Abdule	Shelter Cluster	SC -Technical Support	tech.yemen@sheltercluster.org
7				