

Shelter TWiG meeting minutes and action points

Venue: (Through ZOOM)

Date/Time: 30/06/2020 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"> - Review the New revised ESK design (To be presented by Badar -TWiG Lead) - Modality of Implementation of ESK? Through Contractor? Beneficiary driven approach or direct Implementation by the IPs. - Availability of ESK material ? - Cash or In-kind distribution? - Any other thing related to ESK (Finalizing/Closing the ESK review and Moving to the T Shelters in our next meeting). - Distribution protocol review 	All the topics discussed in-depth and the below action points agreed
1. Next meeting: a. Next meeting	b) Next meeting will be after 2weeks
2. AoB	

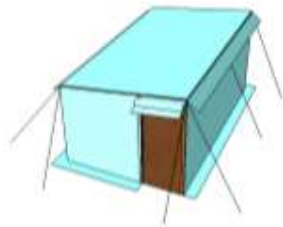
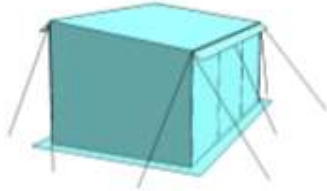
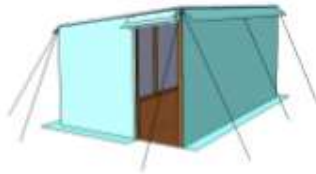
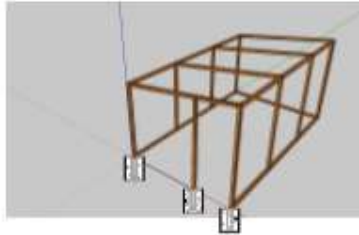
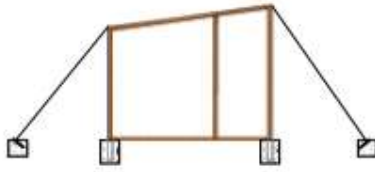
Action Points Agreed:

1. The members reviewed together the revised Emergency Shelter Kit (ESK) design and the team approved it with few additional changes like ventilation holes to be provided at the opposite side of the door, provision of mosquito net at the top of the door for ventilation purpose as well.
2. Flood Mitigation measure- the team agreed to provide empty sags as part of the ESK and the beneficiaries can contribute filling them and laying them around the shelter.
3. Implementation Modality – Since it is Emergency shelter, it was agreed that the most efficient way is through Supplier and Contractor driver approach.
4. ESK material are widely available country wide. However, to avoid shortage of material sometimes in certain areas, long term LC with prequalified suppliers are observed to be helpful and more appropriate for emergency context.
5. CASH or IN-KIND--- In the ESK context it was agreed that in-kind is the preferred modality, being in an emergency response it meets the objective faster. Therefore, In-kind support is encouraged.
6. Distribution Protocol (Per family)– the distribution protocol should remain as per below:
1 kit (≤4), 2 kits (5-12), 3 kits (>12)
Note: In the case of distributing more than one kit per family, the family shall not receive more than one unit of saw, hammer, utility knife and pickaxe.
7. Our next meeting, we will also start reviewing the Transitional Shelters
8. Below is the draft of the revised ESK design that will be further improved and finalized with dimensions, etc etc.

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	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	Samira Saleh Hussein Al-Shawesh	UN HABITAT	National Program Officer/Coordinator	samera.alshawesh@un.org
5	Badar Abdule	Shelter Cluster	SC -Technical Support	tech.yemen@sheltercluster.org

Draft of the Revised ESK



END