

Shelter TWiG meeting minutes and action points

Venue: (Through ZOOM)

Date/Time: 30/09/2020 at 10:00 – 11:35 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 will focus on Transitional Shelters Settlement/Site Planning Relocation technical guide Consideration of plot cooking area for the plot, Minimum Sphere standard for the plot size Security and Safety Privacy/Do the shelter have partition? e.g Adult & Children Do the T Shelters have lockable doors, etc Walling material is it transparent with the light, e.g at night? Walling material for the T-Shelters? Implementation Modality Contractor Vs Beneficiary driven approach Cash or In-kind material Cross- Cutting Issues Appropriate to context/culture Weather Conditions HLP (Housing land and Property) related factors Environmental considerations	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	

Main Points discussed and/or Action Points Agreed:

- Relocation technical guide – We have discussed the draft of the relocation technical guide for Shelters; the members contributed from their experience and requested the draft to be shared with them for contribution. The technical guide draft will be shared together with this minute for inputs.
- Plot Size for T-Shelters – For the T-shelters there has to be space for cooking, toilet, etc. Minimum 4.5 m2 to 5.5 m2 covered living space per person in cold climates, including kitchen facilities as more time will be spent inside the shelter (cooking, eating, and livelihoods). As per the sphere standard.
- Privacy for T-Shelters – Plastic tarpaulin should be used for partitioning inside the Shelter, to separate adult and children. Many agencies use this method for privacy within the shelter.
- Lockable doors/Windows – The T-Shelters door should be lockable from inside and outside; Windows shall have locks from inside.
- Walling material for the T-Shelters – In Yemen context common walling material for T-Shelters are Iron sheets, Plywood and *Khazaf*. The materials are not transparent in the day light and night.
- Implementation Modality – Contractor driven approach is the preferred modality over the beneficiary driven approach, due to limited availability skill workers in the IDP settlements, also the experience shown that the IDPs are not interested in participatory approach, therefor, the quality of the contractor driven approach was much better and faster.
- Cash or In-kind – Given the prevailing emergency in Yemen, members agreed to prioritize in-kind donation. However, cash-based modalities (e.g. through cash) should be encouraged instead of in-kind donation in situations where markets are accessible and target community can meet their needs better.
- Site Planning - Consideration should be given to the below points while doing site planning
 - ✓ Adding flood mitigation measures at Settlement and household level -Using Sandbags
 - ✓ In the family plot considering Space for cooking, eating and livelihood when planning for T-Shelters.
 - ✓ Minimum sphere standard should be considered while developing the master site plan.
- HLP(Housing land and Authority) – Right to stay the land should be granted for the IDPs in case of relocation to a new land. if they reside the same land where they are displaced, and they are illegible of receiving T-Shelters then re-planning of the settlement should be considered and the right to stay the land should be secured before investing further. HLP issue should be done in close coordination with the local authority.
- Environmental Considerations –
 - Using local material - *Khazaf* should be selected wisely to protect the green.
 - Solar energy should be encouraged as a source of lighting in and around the settlement
 - Garbage burning - Burning your household garbage in the open is dangerous to health and the environment, and fire pits creates pollution that's dangerous to human health and contaminates the air, water, and soil.
 - Chopping off trees - for using the local timber/Poles to be avoided.

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	Ahmed Al Sheraji	Qatar Red Crescent	Head Of Mission (CCCM, Shelter) program officer	ahmed.alsheraji@qrcs.org.qa
4	Hannan Abdulkadir	DEEM for Development	SC -Technical Support	t.nabil@deemyemen.org
5	Badar Abdule	Shelter Cluster	National Program Officer/Coordinator	tech.yemen@sheltercluster.org
6	Samira Saleh Hussein Al-Shawesh	UN HABITAT	field Engineer	samera.alshawesh@un.org
7	Faiz Harmal	UNHCR		harmal@unhcr.org

END,