**Location:** NCCI Ankawa, Erbil

**Time:** 10:00 – 11:30

**Present:** Breyy Ryan – CNSF, Choplon Ramizovci – CNSF, Francesca Sangiorgi – ACTED, Knud Andersen – ME, Bola Han – UNHCR, Eric Wise – CRS, Ahmed Zubair – RIRP, Howig Etyemezian – UHNCR, Rawas Rawanduzy – NRC, Laurent De Valensart – SNFI Cluster, Ali Rasul -SNFI Cluster, Tonja Klansek – SNFI Cluster

**Summary of Action Points:**

| **No.** | **Action points from the meetings (1st August 2017)** | **Who:** | **Completed by When:** |
| --- | --- | --- | --- |
|  | Inform partners on how to report past activities in Activity Info | Tonja, IM | ASAP |
|  | Advocate for harmonization of names of Mosul municipalities with OCHA | Tonja | ASAP |
|  | Share an online map with Mosul municipalities with all partners for the reporting of activities | Tonja, IM | 10th August 2017 |
|  | Partners to report their ongoing and planned activities by sharing map with Tonja ([coordroving.iraq@sheltercluster.org](mailto:coordroving.iraq@sheltercluster.org)) | All Partners | Biweekly (before the cluster meeting) |
|  | Tonja and IM to collate the map and share it with all partners | Tonja, IM | Biweekly (before the cluster meeting) |
|  | Partners to assign focal point for SNFI Cluster | All Partners | ASAP |
|  | PDM reports on SoK and ESK to be shared with SNFI Cluster (send to [coordroving.iraq@sheltercluster.org](mailto:coordroving.iraq@sheltercluster.org)) | All Partners | After PDM – as relevant |
|  | Cluster to coordinate with UNMAS and other partners involved with demining activities to provide more information to partners | Tonja | Before the next meeting |
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**Minutes:**

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| Agenda Item | Key Points | Action points |
| 1. **Urban Mosul – geographic coverage** | * Based on information reported on active SNFI interventions and Planned ones: * ACTED is only Partner providing NFI kits in urban Mosul at the moment * Duplication of interventions in  |  | | --- | | Al Ealaam (Human Appeal – NRC) | | Al Khathra (Human Appeal – NRC) | | Al Qudus (Human Appeal – NRC) | | Al Samah (Human Appeal – NRC) | | Al Magrbe (Planned UN Habitat – Planned PIN) | | Al Uruba (Human Appeal – UN Habitat) | | Al Yarmook (Human Appeal – UN Habitat)  NRC – Plans upgrades in October (Small scale damage – 300USD +300USD cash, medium damage – 1,500USD contractors, high scale damage – 3000-4000USD contractors) | | * Partners working in neighbourhoods/municipalities with presence of another partner to coordinate among one another |
| 1. **Reporting on Activity Info:** | * Some Partners mentioned not reporting in Activity Info as it is locked for the previous months | * All partners having backlog of reporting please contact IM (Michel im2.iraq@sheltercluster.org) |
| **3. 3W for Urban Mosul**  Reporting on active and planned interventions   1. Issues in regards to reporting 2. How to address those issues 3. How to report | 1. **Issues in regards to reporting**  * Currently there is no clear overview on who is active or planning interventions in Mosul on the neighbourhood basis. * No clear communication channel for communicating active and planned projects * The map used and previous reporting models were not used for some time and are outdated * Issues on names of neighbourhoods – wrong names, misspelling, wrong location etc.  1. **How to address those issues**  * Suggestion to use map as reporting tool * Agreement that online map will be developed and shared with partners * Partners to indicate their active and planned interventions on the map and shared with Tonja on at least bi-weekly basis, Tonja to collate the maps and share it with partners * Planned interventions are interventions that are confirmed and will take place in at least 2 weeks, and/or interventions that have secured budget and start date confirmed (to be indicated on the map) * Completed interventions will not be tracked through this map – reported on Activity Info * This map will not be another reporting tool but it will be used as coordination tool to avoid overlaps and have clear understanding of coverage  1. **How to report**  * Skype group remains active * For activities in the neighbourhoods all reporting will be done using maps (to avoid naming issues) | * Cluster to advocate for verification of names of neighbourhoods with UN OCHA * Tonja and Michel (IM) to develop the map and share it with partners * Partners to indicate their activities on the map * If any support is needed please contact Tonja * Partners to have a focal point of contact in regards to interventions in urban Mosul |
| 1. **SoK and ESK distribution** 2. Considering winterization 3. Follow up | 1. **Considering winterization**  * SoK are aimed to assist in emergency and are only incremental approach towards more durable solutions – however is there any winterization considered when distributing SoK? * Currently winterization is not considered as the use of kits is different depending on the season, even if the items will ‘survive’ until winter there will be need for supplementing. * Majority of beneficiaries of SoK and ESK are also using it for alternative use * The lifespan of SoK depends on the specific composition of SoK that varies  1. **Follow up**  * There is no continuous monitoring and coverage of areas where SoKs and ESK were distributed – unlikely that same partner will cover area also in the winter * PDM are used for follow up on installation | * Partners to share PDM reports with Cluster to inform better guidance and policies in regards to SoK and ESK |
| 1. **Operational Challenges** | * Naming of neighbourhoods * More information needed on demining | * Cluster to coordinate with UNMAS and other partners involved with demining activities to provide more information to partners |
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***Next Meeting: Wednesday 16th August - Bi-weekly (to be linked with national meeting that will be once a month)***