Notes of the Shelter/CCCM/NFI Sub-National Cluster Meeting in Ibb

Venue: UN Hub in Ibb.

Date/Time: Sunday, May 8, 2016 at 10:00am.

Issues discussed	Action required/carried out
1. Introduction and Ground Rules A briefing videos about the work of the cluster were demonstrated during the meeting.	The **videos** to be circulated by the Cluster Coordination Team.
2. Protection mapping: Focus on Collective Centres The Protection Cluster and the Pro-Cap advisor made a presentation focused on the protection aspects and considerations in the Collective Centers.	The **presentation** to be circulated by the Cluster Coordination Team.
3. Needs Assessments The Cluster Coordination Team stressed on the importance for coordinating, harmonizing assessment questionnaires and sharing the reports with the cluster team.	**Needs assessment form** to be circulated by the Cluster Coordination Team.
4. Information Management The Cluster Coordination Team presented the following cluster tools and products which contribute to strengthen the cluster coordination, strategic planning and information management: a. Collective Centers and Settlements Matrix b. Cluster Activities c. Other IM Tools d. IM Products and Advocacy Messaging	**All IM tools/forms and products including the link to the cluster website, YHRP 2016 & the cluster strategy and the Collective Centre Guidelines** to be circulated by the Cluster Coordination Team.
5. PDM The Cluster Coordination Team briefed partners about the Post Distribution Monitoring and its use to measure the impact of distributions/interventions implemented by the Cluster.	**PDM forms and reports of previous exercises** to be circulated by the Cluster Coordination Team.
6. Challenges and Gaps The Cluster partners highlights some challenges such as the lack of funding, access constrains, coordination in the field particularly the inter-cluster coordination, and the need for enhancing partnership between UN, INGOs and NNGOs.	
7. AOB **Humanitarian Pool Fund (HPF)** Upon the request of partners, the Cluster Coordination Team conducted briefing about the GMS registration process and the ongoing process of reviewing proposals for the first allocation. **Sub-national Cluster Coordination** The Cluster Coordination Team briefed participants about the ToR of the sub-national cluster coordination which was developed at the national level. **Next Meeting** The Cluster partners recommended the Cluster Coordination Team to keep the meetings at the sub-national level running on monthly basis either by dedicated focal point in Ibb or by the national cluster coordination team.	**Relevant GMS forms and registration eligibility criteria documents** to be circulated by the Cluster Coordination Team. **Next meeting to be organized early June 2016** by the Cluster Coordination Team.

List of Participants:

Agency	Name	Title	Phone No	Email
Cluster Coordination Team	Monir AlSobari	Senior Cluster Coordination Associate	712225045/ 737752155	AlSobari@unhcr.org
Good Youth Foundation	Abdullah AlSalahi	Quality Control Officer	771402502	mraf.alssalahi@yahoo.com
Seeds foundation for development	Ibtihal SaadAlDin	Chairperson	773910847	Haninhomland@gmail.com
Peace, justice and development ambassadors (PJDA)	Mofeed Qasim	Head of Office	775326729	
Sama AlYemen Foundation	Kareema AlHakim	Head of Office	772281609	k-alhkeem@hotmail.com
Qatar Red Crescent Society	Ahmed AlSheraji	Country Director	734288007, 775306374	alsharajia@yahoo.com, ahmed.alsheraji@qrcs.org.qa
Tadamon Shabab Sa'ada Foundation	Aynas AlJabri	Programme Assistance	730104846	mshbabsdt@gmail.com
IOM	Alwan Saad	Field Coordinator	736088842	msalwan2016@gmail.com
Tamdeen Youth Foundation	Hussein Suhyali	Executive Manager of TYF		tamdeen.y.f@gmail.com
ProCap	Dalia Aranki	ProCap: Senior Protection Cluster Coordinator	712225085	ARANKI@unhcr.org
Protection Cluster	Safa Algahoum	Protection Associate	712225041	algahoum@unhcr.org
Relief Committee in Ibb	Akram Mothana	Area manager	772927214	alerammathno80@gmail.com
Human Rights Office/ AlBayhani Foundation	Royada AlJabri	Human rights activist	770327358	