



Shelter Cluster Yemen
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Coordinating Humanitarian Shelter



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Yemen Shelter/CCCM/NFI Cluster Workshop Notes

Date and time: Sunday, November 8, 2015 from 09:00 to 16:00.

Venue: Taj Sheba Hotel, Sana'a, Yemen.



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1. Welcome Message

The Shelter/CCCM/NFI Cluster Coordinator, Mr. Nasir Abel Fernandes opened the workshop with a welcome message to the participants and commended the members for joining the workshop to discuss plans and activities for next year. The Assistant Head of the Executive Unit for IDPs, Mr. Mohammed Harmal thanked the Shelter/CCCM/NFI Cluster for their efforts and the support they continue to provide together with UNHCR in the delivery of Shelter, CCCM, and NFIs interventions to IDPs and conflict affected communities around the country. He reiterated the critical role of the cluster in providing life-saving assistance and encouraged cluster members to continue to work towards improving the delivery of assistance.

Objective of workshop, expected output

The Shelter/CCCM/NFI Cluster Coordinator presented the context for discussions and requested participants to review the cluster's objectives and activities implemented in 2015; outline the gaps and challenges including ways of addressing them; review and prioritize the needs for 2016 against the cluster's response capacity and develop a matrix for the cluster's plan of action.

Overview of the agenda

The proposed agenda was adopted unanimously. As participants engaged in the workshop, they were invited to bear in mind the necessity for better delivery of assistance and the imperativeness to help Internally displaced people and other affected population in the current emergency.

2. Update on the cluster achievements and challenges in 2015

The Senior Shelter/CCCM/NFI Cluster Coordination Associate, Mr. Monir AlSobari presented the achievements of the cluster, trends of assistance for each month, funds received and the challenges faced in 2015. The cluster team and participants highlighted the following challenges:

- Delay on receiving reports from partners including assessment reports, activities/distribution reports and in some cases inputs for operational plans or 3Ws which impacted by the total absence of electricity in major parts of the country, limited access to internet and weak/limited phone network signals thus made the exchange of information extremely challenging.
- Lacking access in conflict areas hindered the transportation of relief items and it had a considerable negative impact on the vulnerabilities of IDPs, host communities and other affected communities.

- Shortage of fuel supply and commodities led to significant increase in commodity prices, including lifesaving materials, as well as the cost of transportation and the availability of transportation in some locations.
- Insecurity especially in conflict areas endangered the safety of civilian population and humanitarian staff.
- Lacking adequate funds and delay on the release of committed funds curtailed partners' capacities to meet the identified urgent needs in a timely manner.
- Lack of coordination between the partners working in the same location.
- The standard household items and specifications may require to be revisited for the contextualization of different geographic locations in the country and the seasons over the year.
- The movement of internally displaced people from one location to another proved to be challenging for partners during the distributions of relief items.
- The pressure on partners to provide information or implement activities in very short notice or with tight deadlines. At times, it was impossible to respond in conflict areas with no basic communication facilities and the ongoing clashes that could risk the life of relief staff and the people of concern.
- Absence of fixed structure of coordination with local authorities had a negative impact on the work partners in the field.
- Unavailability of safe areas/environment for internally displaced people which could as well facilitate the delivery of humanitarian services.
- Limited presence of the cluster at the sub national levels which could help on finding solutions for issues facing partners in the field.
- Lack of harmony on the distribution of NFIs/Shelter kits which were distributed by different partners whereas sometimes it did not meet the minimum agreed standards in the cluster (i.e. one partner distributed full NFIs Kit and another partners distributed only one blanket and one mattress per household in the same area) that created issues with the IDPs and/or the host community.
- Delay on receiving beneficiaries lists from the Executive Unit for IDPs and accuracy of received lists.
- Challenges with supporting IDPs residing in schools and the pressure from relevant parties to expel the families from schools.
- Preparedness plans remain to be crucial including early procurement.
- Prioritization of limited resources available remain a challenge given the massive needs.

3. Humanitarian Needs Overview (HNO)

The Protection Officer from IOM, Ms. Chissey Mueller presented the cluster humanitarian needs overview including the needs severity scores per governorate, top governorates with people in need for the cluster services, most affected groups/most significant vulnerabilities, the most important needs identified in previous sessions.

4. Group discussion: 2016 Objectives, activities, locations, capacity to implement and foreseen challenges/solutions

A. Most vulnerable people affected by the conflict have access to adequate shelter solutions and non-food item assistance

Activity	Governorates	# of targeted households
Distribution of essential Non-Food Items to vulnerable IDPs and other affected populations (blankets, mattresses, sleeping mats, kitchen sets, water buckets)	Taizz, Hajjah, Sa'ada, Aden, Al Dhale'e, Ibb, Abyan, AlBayda, Lahj, Amran, Amanat AlAsimah, AlJawf, Shabwah, Marib, Al Hudaydah, Hadramaut, Sana'a, AlMahwit, Dhamar, AlMaharah, Raymah, Socotra	50% from the total number of households in need (HNO document)
Distribution of emergency shelter to vulnerable IDPs and other conflict-affected populations (emergency shelter kits and/or tents according to the priority of addressing emergency shelter needs)	Tents: Taizz, Sa'ada	30% from the total number of households in need (HNO document)
	ES Kits: Hajjah, Sa'ada, Aden, Al Dhale'e, Ibb, Abyan, AlBayda, Lahj, Amran, Amanat AlAsimah, AlJawf, Shabwah, Marib	
Distribution of humanitarian cash assistance to vulnerable IDPs and other conflict-affected populations in urban and semi-urban settings	Taizz, Hajjah, Aden, Al Dhale'e, Ibb, Lahj, Amran, Amanat AlAsimah, Al Hudaydah, Hadramaut, Sana'a, AlMahwit, Dhamar, Raymah, Socotra	30% from the total number of households in need (HNO document)

Foreseen challenges and proposed solutions:

Foreseen challenges	Proposed solutions
<ul style="list-style-type: none"> - High cost of transportation. - Unavailability of reliable database for IDPs. - Absence of the sub national clusters in the field and the weak capacity of the existing sub national cluster which will make the coordination more challenging. - Lack of monitoring and evaluation. - Insecurity in the country. - Weak capacity of some local partners. - Weak capacity for coordination in the field. - Limited operational budgets available with the local NGOs. - Unsuitability of the kits in some locations. 	<ul style="list-style-type: none"> - Provision of require funds to ease the movement to respond especially in most affected areas. - Communication with the relevant authorities to provide complete and accurate lists of beneficiaries.

The Shelter/CCCM/NFI Cluster Coordinator, Mr. Nasir Abel Fernandes commented that cash assistance is targeted to the most vulnerable families and driven as protection intervention. He added that the cluster could implement cash assistance in lieu for NFIs/Shelter.

B. Strengthen the knowledge and capacity of stakeholders in Shelter, CCCM and NFIs response

Activity	Governorates	# of targeted households
Capacity-development and training in project design and project management, including assessment, distribution standards and monitoring activities.	Taizz, Hajjah, Sa'ada, Aden, Al Dhale'e, Ibb, Abyan, AlBayda, Lahj, Amran, Amanat AlAsimah, AlJawf, Shabwah, Marib, Al Hodaydah, Hadramaut, Sana'a, AlMahwit, Dhamar, AlMaharah, Raymah, Socotra	1,000 people

Conduct needs assessments in urban, semi-urban settings, collective centres and temporary settlements to identify basic needs of the IDPs and affected population	Taizz, Hajjah, Aden, Al Dhale'e, Ibb, AlBayda, Amran, Amanat AlAsimah, Al Hudaydah, AlMahwit	20 needs assessment (2 assessments per governorate)
	Sa'ada, Abyan, Lahj, AlJawf, Shabwah, Marib, Hadramaut, Sana'a, Dhamar, AlMaharah, Raymah, Socotra	12 needs assessment (1 assessment per governorate)

Definition of stakeholders: Internally displaced people, host community, cluster partners, private sector, government, donors, and community leaders

Foreseen challenges and proposed solutions:

Foreseen challenges	Proposed solutions
<ul style="list-style-type: none"> - Lack of response from the donors. - Difficulty of the access to the beneficiaries. - Lack of equal participation and opportunities between national and international NGOs. - Limited coordination between partners in the field. - Duplication of responses. - Weak capacity of some partners. - Absence of monitoring mechanisms. - Absence of government representatives to facilitate the humanitarian work. - Continuation of armed conflict and road blockages. - Unavailability of reliable warehouses for the cluster. 	<ul style="list-style-type: none"> - Strengthen partner's capacity in project design. - Develop/update the cluster database with information on partners who have received capacity building programmes. - Activate community participation in the process of assessments, monitoring and collecting information on needs. - Identify direct communication mechanisms between donors and the local partners. - Build the capacity of civil society organizations and community leaders. - Strengthen of coordination with functional authorities. - Equal participation and opportunities between national and international NGOs. - Activate the sub national clusters in the field. - Plan and map clear response plan. - Provide TOT for active partners in the clusters. - Continue running the cluster regularly at the national level. - Presence of coordination structure combines the government authority and the competent authorities - Security plan for response. - Joint emergency warehouses.

C. Most vulnerable people affected by the conflict living in collective centres and settlements have access to basic services

Activity	Governorates	# of targeted households
Distribution of shelter related non-food items	Taizz, Hajjah, Sa'ada, Aden, Al Dhale'e	70% of the total IDPs
	Ibb, Abyan, AlBayda, Lahj, Amran	60% of the total IDPs
	Amanat AlAsimah, AlJawf, Shabwah, Marib	40% of the total IDPs
	Al Hudaydah, Hadramaut, Sana'a, AlMahwit	35% of the total IDPs
	Dhamar, AlMaharah, Raymah, Socotra	20% of the total IDPs
Provision of cash grants for rental subsidy	Taizz, Hajjah, Aden	30% of the total IDPs
	Ibb, Amran	40% of the total IDPs
	Amanat AlAsimah	25% of the total IDPs
	Al Hudaydah, Hadramaut	15% of the total IDPs
	Dhamar	5% of the total IDPs
Provision of Transitional Shelter	Taizz, Hajjah, Al Dhale'e	65% of the total IDPs
	Ibb, Abyan, Amran	50% of the total IDPs
	Amanat AlAsimah, AlJawf	30% of the total IDPs
	Al Hudaydah, Sana'a	25% of the total IDPs
	Socotra	3% of the total IDPs

Rehabilitation of collective centers hosting IDPs	Taizz, Hajjah, Al Dhale'e	65% of collective centers
	Ibb, Abyan, Amran	50% of collective centers
	Amanat AlAsimah, AlJawf	30% of collective centers
	Al Hudaydah, Sana'a	25% of collective centers
	Socotra	3% of collective centers
Capacity building for responses including project management and evaluation	Taizz, Hajjah, Sa'ada, Aden, Al Dhale'e	10 teams consist of 12 members
	Ibb, Abyan, AlBayda, Lahj, Amran	10 teams consist of 12 members
	Amanat AlAsimah, AlJawf, Shabwah, Marib	8 teams consist of 12 members
	Al Hudaydah, Hadramaut, Sana'a, AlMahwit	8 teams consist of 12 members
	Dhamar, AlMaharah, Raymah, Socotra	3 teams consist of 12 members
Establishment of IDPs committees provide them with trainings, and connect them with local authorities and other actors in the field in addition to the establishment of IDPs service centers	Taizz, Hajjah, Sa'ada, Aden, Al Dhale'e, Ibb, Abyan, AlBayda, Lahj, Amran, Amanat AlAsimah, AlJawf, Shabwah, Marib, Al Hudaydah, Hadramaut, Sana'a, AlMahwit, Dhamar, AlMaharah, Raymah, Socotra	22 service centers (One center and committee in each governorate host IDPs)
Conduct a regular basis needs assessment	Taizz, Hajjah, Sa'ada, Aden, Al Dhale'e, Ibb, Abyan, AlBayda, Lahj, Amran, Amanat AlAsimah, AlJawf, Shabwah, Marib, Al Hudaydah, Hadramaut, Sana'a, AlMahwit, Dhamar, AlMaharah, Raymah, Socotra	22 needs assessments

Foreseen challenges and proposed solutions:

Foreseen challenges	Proposed solutions
<ul style="list-style-type: none"> - Insecurity hinder the humanitarian access, service delivery and needs assessments. - Lack of safety for the IDPs gathering (i.e. collective centers and settlements). - Weak coordination in the field. - Low donor funding to the partners operational budget. - Lack of functional operational plans. 	<ul style="list-style-type: none"> - Provide security by coordinating with relevant partners to ensure safe passage. - Secure the IDPs gatherings under the protection of UN and International community. - Enhance the coordination between the operational partners in the field. - Early coordination with the community leaders. - Conduct a market study for the costs of distributions/service delivery.

5. Cluster budget for 2016

The Shelter/CCCM/NFI Cluster Coordinator, Mr. Nasir Abel Fernandes presented the activities unit costs agreed during the rapid YHRP revision 2015 as follow:

Activity name	Unit cost (US\$)	Note
Distribute Non-Food Items to vulnerable IDPs and other conflict-affected populations (blankets, mattresses, sleeping mats, kitchen sets, water buckets)	250	The \$250 per unit includes \$150 estimated cost per unit plus \$100 as transport and operational cost.
Distribute emergency shelters to vulnerable IDPs and other conflict-affected populations (Emergency Shelter Kits)	280	The \$270 per unit includes \$190 estimated cost per unit plus \$80 as transport and operational cost.
Distribute emergency shelters to vulnerable IDPs and other conflict-affected populations (tents)	550	The \$550 per unit includes \$490 estimated cost per unit plus \$60 as transport and operational cost.
Distribute humanitarian cash assistance as rental subsidies to vulnerable IDPs and other conflict-affected populations in urban and semi-urban settings	1500 (250 per month during 6 months period)	The \$250 per unit includes \$150 fixed rental subsidy per family per month plus \$100 as operational cost and bank transfer fees. The amount \$250 is multiplied by 6 (rental subsidies payable for six month per family)

Conduct needs assessments in urban, semi-urban settings, collective centres and spontaneous settlements to identify the basic needs of the IDPs and affected populations	10,000
Capacity-building and training in project design and project management, including assessment and monitoring activities	250
Support to collective centres including through basic rehabilitation and repair, and support to management, if required.	120
Support to settlements including ensuring the access to basic services.	120

6. Confirmation of 3Ws

The participants received hand-out of the cluster current 3Ws map. The Shelter/CCCM/NFI Cluster Coordinator, Mr. Nasir Abel Fernandes requested partners to share their coverage plan for 2016 by Tuesday (10 November 2015).

7. Group discussion: Strengths, weaknesses & Opportunities/ Priorities for 2016

Theme	Discussion
Strengths	<ul style="list-style-type: none"> - Presence of the effective cluster at the national level and the ease of participation for new members. - Coverage of the national cluster responses in most parts of the country. - Conduct regular meetings and workshops in timely manner. - Regular improvement in the cluster. - Regular coordination and communication between cluster members. - Adapting to new technologies and building databases for the cluster. - Scale up of the cluster responses. - Impressive efforts from the cluster to meet the needs and provide responses effectively and in timely manner. - Great initiatives from the cluster team on sharing in information. - Most importantly provision of support to cluster members which created friendly environment. - Interaction of cluster members themselves.
Weaknesses	<ul style="list-style-type: none"> - Sub national clusters not activated. - Weak capacity of some partners on preparing reports. - Weak qualified staff available with the cluster partners. - Weak of partnership between the international NGOs and national NGOs. - Low funding for the cluster responses. - Weak strategy for involving private sector on the cluster work. - Lessons learned and the importance of benefiting from them. - Weak of the advocacy for the cluster response plan. - Dependency on English language which impacted on the level of participation in the cluster meetings.
Opportunities	<ul style="list-style-type: none"> - Participation of donors in cluster meetings. - Enhance the effectiveness of local NGOs in the cluster programmes. - Diversity of skills/capacities in the cluster i.e. development, relief, child care, etc. - Interaction of local community and collaboration with the cluster. - The great interaction of the cluster team while dealing with partners inquiries all the time. - Availability of clear response plan for 2016 and involvement of cluster partners on drafting the plan.

- Enhance the commitment of cluster members and their interactions.
- Provision of regional warehouses which could be used by cluster members.
- Development of advocacy plan for fundraising the cluster activities for 2016.

Priorities for 2016

- Improve the standards and specifications of the transitional shelters and shelter kits.
- Review the cluster progress towards achieving the targets at the mid-year.
- Strengthen the capacity of the cluster Technical Working Group.
- Enhance the coordination and information sharing among cluster members.
- Lead the needs assessments in different governorates.
- Expand the cluster partnership.

8. Next steps and closing remarks

At the end of the workshop, the Shelter/CCCM/NFI Cluster Coordinator, Mr. Nasir Abel Fernandes congratulated the cluster members for their participation and engagement throughout the workshop. The Head of the Executive Unit for IDPs A.I., Mr. Mohammed Harmal expressed his appreciation for conducting the workshop and the group sessions in particular which involved discussions testified the collective efforts of all members to contribute to strengthening the role and the work of the cluster.

Annex 1: List of Participants

No.	Agency	Participant Name	Position	Phone	Email
1	National Cluster Team	Nasir Abel Fernandes	Senior Emergency Coordinator	712225049	fernandn@unhcr.org
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Annex 2: Agenda of the workshop

<i>Time</i>	<i>Session</i>
9:00 – 9:15	Registration of Participants
9:15 – 10:00	Welcome and purpose & expected output of the Workshop Overview of the agenda
10:00 – 10:15	Update on the cluster achievements and challenges in 2015
10:15 – 10:30	Humanitarian Needs Overview (HNO)
10:30 – 11:00	Coffee Break
11:00 – 12:30	Group discussion: 2016 Objectives, activities, locations, capacity to implement and foreseen challenges
12:30 – 13:10	Presentation of group work and discussions
13:10 – 13:30	Cluster budget for 2016
13:30 – 14:30	Lunch Break
14:30 – 15:00	Confirmation of 3Ws
15:00 – 15:45	Strengths, weaknesses & Opportunities/ Priorities for 2016
15:45 – 16:00	Next steps and closing remarks