



Cluster Coordination Meeting
28 January 2018 @ 10:00-11:30
Minutes of Meeting (MoM)

Agenda	Action point
<p>Review of action points from the previous meeting</p> <p>1.Partners to give feedback before deadline – Done. 2.Cluster coordinator to share protection and Gender mainstreaming tip-sheets with partners – Done. 3.Partners to provide targets when objectives and indicators are finalized – Done. 4. Feedback from Aden Hub Su-National Cluster to be taken into account – Done. <i>All action points were completed.</i></p>	
<p>Presentation of the 2018 YHRP (EECR Cluster Response Plan)</p> <ul style="list-style-type: none">• Total targeted population: 1.3 M people• Total requirements: USD99.1 M• Number of active partners: 24• Focus areas:<ul style="list-style-type: none">○ Support the creation of a safe and secure environment through effective Mine Action (Clearance, Surveying and EO Disposal);○ Provision of technical and operational capacity for the maintenance and restoration of critical services in affected districts.○ Provision of access to business recovery and alternative income sources <u>through M&SB Recovery Schemes and CFW Schemes.</u>○ Provision of opportunities for Durable Solutions and sustainable reintegration to IDPs and returnees.○ Capacity-building of LNGOs, CSOs, leading Private Sector actors and local authorities that leads to better implementation of activities and leading to the strengthening of their crisis-related resilience.• Methodology: Target populations were determined based on inputs from partners to which was added 10 per cent of 8.4 M severely food insecure population from the 107 FSAC/NUT priority districts. In multiple activities where overlap was foreseen, the highest target was retained. The increase of requirements for 2018 HPC is due to an effort to standardize costing of activities and address issues identified during the 2017 HPC.	<p>1. <i>Cluster coordination team to send detailed targets per activity and indicators to partners</i></p>
<p>Reporting tools and timelines</p> <p>The EECR cluster coordination team is planning to improve its information management by improving the quality of information received and ensuring that partners will receive quality products on a regular basis.</p>	



Tools: 3Ws/4Ws

Partner are required to fill and send the 3Ws/4Ws matrix and send it back to respective IM focal points before the 5th of every month. Emphasis is made on:

- Districts: partners to ensure that activities are reported at district level to comply with requirements from HCT;
- Activities and indicators: The matrix has been designed with pre-set activities and relevant indicators. Partners to will need to fill in their activities based on the preset activities and relevant indicators. Activities not included in the matrix will have to be verified with the Cluster Coordination Team before any action. Partners are advised not to modify activities and indicators.
- Partners to ensure that their activities are reported based to relevant indicators' units, whether square meters, households or organizations.

Partners are requested not to modify matrices to fit in their activities.

IM Products and timeline:

Building from the 2017 work, the EECR cluster coordination team will developing and releasing the following products with timelines:

a. Monthly

- National and Hub-Based consolidated 3Ws/4Ws.
- National and Hub-Based Contact List.
- Meeting minutes.

b. Bi-Monthly

- National and Hub-Based infographics and Dashboards.
- National and Hub-Based Maps.
- Early Recovery Bulletin (a newsletter which will include all aspects of sectoral and multi-sectoral ER coordination). Partners will be contributing to the Bulletin with success stories and lessons learned.

c. Ad-Hoc (as needed)

- Advocacy Notes (Cluster Coordinator)
- Assessment reports data sets (Cluster Coordinator or IMOs)
- Knowledge products (Cluster Coordinator or IMOs)

2. A revised matrix to be sent to partners asap.

3. The Cluster coordination team to provide a training to partners on IM and relevant data collection tools.

4. Cluster Coordination Team to share a template of success stories with partners

AOB



<p><u>Assessments:</u> there are currently 2 studies being conducted for the EECR cluster:</p> <ul style="list-style-type: none">- <i>Rapid Study on Capacities of Local Administrations (UNDP/PERCENT):</i> the study is analyzing capacities of local administrations based on populations' perception on 4 services provided by District Local Authorities (DLAs). The study will cover 35 districts (17 Governorates) and will be qualitative (FGD, KII and secondary data analysis).- <i>Multi-Cluster Early Recovery Assessment (UNDP/AFCAR Foundation):</i> The study aims to build evidence on multi-sectorial Early Recovery needs. It will establish a basis for the integration of ER across the response in different clusters. <p><i>Both studies will be completed by end of March 2018 and will provide basis to support the revision of the HRP.</i></p> <p><u>Strategic Advisory Group (SAG) and the Gender Focal Points (GFP)</u> The cluster coordination team is planning to renew the SAG and GFP membership. In 2017, the SAG was not functional due to the lack of INGOs in the group. The membership of the SAG includes 2 UN agencies, 2 INGOs and 2 LNGOs. The presence of Save the Children as Cluster Co-Lead Agency does not reduce the number of INGO members of the SAG. The same goes for the GFPs, The cluster needs 3 GFPs for 2018.</p> <p><u>NNGOs/CSOs to join the cluster coordination team:</u> The cluster coordination team is planning to bring in a representative from NNGOs/CSOs as part of the business continuity plan and to enhance the role of NNGOs/CSOs in the cluster coordination. The move is dictated by the recent events, where international organizations reduced their footprint.</p>	<p>5. Cluster Coordination Team to share results with cluster partners when assessments are completed.</p> <p>6. A call for expressions of interest to join the SAG and GFP will be sent out to partners in coming days.</p> <p>7. A call for NNGOs/CSOs to join the cluster coordination team in coming days</p>
<p>Cluster Coordination Performance Monitoring (CCPM) The annual CCPM exercise will be launched in February 2018. Partners are requested to participate in the survey objectively without complacency. The CCPM will help improve the cluster coordination performance in 6 key cluster functions and AAP.</p>	<p>8. CCPM to be launched before the next cluster meeting in February</p>