**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)  | 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)  | 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

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| 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 interventions1. 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
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| 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
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| 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)***