

SHELTER/NFI CLUSTER PARTICIPATION AND MEMBERSHIP POLICY

Contents

I.	What is the cluster approach?	2
II.	What are clusters?	2
III.	Why should your organization join the cluster system?	3
IV.	How to apply for S/NFI cluster Membership?	4
V.	How to become an active SNFI cluster member.	4
VI.	SNFI Cluster membership commitments:	5
VII.	North-West Syria Context:	6
VIII.	Discontinuation of the membership:	6



I. What is the cluster approach?

The cluster approach is a set of structures, processes, principles, and commitments to coordinate humanitarian action when a national government requests international support. It aims to make the humanitarian community better organized and more accountable to crisis-affected people.

II. What are clusters?

Clusters are voluntary groups of humanitarian organizations working in specific technical sectors of humanitarian action e.g., Shelter, Health, Protection (shown in the dark blue segments in the in figure 1). Cluster members can include NGOs, United Nations agencies, the Red Cross/Red Crescent Movement, and government bodies involved in humanitarian response. They coordinate action to ensure the best outcomes for people affected by crises, at all the stages shown in the arrows in the diagram. Clusters promote, coordinated and common strategies, good practices, avoidance of duplication, and address gaps and share information.

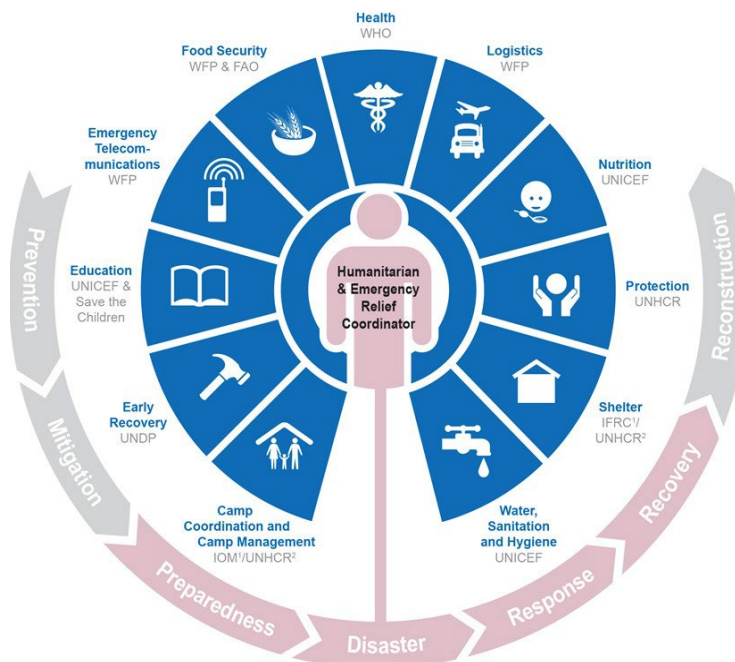


Figure 1

They build national capacity to prepare for emergencies, and advocate for more effective and accountable humanitarian action. All clusters are responsible for up- holding protection principles and preventing sexual exploitation, abuse, and harassment. There are 11 clusters globally. The same clusters can be activated at a national level and occasionally at a subnational level in response to a particular emergency.

Each global cluster is led by one or two United Nations agencies or a United Nations agency and an international NGO. At the country level, clusters are usually co-led by a United Nations agency and an NGO. The cluster leads must be ready to provide services to affected people where other organization cannot.

III. Why should your organization join the cluster system?

While it has some practical limitations, the cluster system can enable your organization to better serve affected people through:

- Increased influence, visibility, and understanding of procedures.
- Funding opportunities.
- Access to technical guidance and support.
- Access to information about what others are doing and any gaps.
- Partnership opportunities with other organizations

S/NFI Cluster North-West Syria XB hub: The aim of the S/NFI Cluster North-West Syria XB hub is to strengthen system-wide preparedness and technical capacity to respond to humanitarian emergencies and provide clear leadership and accountability in the main areas of Shelter and Non-Food Items. Realizing importance of cluster coordination, S/NFI Cluster promotes a common strategy and good practices, avoids duplication, addresses gaps, and shares information. It builds national capacity to prepare for emergencies, and advocates for more effective and accountable humanitarian action.

S/NFI Cluster is open to:

- Academia/research institutions
- Donors
- Red cross/Red Crescent Movement (IFRC, ICRC, National Society)
- Private Sector
- International Financial institutions (IFIs)
- UN agencies
- National/Local NGOs
- National/regional/local authorities
- Donors
- Other (Those that do not fall into any of the above)

IV. How to apply for S/NFI cluster Membership?



STEP 1

Submit relevant documents as evidence of being active member criteria below to im.turkey@sheltercluster.org

SNFI Cluster membership

eligibility criteria:

- The organization should share its agency profile with the cluster for review and endorsement by the SAG.
- The organization should have operational presence and staffing in the governorate of operations.
- Cluster members must commit to adhering to the 12 minimum commitments for participation in clusters, as outlined in the IASC guidelines for cluster coordination at the country level.



STEP 2

Confirmation of eligibility by the Strategic Advisory Group (SAG).

The organization should:

- Complete the cluster Capacity Mapping tool, indicating the sub-districts of operational presence.
- Subscribe to the S/NFI Cluster mailing list, providing focal point contact details.



STEP 3

The new cluster member should actively participate in the cluster by:

- Regularly reporting the 4Ws (Who, What, Where, When). report for both planned and completed activities and stock report as well.
- Consistently attending cluster meetings.
- Implementing the activities of the S/NFI Cluster.

V. How to become an active SNFI cluster member.



New Member

Submit relevant documents as evidence of meeting the criteria below to im.turkey@sheltercluster.org

SNFI Cluster membership active member criteria:

- Submit 4Ws reports for both plans and completed activities three times within the first three months of joining the cluster.
- Attend cluster meetings three times within the first three months.
- Implement activities on the ground at least once within the first three months.
- Attend field level cluster meetings at least once within the first 3 months.
- After three months, the criteria for "Old Members" will apply.



Old Members

Requirements for Active Membership for Existing Members.
The organization should:

- Submit 4Ws reports for both Plans and completed activities four times in the last six months of joining the cluster.
- Attend Gaziantep S/NFI Cluster meetings four times in the last six months.
- Attend field-level S/NFI cluster meetings two times in the last six months.
- Have implemented activities on the ground at least twice in the last six months.



Cluster Reports

Cluster members categorized as "Reporting/Implementing Members" are required to submit regular 4Ws reports packs to the cluster within specific deadlines:

- Completed Activities: Report completed S/ NFI activities from the previous month by the 8th of each month.
- Stock Status: Report the current stock/in pipeline stock capacity to the Cluster by the 8th of each month.
- Planned Activities: Report planned activities for the upcoming month to the Cluster by the 8th of each month.

VI. SNFI Cluster membership commitments:

The organization, willing to join S/NFI Cluster NW Syria XB Hub, should abide by 12 minimum commitments for participation in clusters as prescribed in the IASC Guidelines for Cluster Coordination at Country Level:

- 1.** Commitment to humanitarian principles, the Principles of Partnership, cluster-specific guidance, and internationally recognized program standards, including the Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.
- 2.** Commitment to mainstream protection in program delivery (including respect for principles of non-discrimination, do no harm, etc.) <http://ttu.cc/kVGGkHU1>
- 3.** Readiness to participate in actions that specifically improve accountability to affected people, in line with the IASC Commitments to Accountability to Affected Populations and the related Operational Framework.
- 4.** A demonstrated understanding of the duties and responsibilities associated with membership of the cluster, as defined by IASC ToRs and guidance notes, any cluster-specific guidance, and country cluster ToRs, where available.
- 5.** Active participation in the cluster and a commitment to consistently engage in the cluster's collective work.
- 6.** Capacity and willingness to contribute to the cluster's response plan and activities, which must include inter-cluster coordination.
- 7.** Commitment to mainstream key programmatic cross-cutting issues (including age, gender, environment, and HIV/AIDs).
- 8.** Commitment by a relevant senior staff member to work consistently with the cluster to fulfil its mission.
- 9.** Commitment to work cooperatively with other cluster partners to ensure an optimal and strategic use of available resources and share information on organizational resources.
- 10.** Willingness to take on leadership responsibilities in sub-national or working groups as needed, subject to capacity and mandate.
- 11.** Undertake advocacy, and disseminate advocacy messages to affected communities, the host Government, donors, the HCT, CLAs, the media and other audiences
- 12.** Ensure that the cluster provides interpretation (in an appropriate language) so that all cluster partners can participate, including local organizations (and national and local authorities where appropriate).

VII. North-West Syria Context:

1. Regular participation at the cluster (Partners shall ensure their participation in the field level meetings which are covering their project locations) and contribution to the ad-hoc information requests and Cluster flash updates and situation reports.
2. Mandatory completion of the Cluster Standard Reporting Forms (Plans, Stock and 4W) when requested by the Cluster team.
3. Share responsibility for cluster activities, including assessing needs, developing strategy, plans, policies, evaluations, and guidelines.
4. Respect and adhere to agreed Humanitarian principles, policies, priorities, and internationally accepted standards.
5. Participate and contribute to the Cluster relevant technical working groups (TWiGs), availability to participate in Strategic Advisory Group (SAG) and to the strategic and technical review committees for reviewing of the country based pooled funds (SCHF/AFNS).
6. Availability to take the lead at the district level as the Cluster District focal points.

VIII. Discontinuation of the membership:

1. Organizations failing to abide by the IASC minimum commitments will have their cluster membership revoked.
2. Organizations that will have stopped their operations in North-West Syria can inform the cluster of their discontinuation of membership.
3. Cluster membership is discontinued if the cluster is de-activated.