

NFIs TWiG meeting minutes and action points

Venue: Through ZOOM

Date/Time: 1/09/2020 at 10:00– 11:00 AM

Issues discussed	Action required/carried out
1. Welcome and brief introduction for the group members - Members of the group introduced themselves - Please refer to the attached attendance list.	None
Topics Discussed ✓ Brief of the discussion with the SNCCs on NFI items – Procurement ✓ Market Assessments for NFIs ✓ NFI distributions during COVID-19 ✓ Post Distribution Monitoring (PDM) for the NFIs	- All points discussed
2. Next meeting: Next meeting Schedule	C) No other meeting remaining- only Ad-hoc if deemed necessary

Key Action points agreed:

- ✓ There was brief presentation by the NFI TWiG-Lead on the outcome of discussion with the Sub National Cluster Coordinates (SNCCs). Below are the mainly highlights in the brief:
 - **NFI International Procurement items-** Blanket, Kitchen Set, Sleeping Mat, Mosquito net, Solar Lamp and Plastic sheet
 - **NFI Local Procurement Items** - Mattresses, Buckets, Winter Clothing, Summer Clothing, Cooking Stove, Thermos/ Cooler box, Local Sleeping mat, Bed Sheets

We have also reviewed the cost and quantities of the NFI items together and the TWiG members approved the above agreed points.

- ✓ **PDM for the NFIs** – The group discussed the duration of the PDM exercise normally conducted after the distribution, there was different number of days mentioned by the partners and after discussion we agreed to harmonize, The team consensually agreed to conduct the PDM exercise from **10 to 15days** after distribution.
 - ✓ **Market Assessments for NFIs**- The TWiG lead presented the NFI assessment form and the members endorsed the template, It was also agreed that it will be circulated again and in case the partners have comments after meeting they can provide feedback.
 - ✓ **Covid-19 Distribution** – Due to the ongoing pandemic, we discussed the distribution modality that the partners use, challenges, lesson learnt and best practices. Below are the main highlighted discussed and/or best practices agreed:
 - Staff and Enumerators involved in the distribution are always wearing full PEPs including masks, gloves and hand sanitizers. They also practice social distancing.
 - Although the beneficiaries are always mobilized to wear PPEs, sometimes they don't have PPEs but they always practice social distancing at 1.5m from each other.
 - Dividing the beneficiaries into groups to reduce crowd during the distribution site. but this option has been further discussed that it may drastically increase the number of days in the distribution; specially if the number of the target PoC is large.
 - To avoid prolonged distribution, a lot of partners use multiple distribution points within the site and carry on the distribution, this was seen to be the best practice for implementing the distribution during the Covid-19 period without delays.
 - It was highlighted that in some of the remote areas like Hajjah, the beneficiaries don't like using the PPEs like masks and they believe that there is virus or poison in it. Therefore, the partners use social distancing as the main factor for avoiding the covid-19 spread.
- Finally, the TWiG lead shared the COVID-19 guide on distribution by the Shelter Cluster and asked partner to refer as guide during pandemic period.

Attendance list

#	What is your name? / ما اسمك؟	Which organisation are you working for? - ما أسم المنظمة التي أنت تعمل بها	What is your role in your organisation? / ما هو دورك في مؤسستك (المسمى الوظيفي)؟	What is your email address? / ما هو عنوان بريدك الإلكتروني؟
1	Mohammed Tamim	IOM	SR Operation Assistant SNF	mtamim@iom.int
2	wedad Al-azazi	Pure Hands Organization	Shelter Coordinator	w.alazazi@purehands.org
3	Hail Yahay Badder	Yemeni General Union of Sociologists, Social Workers and Psychologists (YGUSSWP)	Shelter Project Officer	Yuoswp@gmail.com
4	Badar Abdule	Shelter Cluster	TWiG Lead	tech.yemen@sheltercluster.org
5	Najwa Abdullah	Best Future Foundation	President	najwa42001@hotmail.com
6	Reema Al khateeb	Qatar Red Crescent	A.g Head Of Mission	ahmed.alsheraji@qrcs.org.qa
7	Abdullah Saleh Alazap	Yemen Red Crescent Society	Projects Coordinator	a.azap@yemenredcrescent.org
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