MINUTES OF NATIONAL FSAC COORDINATION MEETING

Date: 4th September 2018
Venue: OXFAM Offices, Sana’a
Time: 11:00 AM

Attendance: WFP, OCHA, NRC, Al Ekram foundation, YFCA, FAO, TYF, SMEPS-SFD, SFHRP, SOUL, DRC, CARE, SCI, HAI, HI, OXFAM, SPARK, IMC, NHI, NFDHR, RDP, War Child, FMF, ITDC, LMMPO, BFF, KFD, IYCY, ACTED, ECHO, CHRT, DA, MAI, MOPIC, NAMCHA, EU Delegation, ICRC, VHI, YDN, ADO, MC.

Agenda:

1. Review of action points from the last meeting
2. Updates on the YHF 1st Standard Allocation
3. Discussions on current efforts to systematize access incidents reporting, and contextualizing challenges faced by partners - Presentation by OCHA
4. Post Distribution Monitoring (PDM) surveys - Partners experiences and need for standardized PDM tools (minimum SOPs)
5. AOB
   ✓ Partners’ experiences in E-Transfers

1. Review of Action Points from Last Meeting

- FSAC to circulate the YHF 2018 1st standard allocation guidance note
  - Done
- FSAC to circulate the Minimum Emergency Livelihoods Assistance package
  - Done
- FSAC to circulate the draft Livelihoods Technical Working Group (LTWG) Terms of reference for comments/further inputs from all cluster partners

Send any updates and/or comments to FSAC Coordinator Gordon Dudi <Gordon_Dudi@fao.org>
2. Updates on the YHF 1st Standard Allocation

- Proposal submissions were until 28th August, 20:00 Sana’a time
- FSAC has received 24 proposals (including 3 multi-cluster) for a combined total of US$51.8 million
- The FSAC Strategic/Technical Review Committee (S/TRC) is currently reviewing the proposals (based on a scorecard)
  - Reviewed 19 proposal yesterday (3rd September)
  - To complete the remaining FIVE today (4th September)
- The S/TRC is composed of the following:
  - Cluster Coordinator
  - One OCHA/HFU representative (as process leader) and one as secretariat
  - One UN representative - WFP and/or FAO
  - One INGO representative - NRC as the cluster NGO Co-Chair
  - One NNGO representative - RDP (to give a chance to the NNGO who have never been part of the FSAC S/TRC before)
- Only solid proposals that score highly will go to the next stage of the review process
- Considering the high number of FSAC proposals, successful organizations will be asked either to reduce their financial requirements and/or to reduce some of the proposed districts
- Next Steps
  - 9th September
    - The Cluster Coordinator will defend successful proposals before the Pooled Fund Advisory Board
    - The Advisory Board will give feedback on FINAL Cluster envelope
  - 10th - 12th September - Technical review of successful proposals
  - 12th - 20th September - Proposals revision and adjustments
  - From September 23rd - Grant Agreements, HC Approval, Partner Signatures
  - From 1st October - Grant Agreement final clearance and first disbursement
Action point:

- FSAC to circulate YHF 1st Standard Allocation Strategic/Technical Review Proposal Prioritization Scorecard

3. Discussions on current efforts to systematize access incidents reporting, and contextualizing challenges faced by partners - Presentation by OCHA

- OCHA made a presentation on the current ongoing mechanism in place regarding reporting of access incidents
- An emphasis was made on the critical importance of partners reporting all access incidents that they face whether these were resolved or not
- The presentation focused on the following:
  - Advocacy - OCHA supports the HC and humanitarian partners in advocacy on access related issues
  - Monitoring - OCHA facilitates efforts to monitor access in order to identify constraints and their implications on affected populations
  - Negotiations - OCHA actively facilitates (including through negotiation if needed), the access by operational organizations to emergency areas for the rapid provision of emergency assistance by obtaining consent of all concerned parties
  - Training - OCHA supports humanitarian actors through training and advocacy on the guidelines that govern civil-military interaction. This includes delivering technical training on de-confliction and reporting access constraints
- OCHA presented a sample humanitarian access constraints snapshot, partners are requested to send any comments/inputs on any revisions needed and any other missing information to be included.

Action point:

- FSAC to circulate the presentation on current efforts to systematize access incidents reporting, and contextualizing challenges faced by partners by OCHA
- FSAC Partners to send any comments/inputs on the sample humanitarian access snapshot

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4. Post Distribution Monitoring (PDM) surveys - Partners experiences and need for standardized PDM tools (minimum SOPs)

- PDM surveys depend on the objectives of the ongoing partners programs
- Nonetheless, there is a need for harmonization of existing PDM tools in order to collect the same basic information
- The PDMs should also be in line with existing Global Food Security Cluster (gFSC) guidance
- At the moment, there are existing generic guidance for PDMs from the gFSC
- These were already circulated to all FSAC partners last year
- These existing generic tools will be discussed and shared for further inputs/comments before ratification/endorsement.
- It would be advisable if a small technical working Group convenes to discuss and then share a draft with all partners for further inputs/comments
- FSAC Partners undertake PDMs 1 - 2 weeks after each emergency food assistance distribution
  - PDMs have two main components:
    - Process - Focuses on the process of the assistance e.g. were the most vulnerable HH targeted/registered? Are there any inclusion and/or exclusion errors? Did all beneficiaries receive their entitlements? How long did they stay on the queue? How far is the distribution point from their households? Were women, elderly, physically challenged etc. served 1st?
    - Impact - Focuses on what impact the assistance has had on the household food security status and can only be measured quantitatively e.g. through FCS, HDDS, CSI etc.
  - Subsequently, the recommendation is to collect impact data on quarterly basis for effective usage of the information as opposed to monthly or bi monthly (as FCS, HDDS, and CSI) are part of the modules
- FSAC PDM Technical Working Group (TWG) has been formulated to convene and provide inputs for the revision and contextualization of the existing Global Food Security Cluster guidance on onsite, and post distribution surveys
- The PDM TWG will be composed of the following organizations - RDP, LMMPO, BFF, OXFAM, MC/CARE/NRC/DRC, FAO, WFP, SFHRP, FSTS/MOPIC, VHI, TYF

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A separate communication will be sent to the TWG members on the meeting details

- Standard Operating Procedures (SOPs) are based on individual partners’ mandates and existing security, logistics, finance, and HR policies
- This increasingly makes it difficult to come up with standardized SOPs to guide programmatic decisions
- The need for standardized SOPs will be discussed further with partners at a later date

**Action point:**
- The FSAC TWG composed of RDP, LMMPO, BFF, OXFAM, NRC/MC/CARE/DRC consortium, FAO, WFP, SFHRP, FSTS/MOPIC, VHI, & TF to convene and discuss the generic guidance tools available from the Global Food Security Cluster, and make revisions as necessary based on the Yemeni context. This will then be further discussed at the next national cluster meeting and endorsed/ratified by all partners for use in 2019

**6. AOB**
- FSAC Partners are encouraged to kindly volunteer to share their PDM/ET/ transfers/ cash transfer/ food security program experiences in the national cluster meetings

**Action point:**
- E-Transfers experience sharing and lessons learnt - SCI, TYF, and the NRC/MC/CARE/DRC consortium to share experiences on E-transfers in the next, and subsequent National Cluster Meetings

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