

November 4th 2016

SUD : Shelter/NFI Working Group Meeting

Venue : DPC – Meeting starter late, at 9:35 am

Participants : MAST, ACTED, JP HRO, Earthspark International, DPC, CRS, CESVI, IOM, UNICEF, USAID/OFDA

## **Agenda**

- 1. Introduction**
- 1. Review of Shelter/NFI**
- 2. Update of the 4W**
- 3. Presentation of Shelter Technical Guidance**
- 4. Needs Assessments and Distribution Reports**
- 5. Update of Collective Centers**

### ***Minutes de la réunion :***

- 1. Introduction**
  - Présentation de participants.
- 2. Review of Shelter/NFI:**
  - Review of the process to request items from the Shelter / NFI common pipeline (Flow Chart Attached)
  - Sound needs assessments must be done and included with the request. This will allow understand the rationale of the intervention, ease the approval process and make possible that targeted distributions can be achieved.
  - IOM and WFP can provide transportation assistance for the items and needs to be coordinated in advance.
- 3. Update of the 4Ws**
  - Updated 4Ws mapping for SUD department presented (Attached – as of 31/Oct).
  - Brief review of 4Ws template.
  - Partners to submit weekly the 4Ws updated form to the Shelter Coordinator for Les Cayes at [shelterwghaiti.coord.sud@gmail.com](mailto:shelterwghaiti.coord.sud@gmail.com) in order to be shared at national level by each Thursday.
  - It is requested that all the information about activities undertaken so far by each agency is included in the matrix, to show cumulative data. New activities should be highlighted.
  - Any information that might not be possible to be captured in the form, to be added in the comments or in the body of the email. The Shelter WG will review the relevance of the additional information and would find a way to disseminate it if necessary.

#### **4. Presentation of Shelter Technical Guidance**

- Technical presentation provided by Shane Copp, IOM Shelter Technical Expert.
- Talked about tech specs about for the fixing kits, durable cover, and tarps.
- IEC materials that will be given out complementing the technical specs (draft attached)
- Questions if the IEC materials followed building codes. It was explained that because it is owner driven repairs to existing structures - and there is such a wide range of existing structures – it is impossible to make sure it will be built to any kind of code or even as per the details.

#### **5. Needs Assessments and Distribution Reports**

- It was emphasized the need for agencies to share needs assessment reports of their planned interventions. It is a prerequisite to request items from the Shelter /NFI pipeline, but agencies are encouraged to share their reports for all shelter related activities too. This information will allow the cluster to enhance the coordination, avoid duplication and identify gaps (Shelter /NFI assessment form attached).
- Post Distribution reports are important for accountability. The form is under revision and will be shared shortly.

#### **6. Update of Collective Centers**

- The figures for registrations and assessments for the SUD department were shared. The maps which indicate the collection centers and registration figures were presented to the group (Map attached).
- It was discussed that there is a difference between houses (dealt with by the Shelter sector) and Collective Centres (dealt with by the CCCM sector). This group will focus on the shelters/homes but will give information and contacts for the DTM/CCCM info. IOM will share all info with MAST and MAST are welcome to ask IOM if they there is any information they require.
- MAST asked if IOM was going to set up a committee that was going to do clean up and return of school after the people using it as a shelter had left. Someone at the meeting said that it was WASH sector and UNICEF issue – ACTED mentioned that they were also doing that type of work.

**Next meeting :** Monday, 7 November, 9 :00 am.

#### **Contacts:**

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For more information please see the website – [sheltercluster.org](http://sheltercluster.org)

Please also be sure that you are registered at humanitarianid (<https://humanitarian.id/>)