

Shelter Cluster FIJI – Meeting Minutes			
Meeting:	Shelter Cluster		
Date:	07 March 2016	Time:	10am
Meeting Facilitator:	Shelter Cluster	Location:	Min of Housing
Minutes Prepared By:	Ryan Smith	Location:	
Agenda			
Introduction			
<ul style="list-style-type: none"> • Introductions • IM Update • Technical Shelter update • WASH collaboration • AOB 			
Notes, Decisions, Issues			
Topic			
IM Update			
<ul style="list-style-type: none"> • Call for 3Ws. Can be handed in to me direct to collate and clean and send on to OCHA. Will be developing more detailed tracking forms. • Stock take & distribution report circulated, tried to capture information missing from 3Ws • Shared government map tracking distributions • Upcoming IM should be government damage data, 3W report, meeting minutes distributed with Gender and disability resources attached, stock pipeline update • Collated gov data available and to be distributed, reports suggesting around 11k houses destroyed, around 7.5k damaged. Hoping to collect more disaggregated data to share with partners soon 			
Technical Shelter Update			
<ul style="list-style-type: none"> • Shelter technical guidelines from TC Evan is good guidance note for starting updating for Winston context • Sharing proposed emergency to recovery options – shelter interventions, quantities, targeting, etc for discussion amongst partners • Question on whether to include flashing? <ul style="list-style-type: none"> • At this point, can just put together minimum type packages and intervention guidelines, with consensus can then do pricing and build up packages from there • Review of BBS messaging from TC Evan, whether they can be adapted to this context of this Winston response. Comments on messaging: <ul style="list-style-type: none"> • Care – Drawing not representative of houses being seen on the ground, along with some consistency issues. We would also want to think about messaging on the material that says “this tips will protect you house and family in a cyclone” – may not be right messaging. Besides drawing/infographic, might be more appropriate to develop just 4 			

key messages, that are simple and reinforced.

- Comment that Fiji engineers available to review drawings
- Shelterbox – Until drawings reviewed and revised, is there basic tarpaulin guidance we can use?
 - Yes we will share and circulate guidelines
- Noted that it does not appear that there was an evaluation of this material post TC Evan, which is a notable information gap.
- Important to keep in mind that historically just handing out IEC material is not as effective if not combined with training & guidance
- Call to have TWiG with definite timeline to finish this IEC material.
- WASH – Can keep in mind to incorporate WASH aspects, such as possibility for rain water catchment, without too much clutter on design. Can provide WASH representative to contribute to revisions.
- Have to consider also timing, costs, donations, funding and targeting whilst revising this material.

WASH Collaboration

- Gaps include getting some of the needs assessments in, just need more time. Also more WASH-specific questioning in assessments as well as evacuation center data.
- IOM/CCCM – DTM will be rolling out (with wash component) to scope through evacuation centers. Aiming to understand barriers to returning, along with tracking evac centers not listed, spontaneous camps, etc.
- HfH – Are you seeing any WASH gaps around evacuation centers?
 - Yes, including open defecation, and issues with centers returning rapidly back to original use. Need to understand where there are chronic gaps in latrines.
 - Sanitation remains a difficult issue to address, and would like IEC materials and awareness to be going out
 - Temporary interventions being focused on, less so on more permanent interventions
- Next WASH meeting at some point maybe Wednesday/Thursday. Open for joint shelter/wash meeting at some point

AOB

- Mr Bola – Please let me know what agencies are planning shelter and wash reconstruction activities with the Flash appeal?
- Cluster can facilitate PASSA training as a ‘training the trainers’ training program available to partners. Incorporates community-driven DRR. Also available for ‘All Under One Roof’. Guidance note on these trainings will be made available on website and circulated.
 - PCN has informal settlement resources, networks, and training that would like to be involved in this training process and provide guidance, specifically on informal settlements
- HfH – Can we have discussion on standardization of data collection tools? Like open data kit collecting, etc.
 - OCHA – Training on Kobo may be available from them soon, will advise
- Potential for market and cash/voucher analysis available, and there are cash discussions being facilitated by OCHA. OCHA to share google drive folder with cash guidance.

Action Items			
Action	Owner	Due Date	
TWiG with firm date for final revisions to IEC materials	Tech Coord	10 th march 11am	
Distribute tarpaulin guidelines with meeting notes along with PASSA, GenCap material	IM	ASAP	
Next Meeting			
Date:	10 th March 2016	Time: 1000	Location: Min of Housing
Objective:			