

Shelter Cluster FIJI – Meeting Minutes			
Meeting:	Shelter Cluster		
Date:	15 th march 2016	Time:	1000
Meeting Facilitator:	Shelter Cluster	Location:	Min of Housing
Minutes Prepared By:	Ryan Smith	Location:	
Agenda			
Introduction			
• Introduction & Welcome		• Evacuation Centers	
• Review of previous minutes		• Assessments	
• IM Update		• AOB	
• Technical Update			
• Draft – Humanitarian Action Plan			
Notes, Decisions, Issues			
Topic			
Information Management Update			
Technical Update			
<ul style="list-style-type: none">• Draft strategy, outlining potential emergency shelter support options (tents, tarpaulins, NFI, etc.)• How we can support recovery process through differentiated recovery options (BBS training, IEC material, potential cash/voucher programs)• Assistance Modalities, advantages and disadvantages of materials in kind, cash, voucher, catalogue. Materials in kind and catalogue might be strongest options, but market analysis would be key in this approach• From key informant interviews in a few communities came some suggestions of note: need for power, generators, chainsaws, tools outside of tool kits, and cross cutting issues including psycho/social impact and protection issues• BBS material – have continued to be revised and updated. Will be circulated for partner consensus, ministry approval and available then for wider distribution• George – We have noticed WASH issues, what is WASH/Shelter collaboration?<ul style="list-style-type: none">○ Intersectoral reach out to WASH cluster○ wash building codes○ Resources on website○ Could have joint shelter/WASH cluster meeting			
Evacuation Centers			
<ul style="list-style-type: none">• EC working group now active, and important to have all clusters present• ETM is wrapping up, results to be shared• General trends are seeming to be in line with assumptions<ul style="list-style-type: none">○ evac centers down, needs not○ shelter highest need○ shelter kit may not address shelter needs○ preliminary round vs further round○ if you have any important questions or requests, submit to cluster team to			

send to George and Syann. List in order of priority					
<ul style="list-style-type: none">• Sense from ETM from places of origin?<ul style="list-style-type: none">○ Yes, feed into shelter planning so displaced people can know when distributions will happen in their places of origin• ECWG of cluster leads discussing generally cross cutting issues, preliminary assessments done but more thorough analysis to be done, understanding needs of people still in ECs.<ul style="list-style-type: none">○ Potential for partners to contribute enumerators for further assessments.					
Assessments					
<ul style="list-style-type: none">• Sharing of assessments, call for more• Standardizing forms so that they can be left and used by Min of Housing• Assessment registry, uploading assessments• Care to release some too• Check assessment database to see what assessments have been done, to avoid duplication					
Tents					
<ul style="list-style-type: none">• Issues of import of Chinese tents, number application and suitability					
AOB					
<ul style="list-style-type: none">• Disaster Aid – can we have guidelines on chainsaws• Mr Bola – Important request from government, important to review and urgently redesign shelter design tents?• Syanna – stress importance of contacting and working through divisional officers at least, and work to contact local administration officers• Question of information available on rural housing?<ul style="list-style-type: none">○ Within cluster has generally been covering housing needs overall○ Mr Bola – Ministry can be focal point for information, and overall figures to be circulated, including urban housing					
Action Items					
Action		Owner		Due Date	
Circulate highlighted plastic sheeting, DTM shelter questions		SC			
SAG Thursday		SC			
Vulnerability/ beneficiary selection guidance		SC			
Psycho-social support guidance		SC			
Joint WASH/Shelter meeting		SC			
Teacher's accommodation		SC			
Next Meeting					
Date:	22 March 2016	Time:	1000	Location:	Min of Housing
Objective:					