

Shelter Cluster FIJI – Meeting Minutes			
Meeting:	Shelter Cluster		
Date:	30-August-2016	Time:	10:00
Meeting Facilitator:	Shelter Cluster	Location:	Dept. of Environment
Minutes Prepared By:	Xavier Génot	Location:	
Agenda			
Introduction			
<p>Review action points from last meeting</p> <ul style="list-style-type: none"> The next shelter cluster meeting will focus on preparedness, especially around standards, technical guidelines, with the input of Logistic cluster. <i>On the agenda today</i> To submit the BBS framework to cluster Lead for endorsement. <i>Done, to be circulated and on website</i> Partners support the BBS tips booklet initiative. Further iteration of the working draft will be shared with partners.. <i>Circulated and Update today</i> 			
<p>1. Coordination update (more information in presentation attached)</p> <p>a. End of TC Winston infographic,</p> <ul style="list-style-type: none"> To reflect on disaster impact and Shelter Cluster response (1) Emergency response (2) Early recovery – including Help for Homes (3) technical support – including BBS To reflect on Shelter Cluster Fiji (1) coordination and achievements (2) Cluster partners activities (3) planned activities (awareness, trainings and core/transitional shelters) <i>Will be based on 19/07 figures... Who has additional information to be included?</i> <p>Action point 1: The infographic on TC Winston Shelter response would be presented during 13/09 cluster meeting. The file for partners to update with their last updated figures, especially around planning, will be circulated on Wednesday 31/08 with the deadline for inputs.</p> <p>b. Inter Cluster feedback,</p> <ul style="list-style-type: none"> The PDNA report is available and has been updated on the website. Link to access it is http://sheltercluster.org/sites/default/files/docs/post_disaster_needs_assessments_clone_winston_fiji_2016_online_version.pdf NDMO announced the the development of the humanitarian policy NDMO has asked all clusters to update their TORs from the ones developed after TC Evan, andTo review cluster and inter cluster Tors <p>To follow up on discussion from inter cluster and to discuss on the Shelter Cluster Fiji (SCF)</p>			

transition from response to preparedness, Mr Bola Kolinio, cluster lead has called a meeting on Monday 29 August with IFRC and Habitat for Humanity. It has been agreed :

- To confirm IFRC as Humanitarian co-Lead for response
- To focus the scope of the SCF for preparedness on two area, with a joined humanitarian co-leads for preparedness between (1) IFRC (Emergency shelter and NFIs prepositioning) & (2) habitat for Humanity (Building Back Safer and trainings). The updated TORs will include SCF priorities for response and preparedness.

Action Point 2 : Cluster Lead and co-leads to update the TORs of the Shelter Cluster Fiji to reflect on priorities and co-Leads arrangement for response and preparedness.

During the Intercluster meeting, NDMO requested for all clusters to submit their current logos and ideas to update them, before end of September. NDMO will review them and ask a graphic designer to review them.

The current Shelter Cluster Fiji is based on the global shelter cluster approach for all countries cluster to use the same core logo, which is bringing together the idea of the hand to support, and the house symbol. In discussion with cluster lead there would idea to add a kava bowl and/or a traditional bure roofing on top of the logo.

Action Point 3: Cluster partners to send options (kava bowl and/or traditional bure roofing) and other idea on modification of the logo before Monday 5/09 1PM, for review of the cluster lead on Monday afternoon.

c. Build Back Safer tips booklet update:

- DRAFT ready for final review end of the week. Need small group review next Monday
- English version first prints target 13/09
- Might be included in Help for Homes second round.
- Around 2 FJD by ex for 1000 ex.
- Text ready for translation on 12/09
- Need support for translation in Itaukei and Hindustan sanscript
- If 1 week for translation, first prints first week of October
- All TC Winston IEC material in 3 languages target first week of October

Action point 4: Call for few people interested to review the final BBS tips booklet draft, probably Monday morning, to ensure timely finalization. IFRC/Fiji Red Cross and Habitat for Humanity propose to support the translation of booklet and posters in Itaukei and Hindi.

2. Focus on preparedness:

a. SCF resources: (That are developed or in update process)

- **(1) Build Back Safer:**
 - ✓ Key messages / 6 posters / BBS tips booklet
 - ✓ Incoming BBS trainings and repair/retrofit activities
- **(2) Shelter Cluster Technical Guidelines**
 - ✓ Built on TC Winston / update in process
 - ✓ Include standards for shelter and NFIs

▪ **(3) Pacific stock mapping – Logistic cluster**

b. Priorities as identified by the SCF Lead:

- **(1) Build Back Safer and Trainings** Humanitarian Co-Lead: Habitat for Humanity
- **(1) Shelter and NFIs prepositioning** Humanitarian Co-Lead: IFRC

What are the (short term) goals – before the incoming cyclone season?

Discussion between cluster partners allows to identify immediate/achievable goals :

- ✓ **Coordination** : Need to keep the pace, while adapting the rhythm and focus of the meetings around the identified priorities, to be able to collectively address issues. The contact list need to be updated to ensure that basic 3W information would be available. IFRC will continue to maintain the website as repository of all documents developed and to be developed. The contact list is easy to maintain as online tool to update this resource on the website.

Coordination needs to help networking, as this is critical to kick start the response in case of new disaster.
- ✓ **Stocks available** : Need to keep tracking of stocks available, especially around tarpaulins/tents, Shelter/Toolkits. This would come through proper update from all partners through the Pacific Stock Mapping Tool
- ✓ **Repair assistance, reconstruction of houses and training around Building Back Safer.** The needs are massive and Help for Homes initiative is providing access to households for construction material. But as stated by the prime minister, this is a leg up to support people self recovery. People would not have all the capacity to rebuild their house (labor cost, knowledge, delays in material delivery) before the incoming cyclone season. It's important to scale up assistance through core/transitional/repair/retrofitting assistance.
- ✓ **Building Back Safer messaging.** As the Shelter Cluster is finalizing the BBS posters and tips booklet, agreed on the 7 BBS key messages, that will be available in English, Itaukei and Hindustani script, it's important for all stakeholders to reach as much people as possible (printings, social networks, through training)

These goals are matching with the priorities, and would constitute the roadmap of SCF preparedness in Fiji.

c. Logistic Cluster presentation:

- **Pacific Stock Mapping (PSM) Tool**
This tool is already implemented and updated on a monthly basis. It provides for 15 countries in south pacific, the status of items available for the agencies contribute, with a summary table and details by countries. It also include GIS mapping and analysis chart. The July 2016 update is on the Pacific Shelter Cluster website http://sheltercluster.org/sites/default/files/docs/pacific_stock_mapping_-_july_2016.xlsx

If partners in Fiji are timely contributing to this tools, through their country or regional office, it will allow the SCF to follow up on stock available.

The focal point for the PSM is Siokkun Jang (siokkun.jang@wfp.org - 7893803),

- Warehousing strategy

WFP is implementing the shared warehousing regional project, to enhance preposition strategy for the Pacific (Brisbane, Auckland, Vanuatu, etc..) and Fiji. A warehouse of 2,000 M3 has been identified in Walu bay and that will be renovated, with an MOU of 10 years. This would allow interested agencies to have a reserved warehousing stock for an estimated cost of half the price than in private sector.

For partners interested, please contact ASAP Vincent Graeff (vincent.graef@wfp.org 9204202), as there is urgent need to map agencies interested by this project

- Standards for Fiji & Pacific :

As part of the PSM project, there is the need to look at potential standardization of key prepositioning items, to enhance predicatability, efficiency and minimize cost of humanitarian response. Logistic Cluster is engaging each other clusters to look at selection of key items and definition of agreed standards. This might take few times, and need to be looked on regional perspective, but make some sense to start the discussion today. This is linked to the next item of the agenda.

Action point 5 :

For partners interested in having more information on the Pacific Stock Mapping tool, please contact Siokkun Jang (siokkun.jang@wfp.org - 7893803), For partners interested in the shared warehousing project, please contact ASAP Vincent Graeff (vincent.graef@wfp.org 9204202), as there is urgent need to map agencies interested by this project.

d. Shelter Cluster Fiji Shelter/NFI standards.

One of the core component of preparedness is to ensure that all partners are aware and agreed on the standards for emergency items. This is part of the current update of the technical guidelines. These are the items and standards agreed by the SCF for TC Winston :

1. **Tarpaulin**
2. **Tent**
3. **Shelter tools and material**
 - 3.1 Tools
 - 3.2 Fixings construction kit
 - 3.3 Timber for repair
 - 3.4 Roof sheets
 - 3.5 Materials for reconstruction

It is noted that the standards 3.2 to 3.5 were defined before the launch of Help for Home initiative. After review of theses standards, partners agreed to keep them as they are at this stage, but to look at including a new one for hurricane strapping. We know there is a current

shortage in Fiji, and that it's a key item to support shelter self recovery and repair/retrofitting. It might worth including it in the PSM.

Action point 6 :

Partners agreed to keep shelter standards as they were defined by the cluster fro TC PAM, and to include a new one for hurricane strapping. To follow up on the standardization and prepositioning of emergency items in Fiji, a meeting would be called later this week, tentatively Friday 2/09 @ 2PM. It would include key partners involved in shelter and other key cluster as for Logistic and Wash cluster. Chair and venue has to be defined.

e. Updated Technical Guidelines

- **Built on existing** Shelter Cluster Fiji Guidelines
- Update **following model developed for Vanuatu**
- Would **need key inputs in coming 2 weeks from partners** (Habitat for Humanity, Fiji Red Cross, NDMO, Logistic cluster)
- Would be **complemented by the technical and IM document index**

The update will look at providing essential information, awareness and recommendation to support shelter response in Fiji. The proposed table of content was presented/reviewed with meeting attendants, and is attached to these minutes.

On comments and actions:

- To look at include solar lamp standards with the protection cluster
- To get inputs from OCHA, Fiji Red Cross, Habitat for Humanity, IOM, NDMO and protection cluster on the assessment & monitoring.
- To get inputs from Fiji Red Cross and other interested stakeholders (as above) on Dos and Don't for distribution
- To get inputs from Fiji Institution of Engineers (FIE) on the building code, building manual and other issues
- The timeframe is tight, as the objective is to have the draft ready for the next shelter cluster meeting.

3. Partners Update.

Update on Koro response:

- SCF called and supported the inter agency coordination around arising in Koro, with the facilitation support of OCHA and SCF provide update at the inter cluster July meeting.
- SCF deployed Chris Howe, the SC technical coordinator to conduct assessment in Koro, to support BBS trainings. Its findings as the SCF response plan has been shared within SC / inter agency / inter cluster level but also met and briefed 2 times the PS for Maritime and rural development / National Disaster Management and Eastern Commission office to ensure that all are informed and agreed on planning.
- The SCF response plan address (1) emergency component with assessment and distribution of relief item, (2) Support to self shelter recovery, in complement of Help for Homes initiative, through the planning of up to 12 Build Back Safer training around the construction of demonstration shelters (core or community shelter).
- The first component includes Fiji Red Cross already completed and incoming potential relief items distribution. IOM has also distributed shelter items.

- The second component will start to be implemented from late September in 10 communities by Habitat for Humanity in partnership with IOM/UNDP/DFAT. Fiji Red Cross will support 2 other communities with core shelter and training as part of their holistic approach. Planning is relatively complex, as it needs to respond to logistic constraints.

- To ensure sound coordination and partnership between Shelter and Wash responses, a meeting was called and shared by Eastern Commission on 17/08 with Shelter Cluster, Wash Cluster, IFRC TC Winston team, Habitat for Humanity, OXFAM, Australian Commission, MOHMS or ADRA.

4. AOB.

a. Discussion: Bridging short term and long term shelter & housing response and funding, To inform Pacific Shelter Cluster and PHP discussion.

The PHP and other October partnership meeting have happened last 9 years, they are important events for the Pacific, to influence response behaviour. On shelter side, the discussion never went outside “tents and tarps” while we know that more focus must be brought to long term shelter and housing issues and solutions. This is critical to address appropriately preparedness, disaster risk reduction and resilience. It needs advocacy around funding and coordination to bridge the gap between emergency and recovery as it needs involving various stakeholder. There is a usual gap in this matter as for TC Winston response with the disconnection between humanitarian cluster response and disaster recovery framework for instance.

Action point 6 :

A lot of SCF partners have received from OCHA a link to convene topics to be addressed during the sessions of the October PHP meetings. It is important that the discussion around Bridging short term and long term shelter & housing response & funding, are part of partners inputs to this process.

b. Coordination support to TC Winston response

The next meeting on 13/09 will be the last one facilitated by the Shelter Cluster coordination support team deployed for TC Winston response, resourced by IFRC, Australian Red Cross, Netherlands Red Cross, DFAT and CRS. As part of the agenda the current co-lead coordinator will present the key documents, initiatives developed to consolidate the TC Winston response, to support preparedness,

Notes, Decisions, Issues

Topic

Action Items

Action	Owner	Due Date
Action point 1: The infographic on TC Winston Shelter response would be presented during 13/09 cluster meeting. The file for partners to update with their last updated figures, especially around planning, will be	Partners	Monday 5/09. 1PM

circulated on Wednesday 31/08 with the deadline for inputs.					
Action Point 2 : Cluster Lead and co-leads to update the TORs of the Shelter Cluster Fiji to reflect on priorities and co-Leads arrangement for response and preparedness.			Cluster Lead and co-leads	To be discussed before next meeting.	
Action Point 3: Cluster partners to send options (kava boal and/or traditional bure roofing) and other idea on modification of the logo before Monday 5/09 1PM, for review of the cluster lead on Monday afternoon.			Partners	Monday 5/09 1PM	
Action point 4: Call for few people interested to review the final BBS tips booklet draft, probably Monday morning, to ensure timely finalization. IFRC/Fiji Red Cross and Habitat for Humanity propose to support the translation of booklet and posters in Itaukei and Hindi.			Few technical representative from partners and SCT	Tentatively Monday 5/09 morning	
Action point 5 : For partners interested in having more information on the Pacific Stock Mapping tool, please contact Siokkun Jang (siokkun.jang@wfp.org - 7893803), For partners interested in the shared warehousing project, please contact ASAP Vincent Graeff (vincent.graef@wfp.org 9204202), as there is urgent need to map agencies interested by this project.			Partners	ASAP for partners interested in the Shared Warehousing project	
Action point 6 : Partners agreed to keep shelter standards as they were defined by the cluster from TC PAM, and to include a new one for hurricane strapping. To follow up on the standardization and prepositioning of emergency items in Fiji, a meeting would be called later this week, tentatively Friday 2/09 @ 2PM. It would include key partners involved in shelter and other key cluster as for Logistic and Wash cluster. Chair and venue has to be defined.			Partners involved in standardisation and preposition on emergency items before the next cyclone season	Tentatively Friday 2PM	
Action point 7 : A lot of SCF partners have received from OCHA a link to convene topics to be addressed during the sessions of the October PHP meetings. It is important that the discussion around Bridging short term and long term shelter & housing response & funding, are part of partners inputs to this process.			Partners involved in PHP and other October meeting	Through the survey sent by OCHA	
Next Meeting					
Date:	13/09	Time :	10AM	Location:	Dept. of Environment of FFA House