

Shelter Cluster FIJI – Meeting Minutes			
Meeting:	Shelter Cluster, Preparedness		
Date:	09 <sup>th</sup> November 2017	Time:	3pm
Meeting Facilitator:	Masi Latianara (Habitat for Humanity Fiji)	Location:	Ministry of Local Government Housing & Environment conference room, FFA house Gladstone street, Suva.
Minutes Prepared By:	Michael Hill (HFH Fiji)	Location:	
Agenda			
<ol style="list-style-type: none"> <li>1. Welcome and Introduction.</li> <li>2. Shelter Cluster preparedness: <ul style="list-style-type: none"> <li>• 2017/2018 cyclone season outlook</li> <li>• Emergency shelter stocks and Non Food Items (NFI) in country</li> <li>• Minimum emergency shelter relief package for cyclone related emergencies</li> <li>• Discussion on minimum standard NFIs package for cyclone related emergencies</li> <li>• Mapping of shelter agencies/activities in country</li> <li>• Contact list</li> </ul> </li> <li>3. AOB</li> </ol>			
Attendance			
Masi Latianara - Habitat for Humanity Fiji (HFHF) Warren Yee – Fiji Institute of Engineers (FIE) Sevuloni Ratu – Office of the Coordination of Humanitarian Affairs (OCHA) Amenio Nabureitan - FRCS Suli Sarosaro – Save the Children Fiji (SCF) Kolinio Bola – Ministry of Local Government Housing Environment (MLGHE) Vula Shaw – Ministry of Local Government Housing Environment (MLGHE) Shayal Kumar – ADRA Fiji Michael Hill – Habitat for Humanity Fiji (HFHF)			
Notes, Decisions, Issues			
<b>1. 2017/2018 cyclone season outlook</b> <u>Tropical Cyclone season outlook</u> According to the outlook published by Fiji Metrological Services one or two (1-2) tropical cyclones are expected this season of which one (1) may reach or exceed category 3. Please refer to the Fiji Metrological Services website for future updates: <a href="http://www.met.gov.fj/">http://www.met.gov.fj/</a>			
<b>2. Emergency shelter stocks and Non Food Items (NFI) in country</b> The Pacific stock mapping for October 2017 indicates that there are few agencies having pre-positioned emergency shelter stocks and NFIs. In terms of emergency shelter relief there are 4,349			

standard tarps and 2,802 shelter tool kits. We encourage agencies to verify these numbers and provide updates according to actual stock levels. To view the Pacific stock mapping click the link:

<https://www.sheltercluster.org/pacific/documents/pacific-region-stock-mapping-shelter-and-nfi>

### 3. Minimum emergency shelter relief package for cyclone related emergencies

- Pamphlet reviewed; image of raw materials not clear. Consider changing images from photos to graphic image and adding name of material; “Timber, Bamboo”
- Please find link to pamphlet for review and feedback.  
<https://www.sheltercluster.org/pacific/documents/minimum-emergency-shelter-package-cyclone>
- Recommend stockpile of BBS booklet for distribution as required.
- Discussion on minimum standard NFIs package for cyclone related emergencies

### 4. Mapping of shelter agencies/activities in country

- ADRA is working with all religious denomination to identify churches suitable for evacuation centres. ADRA to discuss opportunities with FIE to review churches for structural integrity.
- All Agencies to send list of pre-cyclone preparedness actives for the 2017-18 seasons to be collated and made available to all members.

### Action Items

Action	Owner	Due Date
1. Review image on “ <b>minimum emergency shelter relief package for cyclone related emergencies</b> ” of raw materials not clear. Consider changing images from photos to graphic image and adding name of material; “Timber, Bamboo”	IFRC	
2. Stockpile BBS booklet for distribution	All partners	
3. Shelter agencies to send pre cyclone activities to shelter cluster lead to collate and share to all partners	Shelter Cluster lead/all partners	

### Next Meeting

Date:	TBC	Time:		Location:	
Objective:					