



Shelter Sub-Committee Solomon Islands – Meeting Minutes			
Meeting:	Shelter Sub-Committee, Preparedness		
Date:	03 rd August 2017	Time:	10.00am
Meeting Facilitator:	Subesh Prasad, Shelter Cluster Focal Point, Pacific	Location:	Solomon Islands Red Cross, conference room, Honiara.
Minutes prepared by:	Clement Manuri		
Agenda			
<ol style="list-style-type: none"> 1. Endorsement of Shelter Sub-Committee Terms of Reference (TOR), previous meeting minutes. 2. December 2016 earthquake/tsunami Lessons Learned Report <ul style="list-style-type: none"> • Endorsement of report • Progress to date, and way forward on recommendations 3. Shelter Sub-Committee Preparedness: <ul style="list-style-type: none"> • Prepositioned shelter NFIs at national and regional levels • Minimum emergency shelter assistance package 4. AOB 			
Attendance			
<p>Patteson Fakavai, Ministry of Infrastructure Development (MID) (Chair Shelter Sub-Committee)</p> <p>Clement Manuri, Deputy Secretary General, Solomon Islands Red Cross Society (Shelter Sub-Committee Co-Chair preparedness).</p> <p>Gregory Rofeta, Under Secretary, Ministry of Lands and Housing</p> <p>Raynick Ray, Emergency Coordinator, Adventist Development of Relief Assistance (ADRA)</p> <p>Josephine Teakeni, Director, Vois Blong Mere Solomon Islands</p> <p>Rory Bako, Program Coordinator, Save the Children</p> <p>Bryan Funusulia, Disaster Preparedness Officer, Solomon Islands Red Cross</p> <p>Zamira Rua, Disaster Risk Reduction Manager, World Vision</p> <p>Nicholas F, Disaster Risk Reduction Facilitator, World Vision</p> <p>Lorima Tuke, Humanitarian Manager, Oxfam</p> <p>David O'Meara, Ministry of Education and Human Resource Development</p> <p>Mark Kamoki, Human Resource Manager, Ministry of Infrastructure Development</p> <p>Adi Galokepoto, Manager, UNDP (PRRP)</p> <p>Subesh Prasad, IFRC Shelter Cluster Focal Point, Pacific</p>			
Notes, Decisions, Issues			
Topic			
<p>1. Welcome and Introduction</p> <p>The Shelter Sub-Committee chair welcomed and acknowledged partners attendance. He further reiterated the importance of the committee meeting as a platform to discuss way forward on prioritised actions for the committee.</p>			
<p>2. Endorsement of previous meeting minutes.</p> <p>The previous meeting minutes were tabled by co-chair and upon rectifying partners attendance sheet it was endorsed. Moved by Gregory Rofeta and seconded by Raynick Ray.</p>			
<p>3. December 2016 earthquake/Tsunami Lessons Learned Report</p> <p>The co-chair tabled the Lessons Learned Report and highlighted key outcomes of the workshop with 15 recommendations considering top 5 items as priorities for 2017 before cyclone season. Lorima Tuke suggested that recommendation number 6, Standardisation of Shelter NFIs also be considered as a priorities action for 2017 as there are organisations currently in process of</p>			



procuring prepositioned emergency relief item and that they need to know the content of minimum standard kit. The Co-chair acknowledged the idea and pointed out that it will be discussed under agenda item 3. There was no further questions and comments on the report and was endorsed as final to be shared with Solomon Islands National Disaster Management Office (NDMO). Moved by Lorima Tuke and seconded by Gregory Rofeta.

4. Endorsement of Shelter Sub-Committee Terms of Reference (TOR)

The draft TOR was shared with shelter partners a few weeks ago for feedback before tabling to the Sub-Committee for endorsement. The co-chair mentioned that the TOR will be reviewed after the next disaster or as and when needed. The co-chair also stated that the Shelter Sub-Committee provided feedback to NDMO (Hotoravu Alenge and John Norton consultant National DRM Plan review) to remove Camp Coordination and Camp Management (CCCM) from external partners on the revised National DRM plan. It was brought to attention that the current structure shows CCCM embedded to shelter as this will create great confusion on responsibilities in large disasters. Hotoravu and John agreed on recommendation and will share reviewed structure to the chair and co-chair of the Shelter Sub-Committee for final review of TOR. The Sub-Committee members considering the above review endorsed the TOR as final to be share with NDMO. Moved by Rory Bako, seconded by Raynick Ray.

5. Shelter Sub-Committee Preparedness:

Prepositioned Shelter NFIs at national and regional levels

The national and regional shelter relief, and Non Food items NFIs) prepositioned stock mapping as of June 2017 from the regional logistics cluster was shared with partners. The agencies were asked to verify the numbers and location of prepositioned stock in country and share with chair and co-chair. Below an update from agencies on preposition location and number of item to be confirmed upon verification.

Agencies	Stock Locations	Number of items
ADRA	Honiara	To be verified and confirmed
SIRCS	Honiara, Lata, Auki, Gizo	To be verified and confirmed
Oxfam	Honiara	To be verified and confirmed
World Vision	Honiara, Makira, Lata	To be verified and confirmed
Save the Children	Honiara	To be verified and confirmed

The co-chair reminded that Pacific Preposition Stock Mapping is updated monthly, with the valuable input of all shelter partners across the Pacific, and is available on the Shelter Cluster website <http://sheltercluster.org/pacific>.

Minimum emergency shelter assistance package

The minimum emergency shelter assistance package = 1 shelter tool kit + 2 tarpaulins per household (to achieve 3.5m2 covered space per person = 17.5m2 for a family of 5) was recommended in order to enhance effectiveness, and timeliness of the response and to ensure affected people receive an appropriate level of assistance in accordance with minimum standards. The IFRC emergency shelter kit content was discussed and agencies agreed with the minimum emergency shelter assistance package and requested that the IFRC shelter kit content and specification be shared.

One agency mentioned that the content of the shelter tool kit is similar to what they have in their prepositioned stock and further standardising emergency shelter assistance package was possible. Question raised by one member whether shelter tool kit items can be purchased locally to which the answer was yes but need to consider the quality. As for tarpaulin it was agreed that it should be IFRC standard which is what most agencies currently have in stock and because of its quality.

It was agreed that all agencies to keep to the content as per IFRC standard however can add depending on scale and type, and location of disaster, eg: digging bars or crowbars might be needed in areas with hard or rocky ground.

6. AOB



The partners suggested and agreed to review Working Group formed in the previous meeting to develop Standard Operating Procedures (SOP) and review Detail Sector Assessment (DSA) form used during the December 2016 Earthquake/Tsunami. The working group was reviewed as below:

1. Pattleson Fakavai, Chair Shelter Sub Committee. To lead the review of Detailed Sectoral Assessment form.
2. Clement Manuri, Co-Chair Shelter Sub-Committee (Working Group member)
3. Lorima Tuke, Oxfam Shelter Sub Committee member. To lead development of Standard Operating Procedures.
4. Josephine Teakeni, Vois blong Mere, Shelter Sub-Committee member, Working Group
5. Zamira Rua, World Vision. Shelter Sub Committee member, Working Group
6. Gregory Rofeta, Ministry of Lands and Housing, Working Group

Action Items

Action	Owner	Due Date
1. Share TOR with NDMO	Chair	31 st August 2017
2. Develop Shelter Sub-Committee Standard Operating Procedure (SOP).	Working Group –led by Oxfam	Completed by 30 th Oct. 2017
3. Standardise Detailed Sectoral Assessment form (considering cross cutting issues)	Working group – led by Chair	Reviewed by 30 th Sept. 2017
4. Share IFRC Shelter tool kit content and specification to partners	Chair/IFRC	August 11 th 2017
5. Agencies to share their Damage Assessment forms with Shelter Sub Committee chair.	All agencies	August 15 th 2017

Next Meeting

Date:	24 th Oct 2017	Time:	TBC	Location:	TBC
Objective:	Shelter Sub-Committee Preparedness meeting				