

# Shelter Working Group Meeting with TPT regarding Exhibition and Workshop

- 23 June 2010

## 1. ATTENDANTS:

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Swiss Labour Assistance, UN ERN, Caritas Karina, Caritas Switzerland, Habitat for Humanity, Build Change, UN Habitat, APF, CFK & TPT.

## 2. AGENDA:

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- To discuss and finalise the date and modality of conducting one day Exhibition and Workshop to showcase all NGOs & UN Agencies works in shelter sector, West Sumatra Recovery.

## 3. DISCUSSIONS:

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- It was decided in the meeting that Workshop and Exhibition will be conducted in one day; however the display material will be left at the TPT office for people to visit subsequently.
- The date for Workshop and Exhibition is postponed from 1<sup>st</sup> of July to 8<sup>th</sup> of July due to regional elections.
- It was also found 8<sup>th</sup> of July is a suitable date as all the district government officers will visit Padang in the week 5<sup>th</sup> to 10<sup>th</sup> of July.
- Final Technical meeting between Shelter working Group and TPT to organise the Workshop and Exhibition will be held on 6<sup>th</sup> of June at 15:00 hrs in TPT office.
- Two panels (77cmsX100cms) will be provided by TPT to each NGO who are participating in Exhibition to exhibit their Posters.
- Posters of this size will be printed by TPT once the NGOs provide the finalise Photographs or Posters in a soft copy form and should be in High resolution.(CD)
- All the material that needs to be printed should be handed over to TPT by 1<sup>st</sup> of July 2010.
- Posters and Presentations can be bilingual; however priority is given to Bahasa as the audience are mostly Bahasa Speaking people.
- The presentations are grouped into three main areas: 1. Temporary Shelter, 2. Permanent Shelter and 3. Training.
- Each NGO will be given 15 minutes to present their presentation. The presentation is mainly through Power Point Presentations or videos.

## 4. PARTICIPANTS FOR PRESENTATIONS:

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As of 23<sup>rd</sup> June the following NGOs agree to give presentations:

- a) Ache People's Forum – Temporary Shelter(TS)
- b) IFRC/PMI – TS
- c) Cipta Foundasi Komunitas – TS
- d) GenAsst/CWRWC- Permanent Shelter(PS)
- e) Caritas Switzerland – PS
- f) Habitat for Humanity – PS
- g) Caritas Carina – PS
- h) Build Change – Training
- i) Swiss Labour Assistance – Training
- j) UN HABITAT – Training.

## 5. TIME SCHEDULE:

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- The Time schedule on the Workshop and Exhibition Event day is as follows

9:00 – 9:15: Opening Remarks by TPT.

9:15 – 9:30: Governors Speech.

9:30 – 9:45: }  
9:45 – 10:00: } Presentations on Temporary Shelter  
10:00 – 10:15: }

10:15 – 10:30: Conclusion & Break

10:30 – 10:45: }  
10:45 – 11:00: } Presentations on Permanent Shelter  
11:00 – 11:15: }

11:15 – 11:30: Conclusion & Break

11:30 – 11:45: }  
11:45 – 12:00: } Presentations on Training  
12:00 – 12:15: }

12:15 – 12:30: Conclusion.

12:30 – 14:00: Lunch Break & Open for Exhibition.

14:00 – 15:00: Conclusions on Workshop with Key Persons of each NGO and Government Departments.

15:00 – 17:00: Exhibition.

- The workshop and exhibition will discuss 3 main areas that government need assistance on:
  - Training
  - Outreach
  - Monitoring of construction quality
- Theme of the workshop and exhibition: “**Through Coordination and Collaboration, Together we improve reconstruction outcome**”; proper wording to be finalized.
- Expected participants 100 people. This number may increase as there are more governor officers to be invited to the workshop.
- TPT will provide Venue, Electricity, Banner, Panels, Printing & Snacks.
- UN HABITAT will provide Packet Lunch for 100 Participants.