

## Shelter Cluster – region 6

### Meeting minutes

**Date:** 2<sup>nd</sup> October 2014 (14:30h)

**Venue:** CSWD premises, Roxas city

**Agencies that attended:**

- Government: DSWD, NHA.
- Humanitarian organizations: UN-Habitat, World Renew, WHH, Solidar, Handicap, Panay Center for Disaster Response / Citizens' Disaster Response Center, Philippines Red Cross (Capiz chapter), Tearfund, IOM, NCCP – ACT Alliance, World Vision International, Habitat for Humanity, Center for Environmental Concerns, OCHA.

**1. UPDATES FROM PARTNERS**

- Humanitarian agencies
- Government agencies

**2. COORDINATION ISSUES**

- HSWG exit in October
- Government clusters leadership
- Municipal shelter focal points
- Avoiding beneficiaries duplication

**3. TECHNICAL ISSUES**

- New technical coordinator
- Guidelines and tools available

**4. INFORMATION MANAGEMENT ISSUES**

- New IM products
- Reporting partners
- Contact list

**5. AOB**

- Anniversary of Typhoon Yolanda
- Action points from previous meeting

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### 1. Updates from partners

**UN-Habitat**

- Activities conducted during last month:
  - Finalize design of 2 models of core shelters (on-grade and on-stilts). No approved by prov. engineer + DPWH-6 engineer.
  - Finishing pilot house #2 + #3 construction in Baybay.
  - 132 houses – funding in the pipeline now.
  - Beneficiary selection final stage on 450+
- Activities planned for the following two-three months:
  - Start construction 132 core houses in 9 communities
  - Prepare construction 250 more core-houses.
  - Run community based training for 41 communities → 4000 households.

- Problems or concerns which have been encountered:
  - Slow release of donor funds
- Gaps - opportunity to inform the group of gaps that need response:
  - Share info on materials suppliers.

### **World Renew**

- Activities conducted during last month:
  - On-going construction of permanent shelter.
  - Assessment for partially damaged houses.
  - 99 houses turned over
- Activities planned for the following two-three months:
  - On-going construction & start retrofitting of partially damaged houses.
- Problems or concerns which have been encountered:
  - Fluctuating prices of construction materials.
  - Bad roads to remote communities.

### **WHH**

- Activities conducted during last month:
  - Project in Pilar municipality, Capiz province.
  - Shelter construction (50 completed).
  - Carpenter training (11 trainings conducted, 220 trainees).
- Activities planned for the following two-three months:
  - Shelter construction (actual 40 shelter to be constructed per month).
  - Carpenter training (6 trainings remaining)
- Problems or concerns which have been encountered:
  - Availability of bamboo.
  - Purchase of CGI: national tender failed, found a provider in Roxas.
  - Transport constrains.
- Gaps – opportunity to inform the group of gaps that need response:
  - On-the-job training of local carpenters.
  - Involvement in construction. Very vulnerable HHs cannot build.

### **Solidar**

- Activities conducted during last month:
  - Building of 10 permanent houses, 35 retrofitting & 1 toilet.
  - Training of 60 carpenters.
  - Planting of 300 trees.
- Activities planned for the following two-three months:
  - According to planning.
- Problems or concerns which have been encountered:
  - Procurement of bamboo & coco lumber.
  - To find sufficient carpenters.
- Gaps – opportunity to inform the group of gaps that need response:
  - Limery municipality.

### **Handicap International**

- Activities conducted during last month:
  - Finalising shelter program in 3 barangays of Sigma (200 built).
- Activities planned for the following two-three months:
  - Shelter construction in Sigma: 12 barangays, 800 shelters.

### **Panay Center for Disaster Response / Citizens' Disaster Response Center**

- Activities conducted during last month:
  - Distribution of shelter kits under Action Medeor project for 380 Hhs in Dumarao, Sigma, Tapaz, Dumalag and Mumbasao was completed in August.
  - Distribution of cash voucher (php 15,000 worth) for shelter repair under Caritas Austria + Luxembourg for 600 HHs in Cuartero, Capiz, Roxas city, Kalibo and New Washington was completed in August but repairs are still ongoing.
- Activities planned for the following two-three months:
  - All shelter interventions under different early recovery and rehabilitation projects have been completed.
- Problems or concerns which have been encountered:
  - Shelter interventions limited to distribution of minimum CGI sheets, except for Caritas Early Recovery Project, based on approved budget with donors. There is still need for wall repair kits in most beneficiary communities, as well as funding for labour.

### **Philippines Red Cross – Capiz chapter**

- Activities conducted during last month:
  - Construction of Transitional shelter in Panay, Panitan, Dumarao.
  - Distribution of conditional cash grant 1<sup>st</sup> 6 2<sup>nd</sup> instalment for SRA.
  - Distribution of CGI's to each SRA beneficiaries.
  - Participatory approach on Safe Shelter Awareness (PASSA) training for facilitators.
- Activities planned for the following two-three months:
  - Completion / close out of SRA: monitoring of SRA beneficiaries.
  - Construction of Transitional Shelters in target municipalities and barangays.
  - Monitoring construction using Open Data kit.
  - Delivery of construction materials to the community.
  - PASSA training in the community; target municipalities and barangays.
- Problems or concerns which have been encountered:
  - Due to weather alteration, delivery of construction materials and construction of houses are delayed.
  - Procurement of materials are difficult because local suppliers cannot sustain the demands; some construction materials are procured at national level that takes time to delivery the materials in Capiz.
  - PRC-Capiz activities not visible in SC mapping.

### **Tearfund**

- Activities conducted during last month:
  - On-going construction of 4 houses in Roxas city; 1 in Brgy. Baliguan and 3 in Brgy. Talon.
  - Presentation of Beneficiary List for core shelter and shelter repair kits (SRK) in Brgy. Tabon, Baliguajan, Guinaguicjic, Lion and Loctugan.
- Activities planned for the following two-three months:
  - Procurement of materials for 265 houses
  - Construction of 81 houses in 6 covered bgys.
  - Awarding of 90 shelter repair kits in 6 covered brgys.
- Problems or concerns which have been encountered:
  - Unavailability of materials in local market (Roxas city).
  - Fluctuation of material costs.

### **IOM**

- Activities conducted during last month:
  - SRK distribution for 5492 Hhs beneficiaries.
  - Complete distribution of 130 units of transitional shelter / core house.

- DRR training for 6313 individuals.  
Partnership with IRD (International Relief Devel
- Activities planned for the following two-three months:
  - Target of completion the allocated 6,783 SRK to be distributed before 14<sup>th</sup> October.
  - By end of the year, IOM is planning to complete the construction of 400 Ttransitiona / core shelter.
- Problems or concerns which have been encountered:
  - Local resources: hiring of carpenters.

#### **NCCP – ACT Alliance**

- Activities conducted during last month:
  - Shelter construction (76 units) in Estancia area.
  - Finalizing of beneficiaries for shelter construction in Basad, Iloilo.
  - Finalising beneficiaries for SRK in Estancia, Batad.
- Activities planned for the following two-three months:
  - Shelter construction for Estancia, Batad, San Rafael in Iloilo.
  - Shelter construction in Maayon, Capiz.
  - SRK for Estancia & Batad.
- Problems or concerns which have been encountered:
  - Delay in supply of materials.
- Gaps – opportunity to inform the group of gaps that need response:
  - Close local coordination between the agencies in the working area.
  - Organize community.

#### **World Vision International**

- Activities conducted during last month:
  - Completed 58 transitional shelters
  - Completed 2404 SRK (Estancia 1640, Batan 764).
  - 100 carpenters trained in partnership with TESDA.
  - Build Back Better workshops.
- Activities planned for the following two-three months:
  - Completion of transitional shelter construction (materials and labour) for 83 Hhs.
  - Target areas: Estancia (Gogo, Pa-on, Botongan, Daculan) and Batan (Man-up, Mambuquiao, Lumit, Camanci, Tabon).
- Problems or concerns which have been encountered:
  - Selling of shelter material by some families.
  - Duplication of local org.
  - Procurement of coco lumber
  - Poor quality in some materials
- Gaps – opportunity to inform the group of gaps that need response:
  - Coco lumber preservation necessary to avoid eventual destruction due to insect attack.

#### **Habitat for Humanity**

- Activities conducted during last month:
  - Coordination with partners.
- Activities planned for the following two-three months:
  - SRK distribution – 1000
  - Project mobilization – Noah's Ark Aklan, Batan 50 houses.
- Problems or concerns which have been encountered:
  - Location of houses to be repaired.

### **Center for Environmental Concerns**

- Activities conducted during last month:
  - Still waiting for funds. Investigating options.
- Activities planned for the following two-three months:
  - (If funds become available) Shelter assistance and resettlement housing, together with livelihoods support.

### **OCHA**

- Based from the recently conducted transparency and accountability forum in Estancia last 19<sup>th</sup> Sept. and municipal coordination meeting last 25<sup>th</sup> Sept, the main concern of the people is in terms of permanent location and housing, specially people living in bunkhouses.
- OCHA would like to know if there is any commitment from the group to provide permanent shelter to the affected communities / families particularly those living in bunkhouses.

### **National Housing Authority (NHA)**

- On-going implementation of the land development housing with 1896 units located at brgy. Tanza, Roxas city (php 220,000 per house).

### **DSWD**

- Activities conducted during last month:
  - Meeting with LGUs wanted to avail of core shelter.
  - Meeting with UN-Habitat for possible collaboration in constructing houses.
- Activities planned for the following two-three months:
  - Working together with MSWDs to rease of emergency shelter assistance program (php 30,00 for totally damaged houses and 10,000 for partially).
  - Release of core shelter funds to targeted beneficiaries.
- Problems or concerns which have been encountered:
  - Not available land in some LGUs.

## **2. Coordination issues**

### **Exit of HSWG**

As planned, HSWG regional coordination teams are exiting the different hubs this October. HSWG-r6 team will continue providing support until the end of October, this support will be online. A reduced coordination team will be based in Manila until November (one national coordinator, one technical coordinator, one information manager); in November the HSWG will provide a “handover package” with relevant coordination information to DSWD and partners.

A technical coordinator (national staff) has been recruited by HSWG (funded by CRS) and will be able to continue providing support to partners until March (see point XXX).

Some partners expressed the need to continue the coordination activities. HSWG coordinator clarified that in July 2014 Government decided to assume the leadership of all clusters. Also HSWG (shelter cluster) mandate uses to be only for emergency and initially the exit was planned in June 2013 (six months) and extra efforts have been done for supporting the recovery phase (12 months).

## Handover to Government

Rose Sanagustin (DSWG) announced that she has been nominated as coordinator of Social and Services cluster and therefore she cannot afford the coordination of shelter humanitarian agencies, but expressed her willingness to attend meetings.

NHA is in charge of leading the resettlement cluster, but few partners are implementing projects of permanent houses.

## Municipal Focal Points

HSWG presented the updated table of agencies that have confirmed their availability to become the municipal focal points; this table was shared the week before for confirming availability but few partners have answered.

According to HSWG compiled data, in most of cases only two or three agencies were present per municipality and some of them already completed activities, meaning that coordination at municipal level could not be perceived by partners as relevant.

In Estancia there is a large number of agencies (HSWG is aware of five); therefore there is the need to identify a focal point.

### Action points:

- HSWG will share again the table with partners.
- HSWG will contact again the agencies working in Estancia.

## Continuation of coordination activities

WHH was concerned about the need of continue coordination among the agencies and volunteered to facilitate coordination meeting during the next six months, partners agreed with the proposal.

1. Frequency: partners agreed to attend meetings every two months.
2. Venue: partners discussed about running meetings in Iloilo, Roxas or Estancia. Preferred option was Roxas city.

Action point: HSWG will liaise with WHH for handover.

## Avoiding beneficiaries duplication

- Shelter agencies are kindly requested to share lists of beneficiaries with municipalities (LGUs), by handing the lists to MSWD officers.
- And as a backup, partners are also requested to share the lists with regional DSWD by sending an email to [dswd06sheltercluster@gmail.com](mailto:dswd06sheltercluster@gmail.com)

Action point: cluster members to share lists of beneficiaries with municipalities (MSWD) and regional DSWD

### 3. Technical issues

#### New Assistant Technical Coordinator

New Assistant Technical Coordinator Giancarlo Gimang was introduced to the partners present during the meeting. It was pointed out that after the HSWG Team transitions out, he will be working with DSWD providing Technical Support and Coordination from November 2014 until March 2015. Primarily based in Tacloban, and roaming in Regions 6, 7 and 8.

Contact Details: Giancarlo G. Gimang. Assistant Technical Coordinator.  
Mobile no.: +63 928 524 0935 - Email: [shelter.technical.phil@gmail.com](mailto:shelter.technical.phil@gmail.com)

Assistant Technical Coordinator Roles enumerated are as follows:

- Provides support, clarifications and coordination on Shelter Technical and Programmatic issues to DSWD and Shelter Agencies.
- Facilitate the organization of Technical Working Group (TWiG) if needed and requested by shelter partners.
- Provides IEC Materials to partners needed for their shelter programs.
- Provides explanations/clarifications/recommendations regarding 8 key messages on “Building Back Safer”.

#### Consolidation of IEC Materials and Technical FAQs

Partners were also updated on the compilation of IEC materials produced by HSWG during the Yolanda response, including the latest document: technical FAQs which is a collection of all frequently asked questions posed by shelter agencies throughout the Yolanda response. With an emphasis on best practice, it is hoped that this document could be a useful guidance document and information sharing tool and a summary document: Technical Document Index which summarizes all the documents produced by the HSWG in a list and with links to documents to the Shelter Cluster Website.

Once finished, the technical FAQs will be available on the Shelter Cluster Website and distributed to Municipal Focal Points in hardcopy format along with other key documents produced by the HSWG during the Yolanda response.

### 4. Information Management issues

- The following links are the latest summary of recovery shelter activities from partners as received by 06 October 2014: reports available for [Region VI](#), [Region VII](#), [Region VIII](#) and as a [National level summary](#) of all recovery shelter activities. [The full data set](#) is also available to download. Many thanks to those of you who submitted data during our last update.

- The Shelter Cluster will be transitioning out of the Philippines at the end of October, therefore will not be carrying out any further updates on this data. However, in the remaining time we will be producing an ANALYSIS OF PARTNER ACTIVITIES and a set of MUNICIPAL LEVEL SUMMARIES. These should be available by the end of October, we will contact you when these have been prepared.

- If you have any question or queries, please contact the HSWG IM team using [reporting.phil@sheltercluster.org](mailto:reporting.phil@sheltercluster.org) or by phone: Emese 0905 438 8155 and Farakh Saeed 0915 656 1388

- Contact list: in order to provide a useful contact list, a process of cleaning contacts is ongoing. Partners are requested to review the list for update and reduce to a maximum of three contacts per agency

## 5. AOB

### ANNIVERSARY OF HAIYAN TYPHOON

- Different provinces of Panay island are preparing the commemoration of the anniversary. OCHA together with Iloilo province is organizing a special event in Estancia on 8<sup>th</sup> November.

- The Shelter Cluster is going to put together a publication (photo book) featuring photographs of shelter solutions provided by its partners in response to destruction caused by the typhoon.

### MONITORING OF ACTION POINTS FROM PREVIOUS MEETING (AUGUST 2014)

<i>Action Point</i>	<i>By Whom</i>	<i>Status</i>
<b>INFORMATION MANAGEMENT (CLUSTER MAPS AND REPORTS)</b> <ul style="list-style-type: none"> <li>- HSWG to share new template.</li> <li>- Partners are requested to submit their updated reports using the new 4-W template by 29-Aug-2014</li> </ul>	<ul style="list-style-type: none"> <li>- HSWG</li> <li>- All partners</li> </ul>	<ul style="list-style-type: none"> <li>- Done</li> <li>- 13 of 22 reported</li> </ul>
<b>SHELTER FOCAL POINTS</b> <ul style="list-style-type: none"> <li>- HSWG to resend ToR to shelter partners interested/willing to become a focal point at municipal level</li> <li>- HSWG to update map of municipal shelter focal points and share with partners.</li> <li>- Shelter agencies will check the list of LGUs focal points provided by DSWD, and update.</li> </ul>	<ul style="list-style-type: none"> <li>- HSWG</li> <li>- HSWG</li> </ul>	<ul style="list-style-type: none"> <li>- Done</li> <li>- Done</li> <li>- Few partners confirmed</li> </ul>
<b>LISTS OF BENEFICIARIES</b> <ul style="list-style-type: none"> <li>- DSWD to provide contact list of focal points in all LGUs.</li> <li>- DSWG to open an email address for receiving beneficiaries lists from partners (backup at regional level).</li> <li>- Partners to share lists with LGUs and DSWD.</li> </ul>	<ul style="list-style-type: none"> <li>- DSWD</li> <li>- DSWD</li> <li>- Partners</li> </ul>	<ul style="list-style-type: none"> <li>- Done</li> <li>- Done</li> <li>- On going</li> </ul>
<b>AVAILABLE QUALITY MATERIALS</b> <ul style="list-style-type: none"> <li>- HSWG to liaise with CARE and get provider's info.</li> <li>- UN-Habitat to share providers' info (if materials are good).</li> </ul>	<ul style="list-style-type: none"> <li>- HSWG</li> <li>- UN-Habitat</li> </ul>	<ul style="list-style-type: none"> <li>- Done (not interesting providers)</li> </ul>
<b>CONTINGENCY PLAN</b> <ul style="list-style-type: none"> <li>- HSWG to liaise with shelter agencies for jointly develop contingency plan.</li> </ul>	<ul style="list-style-type: none"> <li>- HSWG</li> </ul>	<ul style="list-style-type: none"> <li>- Draft to be delivered in the following weeks</li> </ul>
<b>GENDER TRAINING</b> <ul style="list-style-type: none"> <li>- HSWG to receive gender training info (from OCHA) and share with partners.</li> </ul>	<ul style="list-style-type: none"> <li>- OCHA,</li> <li>- HSWG</li> </ul>	<ul style="list-style-type: none"> <li>- Done</li> </ul>
<b>TESDA CARPENTER TRAINING</b> <ul style="list-style-type: none"> <li>- HSWG will contact TESDA to ensure inclusion of 8 key messages in training curriculum.</li> <li>- Partners are invited to provide resources (shelter adviser, funds) for running a ToT targeted to TESDA certified trainers (using new HSWG training package).</li> </ul>	<ul style="list-style-type: none"> <li>- HSWG</li> <li>- Partners</li> </ul>	<ul style="list-style-type: none"> <li>- TESDA contacted in R7, not in R6</li> <li>- Any partner confirmed.</li> </ul>