

## Shelter Cluster Vanuatu – WORK PLAN

Informed by 2018 TC Hola Ambae Response Review & Way Forward

#	Item	Owner	Reference to recommendations	Status / comment	Timeframe	Priority Level
1	Maintain cluster contact list. Provincial focal points to be noted on website and to maintain provincial level contact list.	PWD	R13	Last updated July 2019	As required	Core activity
2	Update ALL job descriptions (Principal Architect, Assistant Architect, Division Manager, Civil Engineer, and Foreman – Asset Maintenance Structure. Community Partnership Officer (CPO)) to incorporate shelter cluster role and responsibilities.	PWD / IFRC / Public Service Commission	R1, R13	Draft completed for PA & AA.	JDs updated – December 2019  PSC approval of structure Inc. JDs – June 2020	High
3	Update TORs to include Provincial-level coordination.	PWD	R13	Do as a workshop, to consult provincial teams, assess capacity, etc.	After Point 2	High
4	Assistant Architect to be recruited	PWD	R1	Budgeted and advertisement in progress	June 2020	High
5	SCV Standard Operating Procedures (SOPs) for coordination	PWD / IFRC	R1	SOPs drafted. PWD to ensure staff are briefed. Partners to be briefed and SOPs to be incorporated in ToR.	December 2019	High
6	Shelter Cluster Vanuatu (SCV) Self Induction Modules Package (SIMP) to be piloted	PWD / IFRC / partners	R1	Draft modules complete, ready for piloting	December 2019	High
7	SCV awareness during Public Service Day, PWD Open Day, etc...	PWD	R1	Materials prepared for PWD Open day – 28 <sup>th</sup> of November 2019.	June 2020	High
8	Advocacy to NDMO and contribution for inter-cluster Volcano response contingency planning	PWD	R10	NDMO to provide update on the Ambae Lesson's Learned Workshop prioritise workshop.	TBC	High
9	Environmental Checklist for Shelter Response	TWG		Draft checklist and annex completed in Sept. To be piloted.	Next response	High
10	Participate in Evacuation Centre / CCCM working group	PWD	R5, R6	Attend meeting and contribute to activities including contribution to key messages on protection for vulnerable groups. EVC/CCCM WG to provide an update	As required	Ongoing

11	Technical Working Group to be setup on AHP project managed by Habitat for Humanity	PWD / HfH	R3	HfH to engage PWD for TWG setup and office space. First TWG meeting on 6 <sup>th</sup> of December 2019	TBC	Ongoing
12	One day SCV awareness program for PWD staff	PWD	R1	During coming QPA meeting?	TBC	Medium
13	Update SCV strategy template, with key messages on protection & displacement	PWD / IFRC / Partners	R2, R8		TBC	Medium
14	Update Sitrep template to include displacement scenario and community preferences.	PWD / IFRC	R4		TBC	Medium
15	Develop 2 page FAQ on tent vs tarps	PWD / IFRC	R9		TBC	Medium
16	Develop IEC material on proper use of tarpaulin	PWD / IFRC	R10		TBC	Medium
17	Review IECs from Ambae response, and develop new ones to include all hazard types. Consider developing the 'Selta Hanbuk' version 2.0	PWD / IFRC / partners	R12	Identify agency to lead, and local artist to support development of new material. Mobilise required funding.	TBC	Medium
18	Develop 2-page guidance with key messages for communities, from NDMO DRR report	PWD / IFRC / partners	R12		TBC	Medium
19	Consolidate and compile information on traditional construction	PWD / IFRC / partners	R3	Contact partners for contribution, consolidation, compilation. Links to AHP project? Wider project with VKS?	TBC	Low
20	Consolidate existing training packages to be made accessible to cluster partners.	PWD / IFRC / partners	R14	Could be consolidated as a training guideline.	TBC	Low
21	Update SCV Document index and Technical Guidelines, to include guidance on tarpaulin distribution, tent vs tarpaulins, durability of tarps, kits from 2018 Ambae response, Cash Based Interventions, awareness and training modules (Emergency Shelter ToT, Shelter Focal Point, Women in Shelter), online trainings such as Sphere and More Than Just a Roof.	PWD / IFRC	R8, R9, R10, R14, R15	Completed July 2019.  Published to SCV website. Partners invited to review and comment.  Presented and disseminated to partners during Shelter Cluster meeting Nov 2019	July 2019	Complete
22	Advocacy on fast proposals/funding mechanism when people are displaced	PWD	R2	Advocacy messages communicated during NDMO Ambae lessons learned workshop and through SCV input to NDMO report. Repeat for future responses involving displacement.	TBC	Complete
23	Include a page on minimum standards of safer shelter in SCV meeting presentation template.	PWD & IFRC	R15	Added in Nov 2019		Complete

## Annex

Recommendations from Shelter and NDMO Lessons Learned workshops	Priority	AREA	Owner	Comments	Potential Actions	Included in SCV work plan?
<b>R1 Strengthen Shelter Cluster focal point capacity</b> at National, Provincial and Community level. Include the Shelter Coordinator role and responsibility into PWD focal person/staff	1	Coordination	PWD	TORs for the cluster defined Job Descriptions drafted SOPs drafted	JDs to be finalised and endorsed by Public Service Commission. Internal dissemination and awareness. Recruitment.	Y
				Consider designing and in-house training package	Self-Induction Module Package to be designed	Y
<b>R2 Utilize fast proposals/funding mechanisms</b> whenever people are <b>displaced</b>		Funding	Government & Donors	VRCS has access to the IFRC DREF. Further advocacy to partners recommended in order to strengthen wider shelter sector response (AHP/DFAT, MFAT and OFDA/USAID, etc)	Already part of SCV input on NDMO Ambae lessons learned report done.	N
					Develop template on strategy for SCV, populated with standard key messages populating it.	Y
<b>R3 Improve and strengthen local building design.</b> Transitional shelter need to be explored in all islands and apply traditional engineering techniques	1	Technical	SCV (partners, PWD & IFRC)	AHP project to map sheltering process in selected communities.	PWD hosting office space. MOU to be defined for Habitat for Humanity. TWG to be setup.	Y
				Opportunity to consolidate partners work in Tanna (Red Cross, JICA), and in Maewo (CARE).	Contact partners for contribution, consolidation, compilation.	Y
<b>R4 Improve response to include all affected individuals. Preference of communities to check their relocation process.</b> Assessments to find out decisions of evacuees about movements/relocation		Accountability to affected population	NDC & NDMO	Outside of SCV scope & reach but should be part of SCV advocacy. Include questions on SitRep as a minimum.	Update the SCV sitrep template	Y
<b>R5 Improve Information Management</b> (mapping of safe houses, type of shelters)		Information management	NDMO, CCCM, SCV	Understood it concerns EVCs mapping. PWD may contribute in certifying of modern buildings.	Attend Evacuation Centre WG meetings and contribute to WG activities	Y
<b>R6 Develop Shelter Cluster recommendations/key messages on protection for vulnerable groups</b> to inform temporary shelters and Evacuation Centres rehabilitation		Communication with communities	NDMO, CCCM, Gender & Protection, SCV	Should be included in revision of Evacuation Centre guidelines and SOPs.  A set of key messages could be added to the strategy template, both to be developed. A paragraph to be developed in collaboration with the G&P cluster.	Meeting with G&P cluster. Part of EVCs WG discussions.	Y

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<b>R7 Advocate for National Housing Policy and Strategy</b>		Policy	DLA and other relevant Government agencies.	It's needed for Vanuatu. Process could start with Council of Chiefs, DLA, PWD, Lands department, VMGD, NDMO, Energy, and all other relevant agencies. DLA to lead?	Engagement where possible	N
				Out of the scope of SCV		N
<b>R8 Review/ explore the guidance on tarpaulin distribution based on number of family members and consideration of privacy and vulnerabilities</b>	1	Standards	SCV (partners, PWD & IFRC)	Number of tarpaulins distributed depends on resources available. Need to clarify standards for household and family.	Update SCV Technical Guidelines	Y
				Updated the SCV Technical Guidelines to address displacement scenarios. This should be picked up by assessments and form part of the particular response strategy.	TO be included on strategy template	Y
<b>R9 For emergency, better tarpaulin than tent</b>	1	Response standards	SCV (partners, PWD & IFRC)	Include tent vs tarps guidance note for 2017 response, in SCV Technical Guidelines. Could be also a separate document.	Update SCV Technical Guidelines	Y
					Update SCV Document Index	Y
					Develop FAQ 2 pager	Y
<b>R10 Tent &amp; tarpaulin is not suitable for long term, replacement or other option should be looked at as soon as possible</b>		Strategy guidance and advocacy	SCV (partners, PWD & IFRC)	This is already part of SCV guidance but needs more advocacy to stakeholders. More solid emergency response/temporary shelter, technical guidance would be useful. Should be included in Government National Policies/Housing policies.	Update SCV Technical Guidelines, to promote durability of tarpaulin (case study Marino Street).	Y
					IEC on proper use of a tarpaulin.	Y
			NDMO	Should have a predetermined plan for a displacement scenario, including Evacuation Centres for longer term use. This will be addressed differently in each place where people may face displacement, depending on the specific land issues, capacity of host families to accommodate people in the long term, etc. Volcano response plan to be developed. Review inclusive process in revision of MEND guidelines.	Advocate / contribute to NDMO & PDMO for inter-cluster Volcano response contingency planning. With G&P. Mentioned in contribution to NDMO Ambae volcano lessons learned report.	Y
<b>R11 Shelter Cluster Coordinator should be permanent at national and provincial level for preparedness and response</b>		Coordination	PWD	PWD to start incorporating inclusion of shelter cluster function in 3 to 6 key positions. Option of permanent position could be explored.	Revision of JDs, recruitment	Y
<b>R12 Shelter assistance should come with guidance</b>	1	Response standards	SCV (partners, PWD & IFRC)	Existing information exists – for now use what we have and identify any additional information needed.	Review IEC materials from Ambae response and develop new ones for full range of hazard types.	Y

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on design on safer shelter for different type of disasters.				New IEC materials developed for the Ambae Volcano response – these could be revisited to include situation of heavy rain, wind, etc.	Develop 2 pager on key messages for communities, from NDMO DRR key messages document.	Y
				Refer to key messages for Disaster Risk Reduction and resilience in Vanuatu as a starting point.	Consider developing the 'Selta Hanbuk' version 2.0	Y
				Should be considered in National Building Code revision and future housing policy.	Identify local artist to support the development of new materials	Y
<b>R13</b> Shelter Cluster & NDMO should develop <b>ToR for Shelter Working Group at provincial level</b> – this recommendation also applies to all clusters.		Coordination	NDMO & PWD	Should be explored as part of the revision of National DRM bill.	Revision of JD for Division Managers, coordination SOPs, and internal PWD awareness ongoing	Y
				Could engage SC (PWD) focal points from 6 provinces to discuss way forward.	Maintain contact list for partners at national and provincial levels. Focal points noted on SCV website.	Y
				Develop template at National level to be filled by each province.	Update TORs to include provincial stakeholders and actions	Y
				Important to look at CPO JDs and role. CPO to work on awareness during response and preparedness, reporting, etc.	Consider a provincial aspect in the Self-Induction Module Package (SIMP)	Y
<b>R14</b> Shelter Cluster should <b>capitalize all successful activities</b> that have been developed during this response (Emergency shelter ToT, shelter focal point, women in shelter etc).	1	Technical	SCV (partners, PWD & IFRC)	Different partners have been involved in the delivery of different trainings at community level. How can we work more closely as a cluster on this, to reach more communities?	Shelter agencies continue to invite other agencies to participate. Consider technical trainings also for PWD coordination team.	Y
				Shelter agencies often invite PWD and NDMO staff to participate in shelter trainings and awareness sessions	Update Technical Guidelines with input of partners	Y
				Training packages, and mapping of agencies who deliver each training could be consolidated and included in the SCV Technical Guidelines.	SCV meeting on how to best approach this subject, community shelter awareness structure, types of trainings, SCV strategy for training and awareness etc.	Y
				Some Shelter focal points exist within CDCCCs, but their roles are not clearly defined. Requires more discussion with NDMO.		

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<b>R15</b> Establishment of <b>Minimum Standard of safer shelter</b> (individual/communal).		Response standards	SCV (partners, PWD & IFRC)	<p>Building Code should apply when possible, but challenging or impossible for traditional and other rural shelters.</p> <p>Refer R12 and R14 which may also address this recommendation.</p> <p>Should include key messages from protection.</p> <p>Could consider creating a checklist (similar to the Recovery Shelter Guidelines from the Typhoon Haiyan response in the Philippines).</p>	Socialize the SCV Technical Guidelines that exist, with minimum standards.	Y
					<p>Encourage SCV partners to complete free online courses such as Sphere, Core Humanitarian Standards, More Than Just a Roof, etc.</p> <p>Include free online trainings in SCV Technical Guidelines as per <b>R14</b>.</p> <p>Include this info in SCV standard presentation template.</p> <p>Include in SIMP</p>	Y