

Shelter Cluster Vanuatu – Meeting Notes

Meeting:	Shelter Cluster Vanuatu - Cluster Meeting		
Date:	22 nd November 2019	Time:	10am – 12pm
Meeting Facilitator:	Harold Allanson	Location:	Public Works Department (PWD)

Agenda

Attendance:

Name	Organisation	Role	Email Address
Harold Allanson	PWD	Acting Principal Architect	hallanson@vanuatu.gov.vu
Judicael Mloturala	PWD	Principal Architect	jmloturala@vanuatu.gov.vu
Mark Vaughan	DSPPAC	DSPPAC Rep	kallista440@gmail.com
Jelson Naparau	VRCS	DRM officer and Shelter Focal Point	dso@redcrossvanuatu.com
Robert Dodds	IFRC	Pacific Regional Shelter Manager	Robert.DODDS@ifrc.org
Jeff Lee	DSPPAC	DSPPAC Rep	2jeff.lee@gmail.com
Filipe Waqabitu	IFRC	Pacific Regional Shelter Officer	Filipe.Waqabitu@ifrc.org
Sharon Alder	CARE	CARE International in Vanuatu and PGI Cluster Rep	sharon.alder@careint.org
Peter Albert	HfH	HfH Rep	pita.albet@gmail.com
Marie Toto	CARE	CARE International in Vanuatu Rep	marie.toto@careint.org
Alice Iarem	NDMO	Senior DRR & CCCM Officer	asanga@vanuatu.gov.vu

Agenda:

- 1 – General updates
 - 1.0– Cyclone Outlook
 - 1.1 Welcome and introduction of new colleagues Mr Judicael Mloturala, Principal Architect – PWD and Mr Filipe WAQABITU, Shelter Officer - IFRC
 - 1.2 Shelter Cluster work plan update (informed by TC Hola & Ambae Volcano Response Review)
 - 1.3 Shelter + Environment TWiG update
 - 1.4 Ambae Recovery Plan and Second Home Program update (DSPPAC)
- 2 - Cyclone season preparedness
- 3 - Partner updates (recent and current shelter activities)
- 4 - Any Other Business or matters to be discussed

Notes, Decisions, Issues

Topic

1. General Update

1.0 Cyclone Outlook

Cyclone outlook for Vanuatu. There is currently a low-pressure system towards the North of Vanuatu which is expected to form into the first cyclone for this cyclone season. Partners encouraged to monitor the situation.

1.1 Welcome and introduction of new colleagues Mr Judicael Mloturala, Principal Architect – PWD and Mr Filipe Waqabitu, Shelter Officer - IFRC

Jude has joined PWD recently and is the new Shelter Cluster Vanuatu Coordinator. Harold will support Jude over the coming months during the transition. Filipe recently joined IFRC in Suva and will work in support of National Shelter Clusters in the Pacific, including Vanuatu, during preparedness and response.

1.2 Shelter Cluster Vanuatu (SCV) work plan (informed by TC Hola & Ambae Volcano Response Review)

Note that the items from the workplan on the PowerPoint presentation are the core, high priority and ongoing activities of the cluster, to be achieved over the next 6 months. The medium and lower priority items are noted in the full version of the workplan ([available on SCV website here](#)). Further feedback from partners on prioritization of workplan items is welcome.

Below are the core, high priority and ongoing activities from the SCV work plan which were discussed in this meeting:

Item 1: Shelter Partners were requested to share the contact details of their provincial shelter focal points with PWD.

Item 2: Work on revision of job descriptions has begun to incorporate Shelter Cluster roles and responsibilities. JDs for the Principal Architect and the Assistant Architect have been completed. It is planned to update those for the Division Manager and the Civil Engineer soon.

Item 3: The Shelter Cluster Vanuatu has a Terms of Reference (TOR) that was originally developed in 2015 and revised after recent responses. This should be revised after the coordination structure at provincial level is determined and focal points designated.

Item 4: Refer to the PowerPoint presentation. The Assistant Architect will be recruited and will play an important role in the Shelter Cluster coordination structure as the national focal point for the provincial shelter cluster leads.

Item 5: After the 2018 Ambae response, Standard Operating Procedures (SOPs) for cluster coordination were developed by the coordination team. The SOP is now in draft form and ready for review by partners. Once the SOP has been revised and endorsed, it can be incorporated into the existing TOR.

Item 6: Refer to the PowerPoint presentation. The Self-Induction Module Package (SIMP) for Vanuatu is designed for shelter cluster coordination team members as well as partners, to provide a minimum understanding on:

- What are the in-country coordination mechanisms?
- What is the scope and nature of shelter and humanitarian response in Vanuatu?
- What are the key services and resources that Shelter Cluster coordination is providing to various stakeholders involved in shelter related activities in Vanuatu?

The course is self-paced, delivered through a series of PowerPoint slides, and it has an element of self-assessment. It's currently in version 1.0 and several partners in the meeting have agreed to pilot it before the end of the year. Feedback will be consolidated, and the tool made accessible to all who wish to complete it, on the SCV website

Item 7: Refer to the PowerPoint presentation. On Thursday 28th November 2019 (the week after this meeting) PWD will be working with the VRCS to present shelter cluster activities at the PWD open day.

Item 8: Refer to the PowerPoint presentation.

Background information: During the Ambae response lessons learnt workshop conducted in June 2018 in Santo it was highlighted as a high priority, that the inter-cluster develops a volcano response contingency plan for Ambae. The shelter cluster is ready to contribute to this process in support of NDMO when the process is initiated.

Item 9: The Environmental Checklist for Shelter Response

This is in the form of a checklist and annexes and accessible on the shelter cluster website on the following link. Much thanks to the partners that contributed.

<https://www.sheltercluster.org/working-group/shelter-environment-technical-working-group>

This checklist is ready to be used in the next response and feedback is most welcome.

Item 10: Refer to the PowerPoint presentation.

The shelter cluster recognises that the evacuation centre and camp management area is an important area for response and has made a commitment to participate actively in the Evacuation Centre and Camp Management Working Group (EVC/CM WG). There was a recent workshop that was conducted on Evacuation Centre and Camp Management, but no partners present in this meeting attended this workshop.

- There has been a TOR for the EVC/CM WG produced and sent out for feedback. Shelter cluster partners request this is recirculated.
- It was mentioned that the Evacuation Centre Management Guideline was mentioned is being revised. Shelter cluster partners are willing to contribute to this process.
- NDMO continues to work closely with IOM on the DTM and new updates will be sent out to partners when its ready.

Update from NDMO: The report for the 2018 Ambae response lessons learnt workshop which was conducted in June 2018 in Santo is it in its last stages of being finalised. Report will be sent to partners soon for review.

Item 11: Refer to the PowerPoint presentation.

The AHP project is a three part research project which will involve six (6) communities in Tanna – Tafea province and four (4) communities in Shefa province. The main activity and outputs are listed below. There will be a Technical Working Group Meeting on 6th December 2019. The information summarising the type of activity and output of the AHP project is detailed below.

Activity	Output
1. Research and collate existing sheltering self-help methods and process in communities and how Shelter Cluster can best support communities and responders	Documented case studies/information on community sheltering process, existing self-help building methods and type of support communities require from responders. Format: Guideline PDF document/illustrative posters Language: Bislama and English

Item 21:

The SCV Document Index and Technical Guidelines have been revised following the 2018 Ambae response lessons learnt workshops (both Shelter Cluster and NDMO led-workshops) which was conducted in June 2018 in Santo, available on the links below:

SCV Document Index: This Document Index gives details of all key documents since 2015 for Shelter Cluster Vanuatu.

<https://www.sheltercluster.org/vanuatu/documents/shelter-cluster-vanuatudocumentindexv32>

Technical Guidelines: This document is drafted in three parts to show (A) the recommendations for responses of the Shelter Cluster to natural hazards in Vanuatu, (B) recommended shelter and non-food items (NFI) technical specifications and (C) case studies and key references.

<https://www.sheltercluster.org/vanuatu/documents/shelter-cluster-vanuatu-technical-guidelines-v31-draft>

Item 22:

During the 2018 Ambae Volcano response, partners highlighted the need for the Shelter Cluster to further advocate to the inter cluster (NDMO) and donors for funding to be contributed at an earlier stage to support the operations of shelter partners during response and early recovery. Currently the main emergency shelter responder – VRCS has access to IFRC Disaster Relief Emergency Fund (DREF) to support emergency shelter operations. During the 2018 Ambae Volcano response, no other agency had access to emergency shelter funding. Furthermore, several agencies experienced challenges in meeting the needs of the displaced populations during the early recovery phase. The procurement of the materials needed to happen much sooner than the funding permitted.

This situation was expressed to donor agencies during the NDMO-led Ambae response lessons learnt workshop in June 2018. The Cluster recognises the importance of capitalizing on this knowledge/ experience and will add this as a key advocacy point to the standard shelter cluster strategy template to be used in future responses.

Item 23: Refer to the PowerPoint presentation.

Several pages on minimum standards for emergency shelter have been added to the standard shelter cluster meeting presentation, to be included as a part of every meeting to support partners to develop holistic shelter programs. Any feedback on these slides is more than welcome.

1.3 Shelter + Environment TWiG update

As mentioned in workplan item no. 9, the checklist and annexes have been finalised and are now ready to pilot. All documents are available on the Shelter Cluster Vanuatu website on a page set up especially for this initiative:

<https://www.sheltercluster.org/working-group/shelter-environment-technical-working-group>

1.4 Ambae recovery plan and second Home Program update (DSPPAC)

The DSPACC representative explained the following:

- i. The Ambae recovery plan was written in December 2018 and approved in March 2019.
- As the recovery context has changed significantly since the development of the Ambae and Affected Island Recovery Plan approved (return of the majority of Ambaens to the Island and Volcano Alert Status downgraded to Level 1), DSPPAC has recently reengaged with the Sectors/Clusters and Ministries to review the proposed activities in the Recovery Plan, update the status of progress and funding, timeline, confirm if still relevant, and identify new priorities given the evolving context. This update to the Recovery Plan's proposed activities formed the basis of this Ambae Recovery Implementation Strategy that identifies the Government's strategic priorities and activities going forward. It is understood that the Strategy is ever changing with the results of the Displacement Tracking Matrix 6, and partners and Ministries identify changing priorities, as well as the Council of Minister's decision to recommence programs and services on Ambae.
- ii. The Strategy has five (5) strategic priorities (Humanitarian needs, DRR and resilience, Capacity Building and Knowledge, protection and inclusion, coordination mechanisms and communications) that have 23 activities being prioritised by the NRC and DSPPAC to move forward.

- iii. Some of the key items for shelter cluster partners to consider:
- There is a need to define basic shelter packages/ start up kits that could be used to support vulnerable groups still living in tarps and tents in Santo or in the event of a future disaster. DSPPAC would like to work with the shelter cluster to define the start-up kit/shelter package that could be provided by the government. This would allow for Government to prepare agreements with suppliers and possibly preposition supplies. This start-up kit/shelter package could be adjusted based on the nature of the disaster.
 - DSPPAC appeals to shelter cluster partners to work with the WG to define what that could look like.
- iv. There have been several gaps in policy identified over the last few evacuations that include a need for further work on the Displacement Policy, development of policies around temporary and permanent displacement, and a Housing Policy. Initial thoughts from the Shelter Cluster on the development of these policies or others would be appreciated and welcome. Activities outlined in the original Recovery Plan, but not really defined anywhere at the moment.
- v. As a volcanic hazard persists on Ambae and in efforts to reduce risk and build resilience for Penama Province and its people, it remains a priority of Government that Ambaens establish a second home or have a safe shelter option off of Ambae in the event of future eruptions.
- vi. There are three workplans for second homes. DSPPAC would like the shelter cluster to be involved in the first one. Fourteen sites (14) have been identified to be shelter vulnerable. The first workplan is awaiting IOM to confirm.
- Workplan is comprise of 3 parts:
- 1) Review of most vulnerable shelter communities on Santo and support options required
 - 2) Review of 2nd homes progress and future projections
 - 3) Options for the way forward

Partners raised the following questions/ comments with the responses provided by DSPPAC:

- i. *The DSPPAC representative urged shelter cluster partners to engage and provide comments on the Implementation – are there any funding opportunities for the shelter cluster agencies to support any shelter activities?*
- As communicated during the start of the recovery phase and that has been emphasized since, each Ministry and Sector or Cluster have been encouraged to work with their partner agencies to develop and submit project proposals (GIPs) to the National Recovery Committee through the DSPPAC. Where Clusters, Ministries or partner agencies have working relationships with donors, this has also been an effective avenue for funding opportunities. There is currently no secured funding for future 2nd homes or safe shelter option activities, however Clusters and partners are encouraged to work with DSPPAC to develop proposals (GIPs), for example with the approaching cyclone season disaster preparedness activities could be pitched to donors for the 14 vulnerable communities on Santo or for Ambae with the return of Ambaens to the island.
- ii. *In which forum can the shelter cluster input into plans of DSPPAC?*
- The DSPPAC is fully committed to attending all Shelter Cluster meetings to communicate and coordinate on shelter related initiatives and plans. The DSPPAC as the NRC Secretariat can take any feedback provided to the NRC as necessary. There has also been a renewed effort in coordinating and communicating on a regular basis the decisions, actions and plans of the NRC (of which MIPU is a member) to all Ministries and Clusters/Sectors so that feedback can be provided. The Cluster can also provide feedback to the Shelter Lead as a member of the NRC to provide input into recovery plans.

iii. *To what extent is preparedness for the current cyclone season and other potential hazards factored into the current working plan for second homes? DSPPAC has been requested to share any information on the vulnerable groups with the cluster.*

As outlined in the Recovery Plan and Implementation Strategy, several of the strategic priorities and activities are directly related to preparedness, including revising/updating the draft Provincial Disaster Management Plan, updating the Ambae Evacuation Plan, and further developing the Displacement Policy. Working with partners, 14 vulnerable sites on Santo have been identified and sent to the Shelter Cluster. DSPPAC has requested the Shelter Cluster for assistance to develop a plan to support these sites with disaster preparedness activities with the beginning of cyclone season commencing.

iv. *Any type of shelter assistance should take into account different levels of vulnerability e.g. level of security of land tenure, gender, people with disabilities, etc. Different needs and capacities of all groups should be considered.*

DSPPAC is in full agreement. DSPPAC has been fully engaged with the Gender and Protection Cluster and have engaged with them on all submitted recovery GIPs and on the transition to the Implementation Strategy.

2. Cyclone Season Preparedness

A summary of emergency shelter and essential household item stockpiles in Vanuatu was presented. Refer to powerpoint presentation and PALM website for further details:

<https://palm.logcluster.org/#/public/home>

This was presented and showed the quantities of all the items of shelter agencies stockpiled in storage facilities at national and provincial levels. NDMO has been requested to provide details of “Other tools and hardware” which may be available for other shelter agencies to support communities with.

3. Partner Updates (recent and current shelter activities)

CARE:

- Is prepared for potential emergency response activities and keen to stay active in the cluster.
- CARE would like to develop a case study of the shelter project completed in Maewo as a part of the 2018 Ambae Volcano response.
- Gender Equality Policy. This is currently being reviewed, and CARE has agreed to facilitate any input from shelter cluster partners.

NDMO:

- Refer to workplan item no. 8.
- Vanuatu Red Cross Society (VRCS):
- Recently completed training of trainers for participants from all six provinces for the Participatory Approach for Safe Shelter Awareness (PASSA) program.
- VRCS is planning to support communities in Tafea and Sanma provinces to implement PASSA programs over the coming year.
- The stock update given by Jelson was for the past three months, an update on this will soon be provided.

Habitat for Humanity Fiji (HfH):

- Refer to workplan item no. 11

IFRC

- At the 2019 Global shelter cluster events six (6) good practices were submitted from around the Pacific, four of which were coming from Vanuatu. One was the Environmental Checklist for Shelter Response, another was the measures PWD is taking to strengthen the institutional capacity required to coordinate the cluster. These are available on the SCV website. <https://www.sheltercluster.org/pacific/vanuatu>

Action Items

Action	Owner	Due Date
1. Shelter Partners requested to share contact details of their provincial shelter focal points with PWD.	Shelter partners	30/12/2019
2. Shelter Partners to revise cluster coordination SOPs and provide feedback	Shelter partners	15/01/2020
3. Piloting of SIMP modules	Selected SCV coordination team members & partners	31/01/2020
4. Report for the NDMO-led 2018 Ambae Volcano response lessons learnt workshop to be finalised and shared	NDMO	As soon as possible
5. NDMO requested to recirculate TOR for the EVC/CM WG	NDMO	As soon as possible
6. Agencies to provide details of "Other tools and hardware" noted in the PALM platform	All shelter agencies	15/01/2020
7. Provide inputs in to the Gender Equality Policy to CARE	All shelter agencies	As soon as possible

Next Meeting

Date:	TBD	Time:		Location:	Public Works Department
Comment:	-				