



Shelter Technical Working Group (meeting minutes)

Wednesday August 12, 2020

Participants: TGH, ADRA, ARC, NCA,UPO ,IOM , UNHCR (Chair).

Agenda:

1. Revision on TOR and current status of deliverables
2. Brief discussion on methodology
3. Consolidation of workplan for pending tasks
4. Set up co-lead and agenda for next meetings
5. AOB

Action points:

- Create Drobox to share with partners with minutes, relevant documentation and shelter designs. Access to the link:
<https://www.dropbox.com/sh/w9h5ib9chr7xw/AABN2JRM4FP0rXkuolfyIbcna?dl=0>
- Meetings will be on monthly basis until competition of TOR activities by March 2021
- The TWIG has UNHCR as chair and other partners should cochair it. So far UPO showed their interest in cochairing, if other partners want to do so, they have to inform at menduina@unhcr.org and final agreement will be decided in the next meeting
- The next meeting will be online on the 1st of September 2020 and the agenda will be the definition of minimum kits for the different types of shelters. This will consider inflection, context design, technical requirements, DRR, etc. Technical staff is requested to attend.
- Consolidate workplan for the remaining tasks pending on the TOR. See table below:

		Workplan TWIG	
	Tasks		Due Date
1.1	1. NFI Procurement	compile and agree the list of NFI items	completed
1.2		consolidate SOP	completed
1.3		compare prices	completed
1.4		compare quality	completed
1.5		share list of local transporters and their capacity	October 2020
2.1	2. Shelter Design	map shelter design	completed
2.2		propose/develop shelter solutions	October 2020
2.3		review plastic sheet repair	December 2020
3.1	3. Vulnerability Criteria	review vulnerability scorecard	November 2020
3.2		Translation of the scorecard into Arabic	January 2021
4.1	4. Disaster Risk Reduction.	map out challenges and propose measures	October 2020
4.2		design capacity building guidelines/activities & infographics	February2021



ES/NFI Sector
Sudan

For further information contact menduina@unhcr.org