



## Minutes of meeting August 08, 2023

### Attendees / Participantes

#	Nombre / Name	Correo electrónico / Email	Agencia / Agency
1	Lilia Blades Martinez	Lilia.BladesMartinez@redcross.ca	Canadian Red Cross – Global Shelter Cluster
2	Sonia Lucinda Soriano Garay	Im.redlacshelter@sheltercluster.org	Canadian Red Cross – Global Shelter Cluster
3	CASTILLO Juan Carlos	jucastillo@iom.int	<a href="mailto:jucastillo@iom.int">jucastillo@iom.int</a> – Colombian Shelter cluster
4	RIERA Stefano	stefano.riera@ifrc.org	IFRC Procurement manager
5	Eduardo VELEZ SOTO	evelez@cepredenac.org	CEPREDENAC
6	Henry PERALTA	henrysipaque@gmail.com	CEPREDENAC
7	José Nelson CHAVEZ	jose_chavez@wvi.org	World Vision
8	Jan-Willem WEGDAM	jwegdam@iom.int	IOM

### Agenda

HORA	TEMA	QUIEN
11:00 – 11:05	Apertura y breve ronda de presentaciones <i>Opening and brief round of introductions</i>	Lilia & tod@s
11:05 – 11:30	Revisión conjunta del cuestionario de registro de proveedores comerciales de materiales de alojamiento <i>Joint review of the register of commercial suppliers of shelter materials</i>	Lilia & tod@s
11:30 – 11:40	Actualización de los Términos de Referencia de puntos focales y de REDLAC-Shelter <i>Update of the Terms of Reference of country focal points and REDLAC-Shelter</i>	Lilia con participación de tod@s
11:40 – 11:50	Actualización de socios y otros temas <i>Update on partners and other issues</i>	Tod@s
11:50	Final de la reunion <i>End of the meeting</i>	



## Recording / Grabación

<https://canadianredcross->

[my.sharepoint.com/:v/g/person/lbmartinez\\_redcross\\_ca/EQI0tSC7c8JOpkG1aJmgWpwB4Z2g16TiykuJy0Yrn-8Fww](https://my.sharepoint.com/:v/g/person/lbmartinez_redcross_ca/EQI0tSC7c8JOpkG1aJmgWpwB4Z2g16TiykuJy0Yrn-8Fww)

## Action points / Acciones acordadas

- Please send your **comments about the vendors questionnaire until August 24**. The questionnaire is available through the link below:  
*Envíe sus comentarios sobre el cuestionario para proveedores hasta el 24 de agosto. El cuestionario está disponible a través del siguiente enlace:*  
<https://kobo.humanitarianresponse.info/#/forms/aAwTM2uxkbbRfhTFEP5zfR>
- In order to have access to the data shared in that form, we will need a **commitment by your agency to attend and participate in REDLAC-Shelter meetings and activities**. You may have seen that this has already been added to the new ToR.  
*Para tener acceso a los datos compartidos en ese formulario, necesitaremos que su agencia se comprometa a asistir y participar en las reuniones y actividades de REDLAC-Shelter. Esto está ya contemplado en los nuevos TdR.*
- Lilia will contact CEPREDENAC to discuss how the vendors database and their directory of providers can be integrated.  
*Lilia se pondrá en contacto con CEPREDENAC para discutir cómo integrar la base de datos de proveedores y su directorio de proveedores.*
- We are still receiving **your comments about the Terms of Reference of this group**, accessible [here](#). Please take a moment to review it, since it has implications on your participation and your ability to access the information that it is produced in this working group, such as the vendors database.  
*Seguimos recibiendo sus **comentarios sobre los Términos de Referencia de este grupo**, accesible [aquí](#). Por favor, tómese un momento para revisarlo, ya que tiene implicaciones sobre su participación y su capacidad para acceder a la información que se produce en este grupo de trabajo, tales como la base de datos de proveedores.*

## Meeting notes / Notas de la reunión

The meeting took place mainly in English, in consideration with non-Spanish speakers, but the review of the vendors questionnaire took place in both languages.

### Revisión conjunta del cuestionario de registro de proveedores comerciales de materiales de alojamiento

#### *Joint review of the register of commercial suppliers of shelter materials*

Lilia presented Sonia Soriano, who is now the REDLAC-Shelter information manager and helping develop the vendors database.

After a brief recap of the Hurricane preparedness workplan, Lilia went over the questionnaire to collect data from construction materials vendors in the region.



Jose Nelson Chavez from World Vision offered to share the questionnaire with their supply chain manager.

Stefano Riera commented that IFRC has difficulties finding suppliers of wood, plywood, nails, hurricane straps and zinc sheets, so it would be very helpful to have those items on the list.

Lilia responded that those items will be listed and invited the rest of participants to recommend other items to add. Also, if some materials are not on the list, vendors can always just update them by clicking on “others”.

Sonia asked if we needed to include a field for products’ brands.

Stefano Riera and Eduardo Velez suggested not to add another field for brands, but include them as part of the technical specifications.

Jose Nelson Chavez pointed out that some donors request specific brands or even instruct them to buy products produced in specific countries, so having that information for partners would be useful.

Lilia suggested then not adding another field, but hinting that under “technical especificaciones” brands and origin can be mentioned, so that supply managers have the information they need in order to take decisions. She also pointed out that this questionnaire and the database do not aim to replace internal procurement processes.

On the other side of the database are the users, or members of REDLAC-Shelter group who will be given access to this information. In order to have access to the data shared in that form, we will need a commitment by your agency to attend and participate in REDLAC-Shelter meetings and activities. You may have seen that this has already been added to the new ToR.

Eduardo Velez informed that CEPREDENAC has actually a platform with a section for materials providers, which was approved at the recent simulation exercise in Panama. It would be interesting to join efforts to avoid overlapping. Lilia and Eduardo agreed on meeting bilaterally to discuss synergies.

### **Actualización de los Términos de Referencia de puntos focales y de REDLAC-Shelter** ***Update of the Terms of Reference of country focal points and REDLAC-Shelter***

We are still receiving your comments about the Terms of Reference of this group, accessible [here](#). At the moment only the Spanish version is available, but the English version will be uploaded in the coming days. Please take a moment to review it, since it has implications on your participation and your ability to access the information that it is produced in this working group, such as the vendors database.

### **Actualización de socios y otros temas** ***Update on partners and other issues***

The Honduras Shelter Cluster has recently issued the Country Environmental Profile for Shelter response available through the link below:

<https://sheltercluster.org/environment-community-practice/documents/honduras-perfil-ambiental-de-pais-para-la-respuesta-de>



## REDLAC – Shelter

Coordinating Humanitarian Shelter  
Coordinando alojamiento de emergencia



You can also find a summary here:

[Pérfil Ambiental de País | Honduras \(Draft\) \(arcgis.com\)](#)

IFRC is looking for a regional shelter and urban resilience officer. More details [here](#).

Thank you and see you next month.

**Final de la reunion**

**End of the meeting**

## Relevant links / Enlaces importantes

- REDLAC-Shelter<sup>1</sup> website  
<https://sheltercluster.org/response/redlac-shelter>
- Mapping of Americas shelter partners (please update if you have not registered or if recently changed focal points)  
[https://docs.google.com/forms/d/e/1FAIpQLScv3nfNYKqz0SoilPUOR4\\_E9cnYG-uEb1sZ9030Cy2fSEpOtg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScv3nfNYKqz0SoilPUOR4_E9cnYG-uEb1sZ9030Cy2fSEpOtg/viewform?usp=sf_link)

## Contact / Contacto

Lilia Blades Martinez – Americas Regional Shelter cluster focal point

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<sup>1</sup> **Alojamiento** es el proceso humanitario por el que las personas afectadas por una crisis recuperan su derecho a un alojamiento adecuado. La recuperación del alojamiento comienza de inmediato: los hogares inician el proceso de reconstrucción de sus vidas lo antes posible, especialmente después de desastres naturales. Estos son algunos de los aspectos incluidos en este proceso: Distribución de artículos no alimentarios relacionados con el hogar (non-food items, NFI), asistencia al alojamiento de emergencia y a largo plazo, construcción y reconstrucción de viviendas así como apoyo a los asentamientos humanos en aspectos como la planificación de sitios y el urbanismo. En el proceso humanitario se incluyen diversos métodos para prestar apoyo en estas áreas, que pueden o no estar relacionados con la construcción, como las transferencias monetarias. Las opciones de alojamiento de emergencia varían según el contexto, los aspectos de protección, el clima y otras condiciones y se definen en colaboración con los gobiernos locales siguiendo la normativa vigente.

**Shelter** is the humanitarian process by which people affected by a crisis regain the right to adequate housing. Housing recovery begins immediately: households begin the process of rebuilding their lives as soon as possible, especially after natural disasters. Aspects involved in this process include: Distribution of household-related non-food items (NFIs), emergency and long-term shelter support, housing construction and reconstruction, as well as human settlement support such as site planning and urban planning. A variety of methods are included in the humanitarian process to provide support in these areas, which may or may not involve construction, such as monetary transfers. Emergency shelter options vary by context, protection aspects, weather and other conditions and are defined in collaboration with local governments following the regulations in force.

Le terme **abri** renvoie au processus humanitaire permettant aux personnes touchées par une crise de retrouver leur droit à un logement adéquat. Des mesures d'accès à un abri sont mises en place immédiatement: les familles commencent le processus de rétablissement dès que possible, notamment après avoir été touchées par une catastrophe naturelle. Ce processus inclut, entre autres, les aspects suivants : distribution d'articles non alimentaires aux familles; soutien à la construction d'abris d'urgence et à long terme; construction et reconstruction de logements et soutien à l'installation des personnes, y compris la planification du site et la planification urbaine. Le processus humanitaire comprend un éventail de méthodes visant à améliorer le soutien dans ces domaines, qui peuvent inclure ou non la construction, tels que des transferts de fonds. Les possibilités d'abris d'urgence



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*diffèrent selon le contexte et différents aspects liés à la protection, à la météo et à d'autres conditions. Ces possibilités sont explorées en collaboration avec les gouvernements locaux conformément à la réglementation en vigueur.*