VANUATU SHELTER CLUSTER
Coordinating Humanitarian Shelter and Settlements

Shelter Cluster Vanuatu – Meeting Notes			
Meeting:	Shelter Cluster Vanuatu - Cluster Meeting – Earthquake response		
Date:	15 January 2025	Time:	1600-1700
Meeting Facilitator:	Marianne Pecnik	Location:	NDMO

Agenda

Attendance: NDMO, NDMO TA, DUAP, IOM, ADRA, CARE, Save the Children, VRCS, IFRC, IFRC SC

Agenda

Last meeting's action items:

Action	Owner	Result or status
Efate EQ Recovery plan	SCV	Efate Earthquake Recovery and Resilience Plan Housing Sector Recovery plan (short) (attached, Email 20.01)
List of Recovery and Resilient Managers		List of RR Managers (attached, Email 20.01)
VRCS detailed HH assessment		Email was sent to all partners for feedback (17.01)
Hazard and Risk Mapping of Vanuatu PDF (ROC)		ER Network Vanuatu (Email 16.01)
Contact to Cash Working Group	SCV	Cash Working group contact: Katalaine Duaibe, Email: katalaine.duaibe@un.org or Whatsapp +679 998 1073.
DUAP Physical planning area (map of areas under DUAP responsibility), the Building Code Act (No. 36/2013), and the Building Code (1990/2000)	DUAP	Building Code Act Efate, PPA Building Code Vanuatu 2000 (attached, Email 20.01)
Water tank	SCV	Coordination with World Vision International (WVI) on guidance / methodology for securing water tanks.

Partners updates (distributions, stocks, plans):

- The DECM cluster has reported that households and evacuation centers, where displaced individuals have returned to their respective homes, have had their status deactivated on the 5W (list). Flow monitoring will continue only with active households and evacuation centers within each community. If new displacement occurs within any locality, new registration will be conducted.
- Save the children all shelter activities reported in the 5W are completed. Number of shelter items 168 delivered (168 tarps and 6 HH kits). 155 households received relief items. 1092 individuals covered.
- World Vision International shelter response completed. Latest report reflects that 130 tarps were distributed. In total 668 households received relief items (including other sectors). 3619 individuals benefitted from the relief items distributions.
- ADRA assessments ongoing. 65 shelter tool kits and 136 tarps were distributed. 276 households were reached.
- Salvation Army shelter activities completed. Distribution of 120 repair kits and 120 household items, 600 individuals and 122 HH reached.
- VRCS assessments ongoing.The response is as follows: 239 tarps, 54 shelter toolkits, 127 solar lights, and 287 kitchen sets have been distributed. A total of 422 households and 2,110 individuals have been reached.

Multi-agency submission of the Government Investment Projects (GIP) form from the shelter sector: The Government of Vanuatu, under the Recovery Plan, requires that all recovery interventions be coordinated through the Government Investment Program (GIP) and the Department of Urban Affairs and Planning (DUAP), which leads the Urban Planning and Housing sub-committee. In consultation with DUAP, the Shelter Cluster has outlined a detailed process for submitting shelter recovery proposals to ensure alignment with national priorities and expedited approvals. Agencies planning to implement shelter recovery activities are requested to submit draft proposals using the provided GIP form, which is available on SharePoint (link shared on Friday, 17th January). To be eligible for fast-track approval,

Shelter Cluster Vanuatu – Meeting Notes			
Meeting:	Shelter Cluster Vanuatu - Cluster Meeting – Earthquake response		
Date:	15 January 2025	Time:	1600-1700
Meeting Facilitator:	Marianne Pecnik	Location:	NDMO

proposals must be submitted by **Monday, 20th January 2025**, to allow sufficient time for review by the Shelter Cluster and DUAP.
All proposed activities should align with the Shelter Cluster Response Strategy and the Government of Vanuatu's Housing Sector Recovery Strategy to ensure consistency with the overall recovery framework. The Sector Sub-Committee (SC) will submit completed proposals to the SC Manager, who will then forward them to the National Recovery Committee (NRC) for review. Following this, the NRC will submit the projects to the Council of Ministers (COM) for final approval.
A clear timeline has been established to ensure timely processing. All project proposals must be submitted by **January 24, 2025**, with a target approval date of **January 31, 2025**, by the Recovery Operations Center (ROC) or the Department of Strategic Policy, Planning, and Aid Coordination (DSPACC). This timeline applies to all projects with a duration of 0–6 months. Adherence to these deadlines is crucial to avoid delays in processing and approval.
By following this streamlined process and timeline, agencies can ensure their proposals are reviewed and approved efficiently, enabling the timely delivery of essential shelter assistance to affected communities.

Technical Working Group (TWiG): The Technical Working Group was established to ensure a coordinated and effective approach to shelter assistance in Vanuatu, as well as to support the preparation and submission of proposals for the Government Investment Projects (GIP). Its primary purpose is to address identified needs, including equitable support for vulnerable households, refinement of disaster-resilient housing designs, and alignment with shelter standards. The group will enhance collaboration between the Government of Vanuatu, humanitarian partners, and technical experts, preventing duplication of efforts and ensuring that interventions adhere to the Do No Harm approach.

I. **Technical Working Group:** The TWiG agreed on a streamlined muli-agency GIP submission process to enable partners to submit their shelter recovery proposals in a simplified and coherent manner. A template has been uploaded to SharePoint, providing all partners with access to submit their proposals. This unified approach is intended to facilitate fast-track approvals.
II. **Technical Working Group:** Partners were requested to discuss the damage assessment and identify potential gaps. The TWiG agreed that the VRCS will conduct a detailed household (HH) assessment, and partners will provide relevant data for the gap analysis. UNDP will take the necessary steps to activate the Household-Based Damage Assessment (HBDA) as the next step. VRCS requested partners for feedback on the detailed HH assessment form.
III. HBDA Orientation Session with Shelter Cluster / TWiG on Housing Recovery (Online, 15.01)
IV. DART Damage assessment / Survey 123 (Online, 17.01)

Reporting (5Ws) and information management: Partners are encouraged to report shelter assistance activities using the 5Ws. While response activities are ongoing, the NDMO Information Management (IM) team will ensure the data remains up to date.

Earthquake awareness documents: we would like to draw your attention to the following earthquake related information materials that were prepared previously. We hope these will be informative and useful, until we develop Vanuatu specific materials in relation to earthquake resilient building techniques.

- **Earthquake resistant guide to timber design** - a good document with good and simple drawings although some constructions are a little sophisticated.
- **Promoting earthquake resistant housing** – good and easy guide.
- **Earthquakes don't kill people, non-engineered buildings do** – good example of one page document on what to do in an earthquake.

AOB:

Shelter Cluster Vanuatu – Meeting Notes			
Meeting:	Shelter Cluster Vanuatu - Cluster Meeting – Earthquake response		
Date:	15 January 2025	Time:	1600-1700
Meeting Facilitator:	Marianne Pecnik	Location:	NDMO

Useful links:

- Shelter Cluster Common Operating Picture – a dashboard presenting, on page 1: shelter assistance data provided in 5Ws and presenting it in graphs and maps, and on page 2: damage assessment data (you can display each severity separately or see it all together). (under progress)
- Global Shelter Cluster earthquake compendium of earthquake related documents.
- Shelter Cluster Vanuatu Earthquake page (webpage established for this Earthquake shelter response coordination; you can find there minutes, meeting invitations, and soon: information management products, technical documents etc.)
- Shelter Cluster Vanuatu page (standing Shelter Cluster in Vanuatu web page).
- Shelter Cluster Vanuatu technical guidance. 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.
- 5Ws consolidated data (Live)
- 5Ws Dashboard
- Meeting calendar for all clusters
- Damage assessment dashboard
- DECM live displacement data spreadsheet
- All Clusters Coordinators Contact List
- Choice for better shelter A Protocol for Developing Shelter and Settlement Information Education Communication (IEC) Resources.

Action Items

Action	Owner	Due Date
1. Technical Working Group / Damage assessment	SCV	14.01.2025
2. Technical Working Group / Damage assessment (HBDA) Technical Working Group / GIP process	SCV	17.01.2025
3. Technical Working Group / SCV BBB messages	SCV	Planned

Next Meeting					
Date:	29 January 2025	Time:	1600 hrs	Location:	NDMO
Comment:	Shelter Cluster and DECM agreed to connect the meetings – to allow partners to attend both one after another – as there are number of connected discussion and many partners are attending both clusters. (DECM meeting is at 1500 hrs in the same location, just before Shelter Cluster meeting).				