

Shelter Cluster Vanuatu – Meeting Notes

Meeting:	Shelter Cluster Vanuatu - Cluster Meeting – Earthquake response		
Date:	30 April 2025	Time:	10.00 – 11.00
Meeting Facilitator:	Birgit Vaes	Location:	NDMO

Agenda

Attendance: Elisabeth Araujo (IOM), Lynn Chua (Butterfly trust), Imran Khan (UNDP), Sherryl Mahina (UNDP), Samandra Gete (VRCS/Shelter Cluster), Birgit Vaes (Shelter Cluster)

Agenda

Last meeting's action items:

- Updates from Shelter Cluster partners
- Update IEC material
- Finalization emergency 5Ws and Stockholm register
- AoB

Action	Owner	Result or status
Shelter Guidance Note EQ Recovery (Final version)	SCV	https://www.dropbox.com/scl/fi/5tb3530xsi6k7kblr0om3/SCV-Guidance-Note-EQ-24-Recovery-FINAL.pdf?rlkey=t4e7x55587bau9vmiqaxib3gh&st=qfzldhtx&dl=0
Cash for shelter repair project	VRCS	https://www.dropbox.com/scl/fi/7s2zcdaq4qq6lsw1sz8g2/25.04.24_Vanuatu-Earthquake_Shelter-response-plan_DRAFT6.docx?rlkey=xrxjnn5uwnyvrymgnlrtax64d&st=omdpca9l&dl=0

Agenda item 1: SC minutes No comments were raised on the previous meeting minutes.

Agenda item 2: Partners updates:

IOM: A significant relocation challenge remains: 21 individuals from 6 households in the Melamat area are at high risk due to the area's susceptibility to landslides. While IOM has explored options, a sustainable solution has yet to be identified, primarily due to land access limitations. Addressing this issue will require collaborative efforts with local chiefs and the Government to resolve land tenure complexities.

IOM has also been working in coordination with the Government for a temporary relocation of 26 people (19 adults and 5 children) during the demolishing works of 2 buildings in the Sokapo area the NRC paper in this regard has been approved.

IOM is following up on the schedule of BildBeta's development of IEC materials before the next payment can be released. IOM is also finalizing the budget for the funding for the VRCS Cash for shelter project

Butterfly Trust: The Shelter Cluster was informed by the Butterfly Trust that their absence from recent meetings was due to project implementation on other islands, which was funded by the Japanese Government. The Butterfly Trust has now indicated their availability for project coordination. Areas of potential collaboration include cash grants, Build Back Better trainings utilizing their newly designed IEC materials, initiatives to strengthen rural communities, and the implementation of local construction skills (note: this does not include vocational training).

UNDP: UNDP informed the Shelter Cluster that 10,000 USD is available to implement a launch of the HBDA to a wider public. It was agreed that this launch will be organized in cooperation with the Shelter Cluster within the next couple of weeks, and the VRCS proposal for the cash for shelter project will also be explained at that time. UNDP is currently looking into the opportunity to assist the Government with the rehabilitation of the main market hall in Port Vila. An idea was brought up by UNDP to construct model houses in both urban and rural styles, utilizing the newly developed IEC materials once they are finalized. It was noted that this idea could face some landownership related constraints. Should this be the case, the model houses could be replaced by a community or evacuation centre. More detailed consideration will be given to this proposal in the following weeks.

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UNDP is in the process of hiring a local engineer; however, due to their scarcity on the island, it is estimated that it will take another three weeks before this engineer can be in place. Related to this, UNDP is exploring the possibility of providing technical support for retrofitting, which would include training.

As a form of support for the VRCS cash for shelter project, UNDP proposes to donate materials that are currently in high demand directly to the beneficiaries. These materials could include GCI sheets, cement, and cyclone straps. An agreement on the specific types of materials will be reached once the Bills of Quantities (BOQs) for the VRCS project are finalized. Additionally, different types of construction tools could be included as part of this donation.

The Vanuatu Red Cross Society (VRCS) has finalized its cash-for-shelter project proposal and has shared it with the two prospective funding partners, IOM and UNDP. The proposal outlines the following key aspects:

1. The project will include all vulnerable households listed in the HBDA whose houses have been verified as having moderate, severe, or full damage.
2. VRCS will conduct a Build Back Better (BBB) training in all affected communities, open to all community members. Alongside sharing BBB principles, the cash-for-shelter project will be explained, emphasizing how the allocated funds are linked to the level of damage and the house typology. The beneficiary list will be shared, and a grievance system will be established to allow for the inclusion of additional beneficiaries.
3. A more detailed construction training will be provided per area specifically for the project beneficiaries. IEC materials will be shared, and a contract will be signed between VRCS and each beneficiary. This contract will specify the pre-defined amount of funds to be transferred in two instalments. Beneficiaries will be informed that the provided amount will not fully cover the damage but is intended for urgent repairs or to stabilize parts of the building damaged by the earthquake. For fully damaged houses, the funds should be used to build a temporary safe room or the initial stage of a permanent safe room.
4. VRCS technical staff will develop Bills of Quantities (BOQs) for each affected house on the beneficiary list along with a list of vendors including material prices, and share these with each beneficiary. During this period, the mobile cash transfer will be facilitated by DIGICEL in cooperation with the VRCS CBA and livelihoods team.
5. Once construction or repair work has commenced, VRCS technical staff will conduct site monitoring and will approve the second instalment of funds when the construction works are progressing satisfactorily.
6. After the construction or repair is completed, VRCS staff will undertake an end evaluation.

Currently, VRCS is focusing on the initial stages (points 1 and 2), preparing all necessary documents, and developing the processes required for project implementation, which is targeted to begin in the first week of May 2025. It is important to note that the funding from both IOM and UNDP is still pending.

VRCS is also looking into establishing vocational construction trainings in coordination with Vanuatu Skills Partnership. However, this will depend on available funding and local capacity.

All partners planning shelter-related activities are kindly encouraged to attend the Shelter Cluster coordination meetings or to arrange bilateral discussions. Given the critical importance of shelter interventions, it is essential that partners align their approaches, avoid duplication of efforts, and apply consistent transfer values for cash assistance. Collaborative coordination will help ensure an efficient and equitable response.

Agenda item 3: Technical working groups

TwIG 3: IEC shelter material: On the 31st of March a TwiG was held to discuss the finalization of the Inception Report developed by Bildbeta. The following aspects were discussed: 1) the structure and content of the IEC material related to shelter and housing construction 2) Identify key messages and streamline information for community-level understanding 3) Address concerns regarding housing typologies, preparedness, construction, and materials. The outcomes of this meeting were incorporated in the final version of the Inception report which was shared with the SC on

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the 8th of April and further disseminated to all the SC partners on the 30th of April. Since these meeting minutes didn't include any detailed timeframe regarding the process of the development of the IEC materials it was decided at the SC meeting to organize a follow-up meeting to review the draft material and discuss the next steps. This meeting will take place on the 5th of May at 10.30 am at VRCS.

Agenda item 4: Technical inputs to follow up.

No Government SC members were present at this meeting and therefore this topic was not discussed. It will be pickup on next SC meeting.

Debris Management: A significant number of debris needs to be removed at the community level, with estimates reaching hundreds of truckloads. No immediate solutions or service providers have been identified for large-scale debris clearance. Coordination with relevant authorities is necessary to ensure the safe demolition of unstable buildings outside the CBD.

Fault Line & Hazard Mapping: Further assessment is needed to evaluate ground cracks and geophysical hazards at the community level. This is essential for determining safe reconstruction zones and providing guidance to displaced communities.

Targeted Technical Assistance: Strengthening collaboration with the Vanuatu Skills Partnership should begin immediately to support safe rebuilding efforts, aligning with the long-term recovery strategy.

Agenda item 5: The Shelter Cluster Guidance Note on Earthquake Recovery and Shelter Assistance is now finalized and its final version is attached above. It outlines key focus areas including cash assistance, IEC materials on resilient shelter, skills development and training, and debris management.

Cash for shelter repair project proposal is attached above for your information.

AOB:

Reporting (5Ws) and Information Management: All partners are required to report all shelter assistance activities related to shelter before the **10th of May 2025** using the **5Ws format** and update their stock levels by filling in the **Stockholm register**. Please use the below links to do so. SC would like to close the emergency phase and these numbers are needed to establish the final Shelter Cluster reporting due on the 15th of May 2025 ensuring that all partners are correctly included.

Link: 5Ws format: [SHARED - Vanuatu - 5W Consolidated Data \(Live\) - Google Sheets](#)

Link: Stockholm register: [SHARED - Vanuatu - 5W Consolidated Data \(Live\) - Google Sheets](#)

Useful links:

- Shelter Cluster Common Operating Picture
- Global Shelter Cluster earthquake compendium of earthquake related documents.
- Shelter Cluster Vanuatu Earthquake page (established for this Earthquake shelter response coordination)
- Shelter Cluster Vanuatu page (standing Shelter Cluster in Vanuatu web page).

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<ul style="list-style-type: none"> • 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 • Damage assessment dashboard • DECM Dashboard (new) • DECM PowerBI • All Clusters Coordinators Contact List • Choice for better shelter 			

Action Items

Action	Owner	Due Date
1. Coordination meeting IEC material	SCV/IOM	05.05.2025 – 10.30AM VRCS
2.		

Next Meeting

Date:	14/05/2025	Time:	1000 hrs	Location:	NDMO
Comment:	Department of Energy - Conference Room				