



Minutes | Meeting of HLP Working Group – Meeting #4

Shelter, Land, and Site Coordination Sector

24th April 2026 | 3:00 – 3:30pm | Online via MS Teams

Co-Chairs:

- Sandra D'Urzo, IFRC (Sector Co-coordinator)
- Aziza Usoof, UN-Habitat (HLP Technical Advisor / Co-convenor)

1. Executive Summary & Strategic Roadmap

Overview: The HLP Working Group convened to finalise deliverables and plan the leadership transition. UN-Habitat will assume leadership in May, aligning with the Shelter Cluster's model of time-bound working groups. The urban HLP matrix is nearly complete, while the referral pathway requires expert validation. A new analysis of the government's Owner-Driven Housing (ODH) program will be integrated into the matrices. A shared Google Drive will be established to facilitate collaborative editing and dissemination of tools.

Meeting	Date	Key Outcomes
Meeting #1	13th March 2026	Introductions and identification of HLP goals
Meeting #2	27th March 2026	Identified two workstreams to move from Problems to Solutions
Meeting #3	10th April 2026	Delivery of Caseload Matrix (WS1) and Documentation Guidance Note (WS2)
Meeting #4	24th April 2026	Finalization of HLP deliverables and leadership transition planning

2. Welcome and Quick Updates

Sandra D'Urzo (IFRC) opened her final meeting as Chair, acknowledging the transition of leadership to UN-Habitat (Harshini Halangode & Aziza Usoof) in May. This transition supports localization and aligns with the Shelter Cluster's model. UN-Habitat will determine the future format and thematic focus of the Working Group.

3. Workstream 1: Advances and HLP Contextual Analysis

Lead: Aziza Usoof, Rasika Mendis, Gowthaman

The purpose of Workstream 1 is to map HLP issues, responsible authorities, and decision-making gaps across urban/peri-urban, rural, and tea plantation contexts. The urban matrix is nearly complete and serves as a template. Further input is required from Aziza and Gowthaman to finalise the rural and plantation matrices.

4. Workstream 2: Advances on Referral Pathways

Lead: CRS / IOM

The referral pathway document, intended to guide partners in assisting households with documentation barriers, is in draft form. However, it requires validation by local experts to ensure alignment with current procedures. The draft is currently based on a general understanding of the system.

5. New Input: Owner-Driven Housing (ODH) Analysis

Aziza Usoof presented a preliminary analysis of the government's Owner-Driven Housing (ODH) program, which now serves as the primary resettlement model. A recent cabinet paper allows estate communities to purchase land and build individual houses, marking a shift from collective resettlement. The analysis identifies key institutions (e.g., Disaster Management Committees, NBRI, Land Commissioner General) and highlights process gaps and areas for institutional strengthening. Aziza will integrate HLP-specific findings into the rural and plantation matrices.

6. Dissemination & Collaboration Strategy

To ensure the HLP tools are practical and widely used, a shared Google Drive will be created for collaborative editing. This will replace the current document-sharing process via email. Once finalised (expected by mid-May), the tools will be disseminated to the Shelter Cluster, protection partners, and district/divisional authorities. UN-Habitat will manage the feedback loop to ensure tools remain relevant to evolving policies and recovery plans.

7. Action Items

Action Item	Responsible	Deadline
Create shared Google Drive for collaborative editing	Aziza Usoof	Immediate
Integrate ODH analysis into rural and plantation matrices	Aziza Usoof	Next Meeting
Coordinate with Rasika and Gowthaman to finalize HLP matrices	Aziza Usoof	Next Meeting
Identify local experts to validate referral pathway	Aziza Usoof	Next Meeting

Share referral pathway draft with Iromi for urban review	Sandra D'Urzo	Immediate
Review referral pathway draft and provide feedback	All WG Members	Before Next Meeting
Email Gautaman for follow-up	Sandra D'Urzo	Immediate
Email Iromi for urban referral pathway review	Sandra D'Urzo	Immediate
Email SLSC slides to Aziza and HLP WG	Sandra D'Urzo	Immediate
Share ODH institutional analysis with Rasika	Aziza Usoof	Immediate

8. Closing

Sandra D'Urzo closed the meeting by thanking all members for their contributions and reaffirming the importance of finalizing the HLP tools. The HLP members also thanked Sandra for her energy and organisation in chairing and establishing the HLP WG. The next meeting will focus on validating the completed matrices and ensuring a smooth leadership transition to UN-Habitat.