

Emergency Shelter Cluster Minutes
Koshi river floods, Nepal

Coordination Meeting 13rd October 2008.
Venue: OCHA Office, UN Compound Kathmandu

Agenda item # 1: Introduction of participants

Attendance	<i>There were 16 participants from different Organizations represented.</i>
Wayne Gum (OXFAM), Rashmi Manandhar (HFHI), Mil Illangasinghe (IOM-CCCM), Nelson Buselt (IOM-CCCM), Anno Muller (IFRC-ESC), Gregg McDonald (IFRC-ESC), Fidel Pena (IFRC-ESC), Dharma Raj Pandey (NRCS), Anil malaijan (IFRC-ESC), Tara (IFRC-ESC), Ram P. Luctel (OCHA), Greg Grimsich (IMO/HAO), Damedar Adhikai (WHO), Vincent Orunga (OCHA), Esther Busquet (UNICEF), Wendy Cue (OCHA)	

Agenda item # 2: Revision of previous meeting minutes (3rd Oct 08)

Discussion	<i>Minutes of previous ESC meeting (3rd October 08) are posted in website to be checked by participants</i>
No additional comments of the minutes. Minutes approved	

Agenda item # 3: Strategic Framework discussion

Discussion item	<i>A Strategic Framework paper for ESC has been drafted and also posted in the website for comments of ESC members</i>	
Updated information has been added to Strategic Framework paper, and will be posted on 14 th October for comments.		
Decisions	Comments from agencies required by COB Friday 17 th October for inclusion into the strategy. Final strategy will be presented for approval at the next ESC meeting.	
Action Items	Person Responsible	Deadline
Update version in website	Information Manager	14 th October 2008.
Provide comments	Cluster members	17 th October 2008

Agenda item # 4: ESC Information Management

Discussion item	<i>Mr. Anno Müller presented a number of 3W tables tracing shelter and related NFI's</i>
Tables presented were: a) Gap Analysis Saptari b) Gap Analysis Sunsari c) Who What Where Saptari d) Who What Where Sunsari e) Who What Total, showing the donations to DDRC f) What Where DDRC g) What Where Oxfam/KVS h) What Where NRCS i) What Where Concern/RRN j) What Where ACT/LWF	

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There has been a general consensus that at District level information can be more accurate, organizations are encouraged to update their information to better reflect the activities in the field.

ESC introduced the two new Information Officers, Tara Devi Gurung and Anil Maharjan, who will be deployed to the districts in the coming week.

The ESC coordination team is offering training to all agencies, in the field as well as KTM, to assist in the collection, recording and presentation of data. Interested agencies to contact the ESC information manager so a time and place may be arranged.

Decisions	a) NRCS will provide updated information on where goods have been distributed.	
Action Items	Person Responsible	Deadline
NRCS will provide the requested information	Dharma Raj Pandey	20 th October 2008
Agencies wanting training in IM activities to contact ESC information manager	All	17 th October 2008

Agenda item #5: ESC Rating system

Discussion	<i>ESC team has prepared a draft version of the ranking system for shelter and related NFI's as requested by CCCM Cluster</i>
2 options for ranking the shelter in field have been presented to ESC members and will be posted in website.	
Decisions	Draft version will be discussed in next meeting

Agenda item # 6: Winterization discussion

Discussion	<i>A presentation by the ESC team to relate shelter and NFIs' with the record of maximum and minimum temperatures from Biratnagar District during the period of Nov 06 to Mar 07 and Nov 07 to Mar 08.</i>	
ESC members have mentioned that temperatures at the border of river can be cooler than those recorded in Biratnagar. It was also mentioned that the 2005-2006 year was colder than the years used in the presentation.		
ESC members have requested to create a Technical Working Group to discuss the winterization plans. Volunteers for the TWiG included IOM, Oxfam, NRCS, HFHI Nepal and IFRC. It was agreed that the TWiG should be convened in the field to gather needs directly from the beneficiaries and field personnel including GoN representatives if possible.		
Decisions	a) Creation of TWiG for winterization plans. b) CDO to be contacted for participation c) Invite other partners not in attendance at the meeting	
Action Items	Person Responsible	Deadline
ESC team will send an invitation for the TWG	Gregg McDonald	27 th October 2008

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Agenda item # 7: Any other business

Discussion	<i>All participants are invited to mention any other issue not covered in the agenda points</i>
No other issues discussed	

Next meeting	To be confirmed together with CCCM Cluster
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