

MINUTES OF SHELTER CLUSTER COORDINATION MEETING 29th OCTOBER

NEXT COORDINATION MEETING

1600h Wednesday, 4th November, CARE Office PADANG PARIAMAN (Jl. Asahan No 3, Padang Baru Barat)

Shelter Coordination Team (SCT) contacts

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Shelter Cluster Google Group : <http://groups.google.com/group/sum09>

Google Group contents include:

Contacts list; meeting notes; strategic documents; technical documents; information management feedback; maps; reporting templates; and useful links

ACTION ITEMS

1. SCT to develop simple concise monitoring form.
2. Please share transitional shelter plans and designs with the Shelter Cluster Coordination Team (SCT) (Wan – sc.sumatra.tech@gmail.com).
3. Please share permanent housing designs with Permanent Housing TWiG (Elisabeth Hausler - elizabeth@buildchange.org)
4. The SCT will update the cluster on government announcements about Transitional Shelter and Permanent Housing.
5. The Shelter Cluster coordination team will provide a “Dos and Don’ts of Distribution” (3Ds) – (carried over from last week).
6. IoM to share their results of survey on host families (in one village in Padang Pariaman) (carried over from last week)
7. ACTION POINT: SCT to liaise with interested agencies on making a shelter monitoring form. Results will be presented next week.
8. UN HABITAT will present outreach materials produced thus far at the cluster meeting next week for information and comment (carried over from last week).
 - o The Outreach TWiG request input from Agencies on messages
 - o Need funding to print posters
 - o Will have designs ready for printing next week
 - o SCT will check with major agencies for funding.

1. Welcome and introductions

- A full contact list is available on the Shelter Cluster Google Group.

2. Changes to the agenda

- No changes proposed.

3. Review of previous minutes

- The Coordinator noted that the Do's and Don't's document had been delayed but would be distributed in the coming week.
- IOM arrived late and did not share the results of their survey on host families – noted in ACTION POINTS for next week.
- The results from the testing of the locally produced plastic sheeting are not yet available. SCT will update next week
- Two designs and Bills of Quantities for TS have been posted to the googlegroup. The Handicap International one is specifically for disabled people and costs a little more than the agreed parameters.
- The location of the Technical Coordinators visit was noted incorrectly, this is to be altered and reposted to the group
- The minutes were accepted as a true and accurate record of the meeting with the exception of the above change

4. Performance Management System

- Results of the previous weeks performance management questionnaires were reported back to the group.
- Results indicated some concern over the tracking of output rather than outcome by the information managers in the Shelter Coordination Team. Discussion then turned to monitoring.
- Results were mixed for beneficiary involvement in decision-making.
- Performance Monitoring Forms for Stakeholder satisfaction and resource mobilization were distributed for agencies to complete.

5. Monitoring

- The SCT explained one possible monitoring scenario involving randomly selecting villages and periodically checking the shelter situation over time. It was explained how this methodology would tie in with the agreed shelter strategy and act as a guide to the implementation of agency programs.
 - Save the Children volunteered to assist the Cluster Coordination Team with this.
 - Several agencies noted they would use an impact monitoring form if developed by the team and agreed by the Cluster (CHF, CARE, CRS, Save the Children, Islamic Relief, OIC, Caritas, PIN and ASB)

- Several agencies noted that they were undertaking beneficiary satisfaction surveys and that they were happy to share these. These surveys were related solely to the satisfaction of the beneficiary with the assistance provided and were agency specific. (CRS, CARE, Caritas, Save the Children)

6. Field Reports

- Self Recovery, the Technical Coordinator presented impressions from a field trip. Main points were:
 - Self-built Transitional Shelters (TS) are widespread. These are often constructed from collected recycled materials. Some families are paying others to build their shelters. Some are sharing the task with neighbours.
 - Many transitional shelters are smaller than those the Cluster is proposing. If agency resources are available these families could be helped to build larger ones. However a smaller shelter may be appropriate in these situations as it is the individual families choice in many cases. There are further materials salvaged and available in many cases but not used.
 - Some of the self-built TS have electricity connected.
 - There are still many families living in emergency shelter consisting of tarpaulin or tent style materials. These families are a priority for TS assistance.
- Quantifying self-recovery in Emergency Shelter
 - The Assistant Coordinator asked the cluster members to comment on the degree of self recovery of Transitional Shelter and Emergency Shelter. Members agreed to the following definitions:
 - Emergency Shelter: Families with the equivalent of an emergency shelter package of two tarpaulins.
 - Transitional Shelter: Families with the equivalent of a transitional shelter as defined in the TS Parameters document produced by the cluster.
 - Cluster members agreed that:
 - the number of families that were in need of emergency shelter was declining and,
 - that the cluster could assume a gap of emergency shelter of between 5% and 20% of all those affected (severely damage or moderately damaged homes)
 - The Assistant Coordinator noted that the cluster members had delivered around 100,000 plastic sheets, this figure includes 30,000 that has been reported by the Indonesian Government.
- IDP Camps – Agam
 - The Assistant Coordinator gave information on three IDP camp in Agam. The results of an inter-cluster field visit are on the googlegroup.

7. TWiG updates

- Transitional Shelter TWiG
 - The Technical Coordinator gave information from the TWiG, the minutes have been posted to the googlegroup.
 - Agencies have agreed assist in identifying the unmet needs for T shelter in the Nagaris they are operating in.
 - There is an identified coordinating agency at the Nagari level.

- This agency will assist in the coordination of the delivery of T shelter by all agencies in that Nagari.
 - A map showing which agencies are coordinating in which Nagaris is available on the googlegroup.
 - Coordinating agencies agree to:
 - Coordinate with the other agencies in the Nagari,
 - Assess the needs for T shelter,
 - Report needs and progress to the Cluster,
 - Begin implementation and reporting within a month or allow another agency to take over the role.
 - Coordinating agencies are not responsible for fulfilling all the need themselves.
 - IOM asked for clarification of whether their CGI (zinc) and toolkits distributions were counted as T shelter. It was suggested that they partner with another agency doing outreach and monitoring. Positive results from monitoring would indicate T shelter.
 - CHF indicated they were providing prefabricated panels for T shelter.
9. ACTION POINT: Agencies were asked to provide designs and bills of quantities for their T Shelter programmes to Wan – sc.sumatra.tech@gmail.com.
- - Permanent Housing TWiG
 - Build Change gave info on TWiGlets (Sub-TWiGs) that will produce guidance on permanent housing and the agencies that have volunteered to lead these.
 1. Confined masonry houses (UN HABITAT)
 2. Semi-permanent houses (Buildchange)
 3. Retrofit and repair of damaged houses (Save the Children)
 4. 2-story buildings, including houses and rukos (Buildchange/Gol)
 5. Builder's training programs (UN HABITAT)
 - ACTION POINT: Agencies were asked to provide details on designs of permanent housing
 - Outreach
 - UN Habitat has updated the group on progress towards making Outreach Materials available to the Cluster. Several possible designs have been evaluated.
 - ACTION POINT: The Outreach TWiG request input from agencies on messages
 - ACTION POINT: Need funding to print posters
 - ACTION POINT: Will have designs ready for printing next week
 - ACTION POINT: SCT will check with major agencies for funding.

1. Information Management

- The IM team updated the meeting on the googlegroup and the latest information added.
- Agencies were requested to provide information on distributions to the IM team either on the data collection form on the googlegroup or via any other convenient method.
- Maps of who is working where in T shelter and NFI distributions were displayed along with 2W down to the Nagari level.
- Currently damage information is restricted to district level so the analysis is imprecise. This is expected to improve.
- 107,000 plastic sheets have been distributed by agencies in the Shelter Cluster.

2. Brick market survey – Oxfam

- The summary results of the market survey were distributed to the cluster members

- This is now [available](#) on the googlegroup.

3. Member announcements

- People in Need noted that information on the numbers of the various coloured posters that have been affixed to houses is held at Satkorlak. More information on this is requested.
- Shelter Box highlight delivery of 49 Shelter Boxes to an IDP camp in Nagari Gunung Padang Alai, V Koto Timur.
- Caritas has 400 pickaxes that other agencies are welcome to distribute.
- IOM needs agencies' trucking forecasts so it can plan its operations for maximum benefit in November. Current cargo being distributed indicates a drop in food and an increase in shelter related items

4. AOB

- The coordinator reported on a meeting with Bappeda
 - Needs assessments conducted to identify transitional shelter needs are required to be completed and forwarded to Bappeda before agencies proceed with distributions.
 - Agencies should not engage in Permanent housing. Instead agencies should engage in providing technical assistance.
 - A formal government announcement on this is expected soon.
 - ACTION POPINT: As soon as this information is made available the coordination team it will be circulated to the group.
- Local NGO Coordination
 - There is a meeting on Disaster Information Management held by Combine Resource Institution, an Indonesian organization. The agenda will cover NGO and Private sector 3W and activity updates. If you are curious then come to:

KPMM's Office
Jl. Jakarta I No9
Lolong Belati
Padang
Time: 3pm
Ph: 0751 445 098

- Information was shared regarding a meeting called by the Bupati of Pasaman Barat to discuss T shelter
- Information from local NGO coalition shared indicating need for shelter in a number of villages

5. Date and venue for next meeting

Next Meeting 4pm CARE Pariaman – NEW VENUE

To contact the Shelter Coordination Group – West Sumatra Earthquake

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Or find us on the web:

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