

Emergency Shelter Cluster Minutes
Koshi river floods, Nepal

Coordination Meeting 3rd October 2008.

Venue: OXFAM GB Nepal Office, Jawalakhel, Ward No 20, Lalitpur, Kathmandu

Agenda item # 1: Introduction of participants

Presentation	<i>There were 11 participants from different Organizations represented.</i>
Rita Dhakal (Care Nepal), Wayne Gum (OXFAM), Binod Dhengano (NRCS), Bishom Icharel (OXFAM), Aditee Maskey (OCHA), Rashmi Manandhe (HFHI), Mil Illangasinghe (IOM-CCCM), Nelson Buselt (IOM-CCCM), Anno Muller (IFRC-ESC), Gregg McDonald (IFRC-ESC), Fidel Pena (IFRC-ESC).	

Agenda item # 2: Emergency Shelter Cluster Team

Discussion	<i>An explanation of the Emergency Shelter Cluster formation in Nepal (from IFRC perspective) was given to all participants following the Global Agreement signed by IFRC and OCHA.</i>
<p>a) Composition of team: Anno Muller (Information Manager), Fidel Pena (Coordinator) and Gregg McDonald (Advisor).</p> <p>b) There will be 2 information/field officers deployed by the coordination team in the coming weeks. Each of the most affected districts (Saptari/Sunsari) will have one information/field officer reporting to ESC Kathmandu.</p> <p>c) IFRC has agreed globally to take the lead role within the shelter cluster however the mandate is to cover only the emergency phase</p> <p>d) The timeline for the emergency phase for the Koshi floods is estimated to be approximately 4 weeks from now.</p> <p>e) Discussions have already commenced with some UN agencies regarding the handover of the activities of this cluster and will continue in the coming weeks.</p>	

Agenda item # 3: Strategic Framework discussion

Discussion item	<i>A Strategic Framework paper for ESC has been drafted by the team for review by cluster members</i>	
Hard copy of the draft version has been circulated among the participants for their comments. An electronic version will be circulated shortly.		
Decisions	Need to circulate the electronic version within ESC members and comments will be discussed next ESC meeting for approval.	
Action Items	Person Responsible	Deadline
Circulate electronic version among ESC members	ESC Coordinator	6 th October 2008.
Review comments	Cluster members	15 th October 2008

Agenda item # 4: ESC Information Management

Discussion item	<i>Mr. Anno Muller presented different WWW tables with updated information about NFI's distributed by different agencies in Sunsari and Saptari Districts. The ESC Nepal website was introduced and is to be used as the main information sharing platform.</i>
a) After explanation of all the information contained in the WWW tables there has been a general consensus that not all relief distributions are in the table so special attention will be paid to contact the different agencies to ensure the tables are complete as possible. There was general consensus among the cluster members that the OCHA commodity tracking format is appropriate.	

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- b) Some duplication or overlapping was suspected between CCCM and ESC information management tables.
- c) ESC website will be updated regularly by ESC Information Manager with tracking list, links to shelter related technical information, meetings and other relevant information.
- d) There has been a suggestion to create a link in OCHA Nepal website for the ESC website.
- e) CARE has requested that their contribution through NRCS should be on the tracking list.
- f) Agencies are requested to nominate IM focal point.
- g) Agencies request the ESC coordination team provide some training to nominated focal points in the use of the reporting formats.
- h) The reporting formats should be harmonized where possible between ESC/CCCM/OCHA to simplify reporting requirements from agencies.

Decisions	<ul style="list-style-type: none"> a) A meeting for harmonization of information produced by Managers of CCCM and ESC has been arranged so integrated information can be produced b) OCHA Nepal will have a link to ESC website
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Action Items	Person Responsible	Deadline
a) Harmonization of information created by CCCM and ESC is required	Mil Illangasinghe, Anno Muller, OCHA	6 th October 2008.
b) Create link in OCHA Nepal website to ESC website.	Aditee Maskey	10 th October 2008.
c) Agencies to nominate focal point for IM	ALL	13 th October 2008
d) Training in IM reporting	ESC (Anno Muller)	17 th October 2008

Agenda item #5: Update from ESC members

Discussion	<i>Each ESC member is invited to give an update of their activities</i>
<ul style="list-style-type: none"> a) OXFAM has informed that a new CDO in Saptari has been appointed since previous as been re-called to Kathmandu. This government decision can have an impact in the actual relief operation. b) IOM has informed that they are in the process in assessing and tracking of movement population, specially focus in formal camps. They have already a 6 member team with a questionnaire (60 questions) to know the place of origin, actual place of living and possible final relocation of displaced persons living in camps. IOM is currently recruiting an engineer to assist in development and monitoring of the camps. c) Accurate registration information is an ongoing concern, IOM suggest rather than re-registration agencies should encourage a verification of existing data. IOM confirm that UNHCR can provide the technical assistance, training and software to do the new 	

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<p>registration/verification process. It is suggested NRCS be involved as the main field implementation agency through the District branches.</p> <p>d) Agency availability during holidays: Care closed all week; HFHI open all week; OCHA closed Tuesday – Thursday; Oxfam closed Monday – Thursday; IFRC-ESC available all week.</p>		
Decisions	ESC members will continue exploring the possible solutions for a new and reliable registration of beneficiaries together with other clusters.	
Action Items	Person Responsible	Deadline
IOM to discuss with UNHCR and report back at next meeting	Nelson Bosch	10 th October 2008
NRCS to investigate field capacity to assist	Binod Dhungana	18 th October 2008

Agenda item # 6: Technical Working groups (Shelter related materials)

Discussion	<p><i>A list of NFI's related to shelter was presented and agreement reached after consultation with ESC members.</i></p> <p>The following items were presented to the ESC members to be tracked by the shelter cluster: Bamboo frame, Plastic sheet light duty, plastic sheet heavy duty, Toolkit, Blanket, Utensils, Bucket, Bed mat, Mattress, Torch, Fire wood and clothing.</p> <p>Discussion of new categories reached a consensus on the following: a) New items to be included in new list: mosquito nets, winter clothing and cooking stoves. b) Items to be considered under "sleeping mats" category: bed mats and mattresses. c) Items to be considered under "kitchen set" category: cooking sets and utensils d) Items to be considered under "lights" category: torch and lights e) Items to be considered under "fuel" category: firewood and other solid fuels f) Item not tracked: clothing, except for winter clothing g) Items that are not shelter related: Buckets</p>
Decisions	<p>Following is the agreed shelter related NFIs to be tracked by the coordination team:</p> <p>Bamboo frame Plastic sheet light duty Plastic sheet heavy duty Toolkit Blanket Kitchen sets Sleeping mats Lights Solid Fuel Winter Clothing. Mosquito nets Cooking Stoves</p>

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Action Items	Person Responsible	Deadline
List to be updated with new categories	Anno Muller	6 th October 2008

Agenda item # 6: Technical Working groups (Winterization)

Discussion	<i>A paper showing the prioritization of winterization of shelter was presented to ESC members to get the consensus on the appropriate approach to be taken and to be promoted by Cluster members</i>	
<p>General consensus reached that actual relief operation has reached in most of the cases the categories of clothing and roofing. There are still gaps in these items but will be covered by planned operations.</p> <p>The opinion of national staff present was that heavy winter/snowy conditions do not affect this part of Nepal where low temperature during December or January will not normally pass below 5 °C. Therefore insulated roof or insulated floor is not needed and these categories (of winterization) are related to permanent shelter or housing.</p> <p>All members agreed that the most appropriate category to be cover under this operation is to provide bed mats and wind proofing to shelters.</p> <p>Bamboo mats can be made by the beneficiaries locally as an option to insulate the floor and roof, this is a traditional practice and is culturally acceptable.</p>		
Decisions	ESC will promote between the different agencies and cluster to provide bed mats and second plastic roofing will be enough to cover winterization issue in actual shelters	
Action Items	Person Responsible	Deadline
ESC to meet HFHI bilaterally to discuss bamboo mat options and uses	Gregg McDonald Rashmi Manandhar	8 th October 2008

Agenda item # 7: Any other business

Discussion	<i>All participants are invited to mention any other issue not covered in the agenda points</i>	
IOM has mentioned that there is no presence of lead cluster agencies at District level and there is a need for it.		
Decisions	ESC will have two information managers soon to assist in coverage of cluster related information	
Action Items	Person Responsible	Deadline

Next meeting	Date: Hour: Venue:
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