

# Roles of the Shelter Coordination Team (SCT)

## The Core Team

### Cluster coordinator

- ensures the response is guided by relevant policy
- identifies key partners
- serves as a focal point for government authorities, inter-cluster coordination and partner agencies
- responsible for the daily administrative, financial and operational decisions

### Information manager

- analyses information, providing overview on progress and gaps
- liaises and shares information with other clusters, OCHA, etc.
- can include functions of GIS technicians and etc.

### Technical coordinator

- develops coordinated technical solutions for response plans and operations
- coordinates the Technical Working Groups (TWiGs)
- supports the cluster coordinator
- can include other functions of debris or environmental advisors

### Recovery advisor

- guides the Shelter Cluster in maintaining a focus on recovery issues during the emergency phase of the response
- liaises with shelter agencies and external partners - such as the Early Recovery Cluster and host governments - to address recovery issues related to shelter, and develop a recovery strategy

## Additional Roles as needed

- **Deputy Coordinator** - deployed when the coordinator needs support on a wide range of responsibilities and demands.
- **Government Liaison** - a focal point for the national government of the affected country and other relevant actors, such as governments providing bilateral support.
- **Environmental advisor** - encourages shelter agencies to integrate an environmentally sustainable approach to recovery after a disaster.
- **Debris advisor** - works to find methods for rapid disposal or efficient use of debris to create materials for construction.
- **Assessment coordinator** - responsible for managing the different evaluations or estimations in a response, organizes and participates in joint assessments.
- **Contingency planning focal point** - ensures that shelter agencies are informed and well prepared for potential, incoming disasters and different scenarios.
- **Administrative support** - ensures that the Shelter Coordination Team can work efficiently by managing internal team issues related to administration, finance, logistics and human resources.
- **Remote support** - provided to the SCT at critical periods during the response such as handover of the Shelter Cluster. It can also be provided for activities that do not need to be carried out in country (translation and etc.)
- **Hub Coordinator** - supports the coordinator at a regional level.
- **Community liaison** - ensures that the affected population is at the heart of the response.
- **Housing, land and property rights (HLP) advisor** - coordinates between shelter agencies, the government, relevant clusters and external partners to ensure there is a harmonized approach to managing legal and regulatory issues related to housing, land and property rights.
- **Urban settlement advisor** - deployed specifically in the context of an urban disaster and contributes to long-term planning and reconstruction needs.
- **Media and communications advisor** - provides a number of communications tools and resources for beneficiaries, shelter agencies, journalists, external partners and donors.
- **Cash Transfer Programming focal point** - provides guidance on cash, vouchers, shelter-catalogue approaches, including community preferences, benefits and risks.
- **Logistics focal point** - ensures that logistical aspects related to the overall shelter intervention meet the needs of the shelter agencies.
- **Any other roles needed**

For more on the Humanitarian Reform, the role of the IFRC as convener of the Shelter Cluster in natural disasters and the SCT, please visit [www.sheltercluster.org](http://www.sheltercluster.org)