

**SHELTER CLUSTER MEETING**  
**Tuesday 10<sup>th</sup> December 2013**  
**Dao Diamond Hotel @ 9.00AM**  
**Minutes**  
**Started: - Ended:**

Chair:	Provincial Engineers Office Engr. Ben C. Redulla – Provincial Engineer	benredz@yahoo.com	09999932807 09399227470
Co-Chaired:	Birgit Vaes, IASC Shelter Cluster Coordinator	coord.bohol@sheltercluster.org	09183438466
Team			
Government	DSWD		
	Government Agencies Region Bohol	X	
List of Partners in attendance:			

ADRA		All Hands Volunteers	X
AusAid			
BEDRN	X	BMFI	
Care		Caritas/CAFDA	
Office of Congressman Arthur Yap		COSE	
Couples for Christ		Catholic Relief Services	X
Disaster Aid Australia		Disaster Assistance International	
Bohol Local Development Foundation (BLDF)		Spanish RC	
ECHO		German RC	
Good Neighbors Int.		Habitat for Humanity	
HANDICAP Int.		HELPAGE Int.	
IDEA	X	IFRC	
ILO		IOM	X
JICA		LDS	
OXFAM		PLAN INTERNATIONAL	X
PRC		Process Bohol Bangon	
SAVE THE CHILDREN		Shelter Box	
Social Action Center		UN HABITAT	
UNDP	X	UNICEF	
USAID		WASH Cluster	
World Bank		World Vision Philippines	X
Interaction		Bohol Chamber of Commerce & Industry	X
Earthquake Engineer/Paul Finlay		Holyname University	
Tesda Bohol		OCHA	X
PEO			

**1. Introductions**

**2. Last meeting/minutes reviewed**

Two Local Agencies who were present at the meeting of 3 December were not added to the attendance list:

- ✓ Bohol Local Development Foundation (BLDF)
- ✓ Holyname University

To prevent this type of issues I would like to urge all Agencies present at the meetings to fill out the attendance list that is circulated at the beginning of each meeting by the shelter cluster coordinator.

**3. Update on TWiGs:**

An update was given in regards to the latest TWiGs:

- The final changes to the beneficiary selection criteria were shared as per the document sent out to all Partners and uploaded on the [www.sheltercluster.org](http://www.sheltercluster.org) website last week. This document is ready to be used.
- Information was shared in regards to upcoming TWiGs:
  - **Repair of houses:** On Friday 13 December a TWiG will be organized in regards to the repair of houses under the lead of “Build Change”. The outcomes of this TWiG will be used by “Build Change” to prepare the training curriculum for housing repair. This training will be held on Tuesday 17 December instead of the shelter cluster meeting. Build Change will also develop the IEC materials in this regard.
  - **HLP:** In regards to Housing Land and Property meeting the shelter cluster will seek for more information concerning the curriculum. Once more information is received the partners will decide if this TWiG would be useful for the Bohol context.
  - **Cash:** It was advised by the partners that a TWiG in relation to implementation of cash programs could be useful. The shelter cluster will contact the Livelihood cluster in this regards and the cash advisor who will be visiting the Yolanda affected areas proposing to organize a TWiG on this issue.
  - **Environment:** The shelter cluster will invite the environmental advisor to contact UNDP to discuss the possibilities to set up a TWiG in regards to environmental issues.
- The organogram as discussed with the Provincial office last week was shared during the meeting. Once the agreed on changes are made, this organogram can be included in the strategy. It will take a few more days before the final draft version of the strategy can be shared with the partners for comments.

#### 4. Sharing 3W updates for emergency operation

The tool developed by the shelter and shared with the cluster to identify the gaps was updated with the data of 5 December.

The table attached to these minutes is updated with the data from 9 December. (See attachment – AREAS BOHOL\_Emergency).

For the number of damaged houses the numbers from latest DROMIC table of 9 December are added. Currently there are 76,789 damaged houses: 11,467 totally damaged and 65,322 partially damaged. A total of 28,724 tarps/tents are distributed this represents 37% of the total amount of damaged houses.

IOM handed over their plan for the distribution of 12,000 tarps in the gap areas outside the 17 priority areas; this plan is incorporated to the attached table. Once IOM has finished the distribution all gaps outside the 17 priority area will be covered.

DSWD, PRC, PLAN Int. still need to provide the cluster with their latest data. PLAN Int. needs to provide the cluster with the number of tents that are currently distributed and their upcoming plans.

**Please provide the cluster with your updated figures before the next cluster meeting.**

#### 5. Sharing current planning for early recovery interventions

The tool developed by the shelter cluster to illustrate the selection areas for the early recovery was updated. The same numbers for damaged houses as mentioned above are added. (See attachment AREAS BOHOL\_Early Recovery)

It was explained that all agencies need to fill out the attached table taking in account the selection already made by other agencies. Maximum 3 agencies for the same type of assistance will be allowed in one Municipality and each barangay should be fully covered by one agency. The following information needs to be filled out per Agency:

- ✓ Selecting the municipality they prefer to work in, according to the assistance provided:
  - Demolishing/debris management
  - Repair of houses
  - Progressive core shelter
- ✓ On the detailed sheets each agency needs to select a certain amount of barangays.

The sooner these plans can be shared the easier the coordination will be and this will prevent replication up of assistance. Please make a differentiation between projects that are fully funded and pledges.

Please note that **yellow cells** indicate the municipality selected by a certain agency as per column.

**Please provide the cluster with your updated figures before the next cluster meeting.**

#### 6. Updates given by Agencies:

- a) **IDEA:** Is working in several Municipalities as indicated in the table mentioned under point 5. Since they are working with deaf families their implementation area is spread out. They are constructing 12 x 16 foot Progressive core houses as per model in front of the Dao Diamond hotel. In most of the cases the houses are built on the original foundation which decreases the costs. The walls are made out of plywood and paint is given to the HH for waterproofing. If possible existing toilets are rehabilitated for new toilets they are planning to collaborate with Oxfam.
- b) **All hands volunteers:** are undertaking demolishing and debris removal of concrete houses in Antequera and Maribojoc. Currently 70 houses are finalized and the work is executed by 30 volunteers. The planning needs to be shared with the shelter cluster.
- c) According to CRS, Bohol Volunteers are planning to construct 500 core shelters. The shelter cluster will investigate this.
- d) **BEDRN:** are checking the credibility of data through their local network of pastors, this data will be cross checked once the DSDW database is finalized. The aim is to identify the most vulnerable families. Their focus is on setting up a coordination system on the ground. Currently no funding available.
- e) **Chamber of Commerce:** are looking into the construction of core houses in Loboc and Batuan the cost of a core house will be around 28,000 PHP. The design of the core house should follow the shelter cluster minimum standards.
- f) All other agencies updates are added to the table as under point 5.

#### 7. Discussion on technical issues:

- IEC materials currently being prepared or finalized
  1. **Emergency shelter – tarps and tents - on shelter cluster website**
  2. **Build back safer – timber houses – on shelter cluster website**
  3. **Progressive Sheltering solutions – minimum standards - on shelter cluster website**
  4. **Demolition/clean up safety- on shelter cluster website**
  5. **Determine minimum beneficiary selection criteria – on shelter cluster website**
  6. Minimum standards for the repair of houses- TWiG Friday 13 December

#### 8. Action Points

A meeting will be held on 11 December with members from all LGUs where the following points will be discussed.

##### a) **Merging of NHA and DSWD damaged houses list**

- ✓ The final DROMIC lists needs to be used by the municipalities (for NHA funds), DSWD and International and local Agencies to identify beneficiaries for their projects. Only one list will be approved by the Provincial Government. For this list a data base will be developed by BICTU who will be managing the master list. Each municipality will be managing their part of the list with frequent updates to the master list.
- ✓ It needs to be discussed with the Mayors (tentative meeting on Monday 16 December) on how the material kit worth 10,000 PHP can be best utilized ensuring that all beneficiaries receive the assistance they need. Since 10,000 PHP on materials for totally damaged houses will not assist these HH to the full extend. Additionally technical support needs to be provided during the construction process.
- ✓ The contents of this material kit are currently still unknown. The municipalities are currently tendering for these kits. The unconfirmed contents of this kit is the following:
  - 18 pieces CGI sheets
  - 12 pieces plywood
  - 1 kilo roof/umbrella nails
  - 1 kilo common nails
  - 1 kilo common nails (different size)

**b) Establish Data manager per municipality**

- ✓ Each LGU needs to appoint a database manager who will be fully responsible to maintain the beneficiary list as uploaded to the database. Currently IOM is developing together with BICTU this database. It is the aim that all Agencies and the municipalities contact this database manager in the initial phase of the beneficiary selection. Once an agency/municipality has selected the beneficiaries they need to inform the database manager of this selection so these HHs can be ticked as having received assistance. This will prevent the doubling up of assistance.
- ✓ A grievance mechanism needs to be put in place in each LGU so HHs have a mean of sharing complains. This mechanism needs to include a system where answers to these complains can be given within a certain amount of time. This mechanism needs to be developed simultaneously with the development of the database so these grievances can be tracked.

**c) Declaration of no build zones**

During the meeting with the LGUs on 11 December a template will be shared with all municipalities requesting them to provide data in regards to existing camps and the reason why HHs are still living in these camps. Also the need of relocation will be investigated and attached to this the need for transitional solutions.

If HHs can move to a safe place PRC will provide them with a tent or tarp. If relocation is needed (mass or individual) and no relocation area is available the shelter cluster will look for alternative transitional solutions as there are:

- Replacement of tents on evacuation areas selected and agreed on by Government
- Provision of tents/tarps if original plot is no longer in danger area or on a save relative's plot
- Alternative transitional sites in existing structures private or public using privacy partitions including wash facilities
- Renting solutions
- Bunk houses
- Transitional shelter on plot provided by government

**Next meeting time and location:**

**Please note that instead of having a shelter cluster meeting next Tuesday the training in regards to repair of houses will be held.**

**Tuesday the 17<sup>th</sup> December at 9.00am Venue The Crab House (Dao Diamond is booked)**