

### Minimum Preparedness Actions (MPA) checklist for Shelter Cluster Vanuatu

MPAs are a set of activities that every HCT must implement in order to establish a minimum level of emergency preparedness at the country level. The MPAs are not risk or scenario-specific and usually do not require significant additional resources to accomplish. Rather, it requires management commitment and dedication of some staff time to ensure that those Minimum Preparedness Actions are not only planned, but also implemented. The MPAs are broken into the following categories:

- a. Risk Monitoring
- b. Coordination & Management Arrangements
- c. Assessment/Information Management/Response Monitoring Arrangements
- d. Operational Capacity and Arrangements to Deliver Relief and Protection

**Shelter Cluster Lead:** Public Works Department

**Shelter Cluster Co-Lead(s):** International Federation of Red Cross and Red Crescent Societies (IFRC).

No.	Category (A, B, C, D)	Item	Phase	Lead	Co-Lead	Document/status/location/comments
<b>Coordination</b>						
1	B	Vanuatu Shelter Cluster established	Preparedness	Public Works Department	IFRC	<b>Document:</b> Shelter Cluster TOR <b>Status:</b> 2016 draft. To be reviewed in 2018.
2	A, B, C, D	Meeting of Shelter Cluster partners convened for emergency shelter preparedness, with reasonable number of participants. Annual work plan established, actioned and monitored	Preparedness	Public Works Department	IFRC	<b>Date of last preparedness meeting:</b> 10 <sup>th</sup> November 2017 in Santo, after Ambae mass evacuation response.
3	A, B, C, D	Establishment of Strategic Advisory Group for preparedness activities	Preparedness	Public Works Department	IFRC	SAG formed during TC Pam with 16 agencies. SAG for preparedness not established.
4	B	Shelter cluster coordination structures clear and understood at National and Provincial levels. Pre-agreed coordination arrangement for each phase of the response.	Preparedness	Public Works Department	IFRC	<b>Document:</b> Shelter Cluster TOR, and Country Preparedness Package (CPP) <b>Status:</b> TOR, as mentioned above. CPP completed and published. SOPs to be developed. <b>Resources:</b> <a href="http://www.ndmo.gov.vu/resources/clusters">http://www.ndmo.gov.vu/resources/clusters</a>

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						<p>CPP:  <a href="https://ndmo.gov.vu/resources/downloads/com_jaextmanager/category/47-country-preparedness-package">https://ndmo.gov.vu/resources/downloads/com_jaextmanager/category/47-country-preparedness-package</a></p>
5	B	<p>Existing National planning documents on Disaster Risk Management, Housing construction and planning available and understood.</p> <p>Preparedness Shelter Cluster contributes to the development of these documents where appropriate.</p>	Preparedness	Public Works Department	IFRC	<p><b>Documents:</b></p> <ol style="list-style-type: none"> <li>1. National Disaster Act, 2000</li> <li>2. Vanuatu Consolidated Legislation, National Disaster Act 2006.</li> <li>3. National Disaster Plan 2004</li> <li>4. Vanuatu DRR &amp; DM Action Plan 2006-2016</li> <li>5. Vanuatu Climate Change &amp; DRR Policy 2016-2030</li> </ol> <p><a href="http://www.ndmo.gov.vu/index.php/resources/downloads/com_jaextmanager/category/10-strategic-documents">http://www.ndmo.gov.vu/index.php/resources/downloads/com_jaextmanager/category/10-strategic-documents</a></p> <p>6. Vanuatu Building Act 2013.</p> <p>7. National Building Code: Vanuatu  The Vanuatu Building Code consists of 3 books (National Building Code for Vanuatu, Home Building Manual: Vanuatu, and A Partial Commentary on the National Building Code: Vanuatu). These can be purchased from the Cashier, Department of Finance, then the books can be collected from office of the Physical Planning Unit (PPU), Ministry of Internal Affairs.</p> <p><b>Other resources:.</b>  PHT, Emergency Preparedness and Response Plan (EPREP), A guide to inter-agency humanitarian action in the Pacific, Developed by OCHA, 2013. pp. 37-38.  <a href="https://www.humanitarianresponse.info/system/files/documents/files/Pacific_EPREP_2013.pdf">https://www.humanitarianresponse.info/system/files/documents/files/Pacific_EPREP_2013.pdf</a></p>
6	B	Shelter Cluster Coordination trainings conducted with key Government and stakeholders	Preparedness	Public Works Department	IFRC	Shelter Cluster Coordination Training was conducted by Pacific Shelter Cluster with the assistance of Global Shelter Cluster in Port Vila from 7-11 Sept 2015 hosted by Shelter Cluster Lead (PWD).

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7	D	Evidence of learning points being shared as a cluster (best practice & lessons learned)	Preparedness	Public Works Department	IFRC	<p><b>Document:</b> Shelter Cluster Lessons Learnt TC Pam  <b>Location:</b> Shelter Cluster Vanuatu website  <a href="https://www.sheltercluster.org/vanuatu/documents/tropical-cyclone-pam-response-lessons-learned-june-2015">https://www.sheltercluster.org/vanuatu/documents/tropical-cyclone-pam-response-lessons-learned-june-2015</a></p> <p><b>Document:</b> Shelter Cluster Ambae Mass Evacuation Response Review, Nov 2017  <b>Location:</b> <a href="https://www.sheltercluster.org/vanuatu-ambae-volcano-2017/documents/vanuatu-shelter-cluster-ambae-mass-evacuation-2017-response">https://www.sheltercluster.org/vanuatu-ambae-volcano-2017/documents/vanuatu-shelter-cluster-ambae-mass-evacuation-2017-response</a></p>
<b>Information Management and Communications</b>						
1	C	Shelter Cluster contact list maintained regularly.	Preparedness	Public Works Department	IFRC	<p><b>Document:</b> Shelter Cluster Vanuatu contact list.  <b>Status:</b> Updated Dec 2017  <b>Location:</b> Shelter Cluster Coordination Team</p>
2	C, D	Up to date list of all pre-positioned emergency shelter and NFI materials in-country and the region. (e.g. tarpaulins, toolkits, blankets, kitchen sets, mosquito nets, solar lamps etc.)	Preparedness	Logistics Cluster	IFRC	<p><b>Document:</b> Pacific Stock Mapping Tool  <b>Status:</b> Latest update Jan 2018  <b>Location:</b> Shelter Cluster Pacific Website:  <a href="https://www.sheltercluster.org/pacific/documents/pacific-region-stock-mapping-shelter-and-nfi">https://www.sheltercluster.org/pacific/documents/pacific-region-stock-mapping-shelter-and-nfi</a>  <b>Author:</b> Logistics Cluster</p>
3	C	Up to date baseline village level population / household data available	Preparedness	Ministry of Finance and Economic Management, (Vanuatu National Statistics Office)		<p><b>Document:</b> Census data  <b>Location:</b> Ministry of Finance and Economic Management, (Vanuatu National Statistics Office)</p> <p><b>Other Reference :</b>  <a href="http://prism.spc.int/reports/census">http://prism.spc.int/reports/census</a></p>
4	C	Poverty data available	Preparedness	Ministry of Finance and Economic Management, (Vanuatu National Statistics Office)		<p><b>Document:</b> <a href="#">2010 Vanuatu Hardship and Poverty Report</a>.  <b>Status:</b> Village level data not available. <b>Check with Ministry of Finance and Economic Management, (Vanuatu National Statistics Office)</b>  <a href="http://www.vnso.gov.vu/index.php/special-report/vanuatu-hardship-poverty">http://www.vnso.gov.vu/index.php/special-report/vanuatu-hardship-poverty</a></p> <p><b>Other references:</b></p>

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						<a href="https://www.adb.org/countries/vanuatu/poverty">https://www.adb.org/countries/vanuatu/poverty</a> <a href="http://povertydata.worldbank.org/poverty/region/EAP">http://povertydata.worldbank.org/poverty/region/EAP</a>
5	C	Clear and understood shelter damage assessment procedures in place.	Preparedness	National Disaster Management Office/ Public Works department	IFRC	<p><b>Documents:</b></p> <ul style="list-style-type: none"> <li>Detailed shelter assessment TC Donna_V2.pdf (key informant interviews). This has been adapted from TC Pam assessment, and adjusted to suit TC Donna, May 2017.</li> <li>Education Facility Assessment</li> <li>Government Facility Assessment</li> <li>Health Facility Assessment</li> <li>Infrastructure Damage Assessment - Roads &amp; Drainage</li> </ul> <p><b>Sept 2017:</b> Vanuatu Shelter Cluster is participating in Assessment Working Group to clarify assessment forms and procedures.</p> <p>Refer to Vanuatu Assessment process and Guideline, NDMO December 2016.  <a href="https://ndmo.gov.vu/resources/downloads/com_jaextmanager">https://ndmo.gov.vu/resources/downloads/com_jaextmanager</a></p>
6	C, D	Mapping of Shelter agencies and activities (3Ws)	Preparedness	Public Works Department	IFRC	<p><b>Document:</b> Shelter 3Ws  <b>Status:</b> TC Pam 3Ws available for relief phase</p>
7	C, D	Market survey/assessment, feasibility studies on Cash Transfer Programming available.	Preparedness	Vanuatu Chamber of Commerce and Industry	IFRC	<p><b>Status:</b> Not available  <b>Location:</b> Vanuatu Chamber of Commerce and Industry  <a href="http://vcci.com.vu/">http://vcci.com.vu/</a></p>
8	A	Weather forecasts and seasonal outlooks	Preparedness	Vanuatu Metrological Services/ Public Works Department	IFRC	<p><b>Reference:</b> Vanuatu Meteorology and Geo-Hazards Department  <a href="http://www.vmgd.gov.vu/vmgd/index.php/forecast-division/tropical-cyclone">http://www.vmgd.gov.vu/vmgd/index.php/forecast-division/tropical-cyclone</a></p>
9	D	Key shelter preparedness messages developed for broadcasting to communities, and decide on medium.	Preparedness	NDMO / Communication Cluster / PWD	IFRC	<p><b>Documents:</b>  Preparedness messages developed with Inter Cluster Forum led by Save the Children in 2015.</p>

**Technical and Programmatic Guidance**

No.	Category (A, B, C, D)	Item	Phase	Lead	Co-Lead	Document/status/location/comments
1	D	Information on traditional building practices, building typologies and local materials	Preparedness	Public Works Department	IFRC	<b>Documents:</b> Technical guidelines for emergency shelter response to natural disaster in Vanuatu. Currently under review. <b>Location:</b> Shelter Cluster Vanuatu Website: <a href="https://www.sheltercluster.org/vanuatu/documents/vanuatu-shelter-cluster-technical-guidelines-version-11">https://www.sheltercluster.org/vanuatu/documents/vanuatu-shelter-cluster-technical-guidelines-version-11</a> <b>Author:</b> Shelter Cluster Vanuatu
2	D	Agreed basic emergency shelter relief package content	Preparedness	Public Works Department	IFRC	<b>Document:</b> Version 1.2 endorsed Nov 2017. Currently under review. <b>Location:</b> Shelter Cluster Vanuatu Website: <a href="https://www.sheltercluster.org/pacific/documents/minimum-emergency-shelter-package-cyclone">https://www.sheltercluster.org/pacific/documents/minimum-emergency-shelter-package-cyclone</a> <b>Author:</b> Shelter Cluster Vanuatu
3	D	Development of a Preparedness Kit which could be used to strengthen house in preparation for natural hazards	Preparedness	Public Works Department	IFRC	
4	D	Emergency shelter trainings conducted with Shelter Cluster Partners	Preparedness	Public Works Department	IFRC	A condensed version of the Shelter kit training was incorporated in Shelter Coordination Training, 7-11 Sept, 2015 in Port Vila.  48 shelter responders received a one-day emergency shelter awareness session during the Ambae Mass Evacuation response in Oct-Nov 2017
5	D	Development, consolidation, and translation of Building Back Safer information, education and communication materials from previous responses in-country and the region.	Preparedness	Public Works Department	IFRC	<b>Documents:</b> 1. Shelter Handbook Bislama 2013 Vanuatu Red Cross Society 2. Key Principles Shelter Construction Bislama, 2015 <b>Location:</b> Shelter Cluster Vanuatu Website: <a href="http://sheltercluster.org/pacific/vanuatu">http://sheltercluster.org/pacific/vanuatu</a> <b>Author:</b> Various
6	D	Building Back Safer technical training and awareness packages available	Preparedness	Public Works Department	IFRC	Provincial PWD staff trained in safe-shelter awareness, and toolkits are prepositioned at provincial level.
7	D	Development and consolidation of guidance on protection and other cross cutting issues including age, gender, diversity and disability in shelter programming. Production of	Preparedness	Public Works Department	IFRC	<b>Documents:</b> Various <b>Location:</b> Shelter Cluster Vanuatu website. Protection and Cross-Cutting Issues Library. <a href="http://sheltercluster.org/pacific/Vanuatu">http://sheltercluster.org/pacific/Vanuatu</a> Guidance also incorporated in to technical guidelines.

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		HLP mapping/guidance to inform strategy should be prioritised.				
8	D	Development and consolidation of guidance on environmental and sustainability issues in shelter programming.	Preparedness	Public Works Department	IFRC	<p><b>Documents:</b> Various</p> <p><b>Location:</b> Shelter Cluster Vanuatu website. Protection and Cross-Cutting Issues Library.</p> <p><a href="http://sheltercluster.org/pacific/vanuatu">http://sheltercluster.org/pacific/vanuatu</a></p> <p><b>Author:</b> Various</p> <p>Guidance also incorporated in to technical guidelines.</p>