

## Shelter + NFI Sector WG: Athens Hub

<b>Date:</b>	<b>21 July 2016</b>	
<b>Participants:</b>	Danish Refugee Council (DRC), International Organisation for Migration (IOM), International Rescue Committee (IRC), Salvation Army (SA), Samaritan's Purse (SP), Solidarites International (S.I.), UNHCR	
<b>Chair:</b>	Phoebe Goodwin ( <a href="mailto:goodwin@unhcr.org">goodwin@unhcr.org</a> ), UNHCR	
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. 4Ws (Who does What Where and When) + news/gaps from the field.</li> <li>2. Update on distribution plan for UNHCR stock of NFI and Hygiene kits.</li> <li>3. Feedback on proposed draft of Shelter + NFI Sector minimum kit standards</li> <li>4. Emergency stockpile of shelter and NFI items.</li> <li>5. Meeting schedule for Attica's Shelter + NFI WG</li> <li>6. AOB.</li> </ol>	
<b>Key</b>	CWC = Communication with Communities. CWG = Cash Working Group. PoC = people of concern (refugees + asylum seekers + migrants). SMS = Site Management Support. ToR = Terms of Reference. RIS = Reception and Identification Service (replacing FRS).	
<b>Agenda item</b>	<b>Discussions</b>	<b>Action points</b>
<b>Validation of meeting minutes</b>	No items to add/subtract/amend to meeting minutes from 07 July 2016. <b>NOTE:</b> Shelter and NFI Sector Working Group webpage link – <a href="http://data.unhcr.org/mediterranean/working_group.php?Page=Country&amp;LocationId=83&amp;Id=7">http://data.unhcr.org/mediterranean/working_group.php?Page=Country&amp;LocationId=83&amp;Id=7</a>	<b>Coordinator</b> to upload minutes on Sector WG webpage.
<b>4Ws + news/gaps from the field</b>	<u>SP</u> will finish erecting shade structures in Skaramagas Port and continue at Schisto and Eleonas.  Room for improvement: Site level coordination between governmental site management and all NFI + hygiene kit distributing agencies.	Confusion over coordination reporting lines raised at <b>ISWG</b> . Simplified organogram will be revised + <b>Coordinator</b> to share asap.
<b>Update on distribution plan for UNHCR stock of NFI and Hygiene kits.</b>	UNHCR's current stock are <b>meant as an inter-agency pool</b> of communal resources – not solely for UNHCR to distribute. Any agency may send in a quantified request (1 x figure per item per site) – provided the requester has, of course, first coordinated with <u>all</u> actors on that site (including govt. site management) to ascertain whether there are: - unmet urgent needs that they cannot cover. - replenishment stock needs they cannot cover. <b>PROCESS:</b> 1. Requests from the field (NGOs, volunteers, IOM, UNICEF) for Epirus, Central Greece + Attica should go to WG Coordinator via completion of online google spreadsheet	Alongside implicated parties, <b>Coordinator</b> to continue monitoring process to ensure timely approval + delivery of requests.

	<p>(<a href="https://docs.google.com/spreadsheets/d/1UxbA56lNXn-2vRhRs_5BUGndFciDjCOAIWYMOaliezE/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1UxbA56lNXn-2vRhRs_5BUGndFciDjCOAIWYMOaliezE/edit?usp=sharing</a> ) and email notification to <a href="mailto:goodwin@unhcr.org">goodwin@unhcr.org</a>.</p> <p>2. Requests are cross-checked by WASH + Shelter/NFI coordinators.</p> <p>3. Final requests are sent to UNHCR Programme + Supply focal points.</p> <p>4. Supply focal points arrange delivery with requesting agencies' focal points.</p> <p>5. All distributing agencies to kindly complete the following <b>tracking form</b>:  <a href="https://docs.google.com/spreadsheets/d/1q0yllaKpfmS0-LvqYDuyOiZ8AsdqQke2brvCimHnVho/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1q0yllaKpfmS0-LvqYDuyOiZ8AsdqQke2brvCimHnVho/edit?usp=sharing</a></p>	
<b>Feedback on proposed draft of Shelter + NFI Sector minimum kit standards</b>	<p>Participants contributed valid inputs to draft:</p> <ul style="list-style-type: none"> <li>- winterisation: option of sleeping bag OR blanket, pending heating situation.</li> <li>- scarfs rather than gloves? - covered shoes?</li> </ul> <p>Due to natural tendency for NFI distributions to incorporate some hygiene items, some hygiene kit compositions are included in draft. <b>NOTE:</b> Hygiene items are under responsibility of the WASH Sector WG (specifically the Hygiene Promotion Sub-Working Group - <a href="https://www.dropbox.com/sh/8x1y88foj9v59dc/AABMQFMDO6ITGOM4iLA7fA9Qa?dl=0">https://www.dropbox.com/sh/8x1y88foj9v59dc/AABMQFMDO6ITGOM4iLA7fA9Qa?dl=0</a> )</p> <p><b>Coordinator</b> to meet with WASH WG coordinators on <b>25 July</b> to discuss + finalise hygiene kit standards.</p>	<p><b>Coordinator</b> to circulate revised draft post-meeting discussion.</p> <p><b>ACTIONED:</b> See word doc attached with meeting minutes.</p> <p>Final results of 25 July meeting will be shared with WG members.</p>
<b>Emergency stockpile of shelter and NFI items.</b>	<p>Intention is to map out the current inter-agency pool of emergency NFI stock that is available for any agency/actor to request in case of urgent need.</p> <p><b>IRC:</b> As part of IRC's emergency response preparedness, they have ordered a stock of hygiene kits and cleaning supplies to store in their Athens warehouse. IRC will inform WG when supplies arrive. They also have surplus jerry cans, shaving cream and disposable razors.</p>	<b>WG members</b> to send details of their emergency stockpile – figures per item + warehouse location by <b>COB 29 July</b> .
<b>Meeting schedule for Attica's Shelter + NFI WG</b>	<p>Twice a month remains an adequate frequency.</p> <p>General preference for Thursday or Friday afternoon where no clashes with other sector WG meetings.</p>	<b>Coordinator</b> to verify final schedule with CWG, SMS + Food WG, then relay results with <b>WG members</b> .
<b>AOB</b>	<p>DRC raised valid need for an <b>online shelter library</b> to share design details, contractors etc.</p> <p>Coordinator reiterated intention for the Shelter and NFI Sector webpage to serve this purpose:  <a href="http://data.unhcr.org/mediterranean/working_group.php?Page=Country&amp;LocationId=83&amp;Id=7">http://data.unhcr.org/mediterranean/working_group.php?Page=Country&amp;LocationId=83&amp;Id=7</a></p>	<b>IRC</b> to share their <b>laundry design</b> with <b>DRC + coordinator</b> (to upload on Shelter + NFI page).
The next <b>Athens Hub operational coordination</b> meeting will be held on <b>EITHER</b> Thursday 4 <sup>th</sup> <b>OR</b> Friday 5 <sup>th</sup> August. <b>TO BE CONFIRMED.</b>		