

# INTER-AGENCY COORDINATION MEETING: SSNFI WG

## MINUTES

NOVEMBER 27, 2018

10:00AM - 12:00PM

CRS CONFERENCE ROOM

<b>MEETING CALLED BY</b>	PHOEBE GOODWIN – SECTOR WORKING GROUP CO-CHAIR
<b>TYPE OF MEETING</b>	SHELTER, SETTLEMENTS + NON-FOOD ITEMS (SSNFI WG)
<b>FACILITATOR</b>	Susan van Duijl (CRS)
<b>NOTE TAKER</b>	Susan van Duijl
<b>ATTENDEES</b>	See Attached List

## Discussions

AGENDA ITEMS	
	<ol style="list-style-type: none"> <li>1. Introduction and operational updates from participants.</li> <li>2. Minimum Expenditure Basket.</li> <li>3. Sector-specific business continuation plan</li> <li>4. 5W Q3 and how to improve for Q4 submissions.</li> <li>5. Semi-permanent PSN shelter designs being implemented in the field.</li> <li>6. Shelter Advocacy Note.</li> <li>7. Sector Coordination minimum standards.</li> <li>8. AOB</li> </ol>
<b>ITEM 1.</b>	<p>Introduction and operational updates from participants.</p> <p>Introduction of meeting facilitator: Susan van Duijl, part of the CRS humanitarian response team, covering as Sr. Emergency Program Manager until mid-December to support CRS in its role as co-lead for the working group. Role will be permanently filled from early January by Sarah Gilbert, former member of the CRS humanitarian response team and most recently CRS Head of Programs for Turkey and Syria.</p> <p>Phoebe is on leave so not all agenda points will be discussed in depth.</p> <p>Operational updates</p> <p>NRC:                      Palorinya: PSN shelters, target 131, 72 completed. Using stabilized blocks for shelter construction. Challenge with low lying area as the soil does not support the weight of the latrine.                      Rhino: 405 target, 300 completed. Challenge with contractors. Suggestion to discuss in WG how we work with contractors and share experiences on performance as contractors move from NGO to NGO.                      Bidibidi: 30 classrooms and VST center ongoing.                      Kyangwali: 200 target, 147 complete. Challenge with soil, hard to get good bricks and unburnt mud bricks don't work because of the heavy rains. Burnt brick is a no go because of the environment. Looking at solutions.</p> <p>LWF:                      Adjumani: 200 PSN shelters complete; Moya: 500 target, 412 complete. Kyangwali 100 target, unsure how many done.                      Challenge Taking a mixed approach in West Nile, thatch and iron sheet. UNHCR and PRM funding and no standard design. Grass is a challenge in the rainy season. Feasibility of using grass thatched roof in Kyangwali is questioned. Soil issues in Kyangwali as well, walls crack easily because of waterlogged soil. Looking for a solution with the help of specialist, using stabilized blocks.</p> <p>In Adjumani LWF went from a contractor to community-based approach. Using community labor to make blocks with a manual machine, moving from house to house, using soil from latrine pit digging.</p> <p>Enebel: Belgian Development Agency, mostly focused on training and capacity building, not constructing shelters themselves.</p> <p>CRS</p>

Bidibidi: PSN shelter target 1,213, 1110 complete.

Challenges: Overwhelming number of PSN's in Bidibidi settlement, huge needs for PSN Shelters; Poor soil condition on some zones wherein the PSN's are staying; Too much rain, causing delays in brick manufacturing and drying. It also affects the wall constructions in PSN Shelter works. PSN are moving-in even though the shelters are not fully completed yet. Land issues on locations where PSN shelters are to be constructed

**ITEM 2.** Minimum Expenditure Basket.

Discussion on what items SSNFI WG wants to include / exclude in the MEB. Jimena who is leading the MEB development highlighted that home improvement is one of the priorities of people, as this is in the top three of things people spend their money on according to (Source: [https://drive.google.com/open?id=1MZUn2viyhKjOG\\_JV4dVkyLBdcadQAAH?](https://drive.google.com/open?id=1MZUn2viyhKjOG_JV4dVkyLBdcadQAAH?) ). WASH and Energy and Environment related NFIs are not discussed here. There is a lack of secondary data to provide a strong evidence base for inclusion / exclusion of items but based on anecdotal information and knowledge from the partners around the table, items were discussed and included or excluded for their potential for monetization. Discussion around the importance of quality material and reducing environmental impact, particularly for items such as bamboo, eucalyptus and timber. These materials can be monetized while still controlling quality and environmental impact through a voucher fair. CRS has a lot of positive experience globally organizing these kinds of fairs. Draft list was completed during meeting. Cleaned up version to be shared for final input / feedback and sharing with Jimena.

**ITEM 3.** Sector-specific business continuation plan

Each sectoral working group has been requested to prepare a sector-specific business continuation plan for an Ebola outbreak. UNHCR prepared a list with activities and their program criticality levels and each sector is to determine the detailed activities that fall under program criticality levels 1 and 2 (activities that will continue) and PC levels 3 and 4 (to be resumed after outbreak) SSNFI related activities were all under PC 1 and 2. Overall activities were:

- NFI distribution at transit facilities (PC1)
- Shelter/NFI distribution in settlements (PC1)
- Shelter construction at transit facilities (PC2)

Agreed that standard operating procedures for distributions will need to be determined and that shelter construction at transit facilities are implemented separately from potentially affected population and thus need limited adjustment other than access control to construction sites.

Agreed that Susan will populate the template provided and share for feedback by Friday 30 November. Feedback to be shared back by 4 December COB. Submission deadline to UNHRC is 5 December COB

**ITEM 4.** 5W Q3 and how to improve for Q4 submissions.

Presentation by Bo Hurkmans about the process and importance of 5Ws. (See attached)

Discussion:

Reporting protocol between field and Kampala level to be clarified as some report at field level and others centrally.

Quarterly interval is fine for all members present.

Classrooms are not be reported here, but some partners are only doing classroom construction and would prefer not to have to report this separately through the Education cluster. Bo will follow up to see what is the best way forward.

Some partners distribution additional items as part of the standard CRI / NFI kit. Any supplementary items can be reported in the comment box.

**ITEM 5.** Semi-permanent PSN shelter designs being implemented in the field.

Niek from CRS explained that the discussions about the semi- permanent PSN shelter design are on hold as Phoebe is currently out of the country and follow up internally in UNHCR is needed.

Partners that have non-HCR funding can develop new approaches in the mean time. The discussion can be rekindled at the beginning of the new calendar year.

**ITEM 6.** Shelter Advocacy Note.

Related to agenda item 5, there hasn't been much progress on the advocacy note.			
<b>ITEM 7.</b>	Sector Coordination minimum standards.		
Presentation was done at the last inter-sector meeting showing how each sectoral WG is meeting the minimum standards. SSNFI scored 5 out of 10. Some standards are pending review or endorsement but generally the WG is well on its way to meeting relevant standards.			
<b>ITEM 8.</b>	AOB		
<ul style="list-style-type: none"> <li>- Suggestion from Enabel to organize a workshop (integrated design with all stakeholders) to define guidelines for shelter construction in March or April. Enabel can support.</li> <li>- Decision about SSNFI name change was taken: Site planning is really a government responsibility and as such Shelter and Settlement and NFI working group is a more appropriate name for this group.</li> </ul>			
<b>NEXT MEETING</b>	<b>TBD</b>		
<b>ACTION ITEMS</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>	<b>STATUS</b>
Send to SSNFI the meeting presentation, draft minutes (MoM) and all meeting-related presentations (unless embedded links in MoM).	Susan van Duijl	30 November 2018	COMPLETE
Send comments/corrections to draft MoM.	Meeting participants	5 December 2018	NOT STARTED
Upload final version of MoM, meeting presentation + public presentations (pending approval from authors) to the portal.	Phoebe Goodwin + meeting presenters	5 December 2018	NOT STARTED
Share draft SSNFI Ebola outbreak business continuation plan with WG.	Susan van Duijl	30 November 2018	NOT STARTED
Review and share feedback on draft SSNFI Ebola outbreak business continuation plan.	WG member	4 December 2018	INITIATED
Investigate if it is possible to change Sector's name from "Site Planning" to "Settlements".	Sector Chairs	5 October 2018	COMPLETE – name has been changed to SSNFI WG
<b>PENDING ACTION ITEMS</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>	<b>STATUS</b>
SSNFI + WASH WG Sector Leads to brainstorm how to improve coordination on SP PSN construction works + centralized data collection for NFIs between 2 sectors.	Sector Chairs + WASH WG Chair	ASAP	INITIATED
Call for a meeting to finalise the shelter advocacy note to donors with the annexed costed table of raw materials per area.	Sector Chairs + interested members	ASAP	INITIATED
<b>SSNFI members to please send Sector Lead any shelter or NFI assessments, reports, studies +/- or research.</b>	<b>ALL</b>	<b>ASAP</b>	<b>INITIATED</b>