

Minutes of Shelter Sector Working Group Meeting - Bekaa			
Date	2015-05-13	Time	13h00
Meeting location	UNHCR SO Zahle	Duration	90 mins
Chair	UNHCR Elizabeth Palmer	Co-Chair	NRC Nicholas Winn

13h00	Shelter Working Group
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1.0	Introductions
2.0	Update from Beirut
2.1	<p>Spongebase.org is a new site that has been developed to illustrate all the information that is fed into activity info. This is viewed through interactive map, and all assistance data is loaded when you click on a site. This is only for Informal Settlements, for now.</p> <p>www.spongebase.org</p> <p>(Note the site is update daily and takes approximately one hour. If there is delay in loading, please refresh and wait 20 minutes). Works best on browsers CHROME and MOZILLA.</p>
2.2	A review of the cost effectiveness of activities based on the different support mechanisms is being undertaken in the North, where they are conducting a collection of base line data survey. The first comparison illustrated that support costs vary from 700 to 2000 USD per shelter activity. The aim of the exercise is to determine the cost effectiveness of each activity by different partners, not to blame as there are reasons why agencies will incur costs. Ultimate aim is to determine the best mechanism for supporting refugees. Further guidance will be provided by Beirut before the process is initiated in Bekaa.
2.3	Shelter Strategy was finalised in March 2015. The next step is to operationalise the strategy in each region. T5 and Mt Lebanon have identified the main priorities for the sector. Bekaa will follow in the next few weeks. The National Shelter Strategy will be sent out again with the minutes.
2.4	<p>ALL PARTNERS: Requested to provide details on 2015 planned activities. Coordination across the country is identifying the planned activities, gaps and duplication. This will assist in winterisation planning, funding appeals and all partner activities for the remainder of 2015.</p> <p>UNHCR will be sending out a simple matrix with the request for this information.</p>
2.5	Update on information requested at the last meeting:
2.5.1	Rehabilitation SOP and guidance: the document is being updated by NRC with inputs from all partners. The final will be released within a week. Minimum standards, kits and costs, tenure tips and other will be included.
2.5.2	Site Improvements SOP: This draft revision has been shared with WASH partners for their comments and input.
2.5.3	Sealing off kits: a Temporary Technical Committees is being convened, first meeting on May 18th May in Beirut.
3.0	3W update and activities for mapping and agenda item 4: Consolidated data collection of all partner activity in Sub Standard Buildings.

3.1	The Shelter sector is undertaking a review of the activities that have to date been spontaneously contributed by partner Save the Children, namely: developing maps and collating data on partner coverage.
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3.2	Updated coordination mechanism is to formalise the activities of data collection, consolidating the 3W matrix (SCI for Shelter partner in ITS, NRC for all SSU/CS gps and activities and Medair for WASH). All partners are requested to provide data when it is requested in a timely manner to ensure that the information adequately reflects the achievements of the sector.
3.2.1	SSU&CS information will include GPS, occupied or unoccupied, data on intervention details.
3.2.2	Collective Centres will also be mapped.
3.2.3	Pcodes for the sites will be coordinated through UNHCR Shelter Officer. Action: NRC agreed to lead on the collection and initial mapping at building level for SSB, SSU, CC and CS upgrades for SWG Bekaa. This will be forwarded to partners for initial feedback by CoB 20 th May 15.
3.3	Site Improvements are being done by 4 partners (Medair, SCI, NRC and now DRC) with possible GVC also undertaking in North Bekaa. Therefore a coordinated attempt to map these activities has begun, with a baseline 3W Site Improvements matrix developed. This already indicates such information as:
3.3.1	Eviction threat
3.3.2	Flood risk
3.3.3	Site Improvement activities not permitted
3.3.4	Site already benefitted from site improvements by partners
3.3.5	Site earmarked for planned activities.
5.0	AOB (Shelter)

14h00 WASH and Shelter Joint meeting on cross sectoral issues:

6.0	Updated 3W information coordination
6.1	IAMP13 data on the informal settlements is released monthly and shared with the Working Group mailing list. The 3W matrix for WASH is consolidated directly afterwards, with generous contribution of Medair to compile and cross check all partner data. The 3W database contains detailed information on WASH activities such as donor, funding deadlines and gaps in the support of latrine or water storage tanks.
6.2	Partners welcome to come to UNHCR or Medair (Kyle Loiter) with questions
6.3	Note: Partners are requested to fill only in the sites that are actually receiving data. i.e. Do not input data if you are not covering the site in reality.
6.4	Mapping will follow by generous contribution of SCI.
6.5	Partners are also encouraged to use the 3W matrix to analyse their Area of Responsibility to identify sites that have previously not received any support, assess the agency capacity and funding, consolidate their areas and communicate any changes to the UNHCR Shelter/WASH officer.
6.6	For current gaps: Within the WASH sector, there is currently capacity to support 5500 individuals through SCI and 850 individuals through Mercy corps (ITS or CS).
6.7	All partners requested to check their data on the 3W. With report back COB Thursday 15-05-14.

6.8	How to reach people living in smaller sites: Suggest agencies 'group' sites using the locations to increase access to sites less than 4. This is a growing problem that the sector needs to address.
6.9	CSMC predestination
6.9.1	Definition of CSMSC: site management to raise awareness, develop committees, participation and sustainability of the Informal Settlements
6.9.2	CSMC assists in setting up committees within Informal Settlements which act as interlinking sectoral committees. This can contribute to mobilising the community, assisting with distributions and engaging in their own environmental management. These also act as focus groups in the site who can report back on gaps, feedback on services. This builds a longer term ownership over projects that engage the refugees, contributes to joint messaging. Spongebase will track where CSMC committees are in place. CSMC WG meetings regularly. Coordination with all partners in the area to prevent duplication, committees and programs.
6.9.3	CSMC proposed to undertake a workshop in community mobilisation. All agencies are invited to attend. Signup sheet circulated, but all agencies are also invited to email Anne Leewis, NRC (anne.leewis@nrc.no)
6.9.4	Next meeting: Every second Wednesday of the month at 10H00

7.0	Municipalities (Additional Agenda item)
7.1	UNHCR and UNDP are coordinating requests from municipalities and areas where activities are being constrained. Partners are requested to email UNHCR with details of any instance where support is being 'ransomed' until certain conditions from the municipality are met. Liaison Officer: Rayan Koteiche (koteiche@unhcr.org) Head of Office, Area security: Maeve Murphy (murphym@unhcr.org)
7.2	Bar Elias
7.2.1	Background on the reported 'Formal tented settlement': MOSA has not endorsed the camp. This is an activity undertaken by URDA, funded by external donors with some engagement of the Ministry of Interior. Therefore it is considered a semi-formal tented settlement
7.2.2	There are concerns regarding the capacity of the sites and the ability of the site to accommodate the number that is being proposed by URDA. There is a risk to refugees in creating an over-dense environment. This is the fundamental reason why humanitarian standards were developed under the 'do no harm' principle.
7.2.3	Technical assistance has been provided and largely this is not reflected in the designs. A suggestion was raised with one donor in the meeting, UNICEF, to follow up on the standards that are being applied in WASH and Site planning.
7.2.4	Selection of beneficiaries is managed by URDA. Security reasons dictate a need for this information to be protected.

8.0	Preparedness Planning
	Sector procedure for emergency influx uses two tools for managing referrals and also maintaining a clear understanding of the available sector stocks:
8.1	Managing Referrals through a Google Doc: this is sent in an email to the responsible partners for follow up. Partners are requested to fill in on the sheet when they have completed the action.
8.2	Contingency Stocks are tracked on a special database in Activity info. Partners are requested to update their stock regularly. In an emergency this will be requested to update. Kindly ensure your data manager who is focal point for Activity info has access to the stocks database. Email: Remo Fambri (Fambri@unhcr.org) and Mitchell Levine (LEVINE@unhcr.org)

Documents Shared:

WASH Strategy
Shelter Strategy
Updated indicators list
New Pcode form.
Evictions list

Key links shared:

Google referrals
[Data.unhcr.org](https://data.unhcr.org)
Activity Info