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| **Minutes of Shelter Sector Working Group Meeting - Bekaa** |
| **Date** | 2015-04-08 | **Time** | 13h00 |
| **Meeting location** | UNHCR SO Zahle | **Duration**  | 90 mins |
| **Chair** | UNHCR Prachuap Yangsa-Ngobsuk | **Co-Chair** | NRC Nicholas Winn |

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| **1** | **Introductions and minutes from previous meetings** |
| 1.1 | In February a joint WASH and Shelter meeting was held. Since it has been determined that separating the meetings is most appropriate forum for both sectors.  |
| **2** | **Activity info:** |
| 2.1 | Presentation of the updated information the database showing partners. Deadline for reporting monthly is usually the end of the first week of every month. For March uploads: Deadline is April 9th. * Some new indicators have been included.
* **A list of updated indicators will be shared with partners.**
* All sector leads are requested to follow up with their data entry team to review the data and ensure it is accurate. This is the information needed for donor reporting.
* Training is conducted regularly at Beirut level, please contact: Remo Fambri: fambri@unhcr.org
* Training can be requested at Bekaa level if a quorum is formed. Please indciate your interest with sector coordinator or with Remo.
* Planned activities also have indicators for planned activities. Hence why you will see some planned activities in May. You can extract the achievement to isolate out the planned activity, break it down by indicator, and date trends. Etc.
* Reporting is done in the sectoral dashboards.
* UNHCR is piloting an interactive dashboard in pilot on data.unhcr.org portal which is linked to the AI information.
* Also coming new online map ‘Spongebase’: search by pcode and all information is linked.
* An overview of all activities by sector, area etc. for all partners can be requested from sector coordinators.
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| **3** | **Donor funding – 2015 Gaps (Case load transfers)** |
|  | * The ongoing evictions, coupled by large geographic coverage, has led to gaps in support. Medair and SCI have maintained a map of the Bekaa valley for informal settlements. Partners are requested to coordinate with UNHCR if they identify gaps in coverage, or addiitional capacty to expand into other areas.
* Medair would like to undertake assessment for ITS to determine the gaps for 2015.
* ITS have been covered by winterisation 2014-2015. However the SSB are less visible and dispersed and not covered. In Beirut, the sector will rely on the shelter survey of March to clarifty the need and compare the coverage to determine gaps. List of covereage at cadastral level in Bekaa wil be shared.
* SCI have led an exercise to map occupied buildings, shared in February. 75% of sub-standard building have been identified and mapped. This has informed intervention since 2014. Up to 40% have been assisted in the areas of intervention that agencies have access to, and up to 70% will be covered in 2015. This map is based on general information, number of HH, what intervention is needed, etc.
* NRC have undertaken the same mapping excecise for unoccupied buildings. This activity has also been done in the north, for SSB and SSU.
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| **4** | **SSU / SSB approach move towards consistency** |
|  | * Partners report there is inconsistency in the activities in rehabilitation and weatherproofing, of SSB (and SSU) figures reported do not clearly representative of the activities.
* The shelter strategy has clarified the classification of the interventions.
* SSU is based on occupancy, SSB is a shelter type.
* The SWG will refer this discussion for further clarification to Beirut as it is a National Level item for discussion and not only related to work in the Bekaa valley. The Temporary Technical Committee in Beirut developed some guidance which outlines the allowable variations.

**Action 1:** Agencies to share details of their activities under the 2 classifications or weatherproofing and rehabilitation. UNHCR coordinator can collate the variations in terms of activities, costs and lessons learned. **Action 2:** Field guidance is needed to inform the discussion, agencies are recommended to take this up with their Beirut equivalent, or actively engage in the discussion at National SWG level. UNHCR follow up with Beirut to put this on the National SWG agenda.***Update from SWG Beirut 15-04-14:*** *Temporary Technical Committee is currently reviewing this issue. NRC is the focal point. Please engage directly with your agency counterpart in Beirut to make sure your comments are conveyed, or directly represented.* |
| 5 | **Evictions** |
|  | **Update provided by UNHCR Protection Unit*** 19 sites evicted in the last 3 months related primarily to proximity to LAF activities. These require direct assistance from WASH and Shelter sector. In many of the ‘new settlements, Municipalities / Landlord are not permitting humanitarian assistance to be given, also further risk of secondary evictions. UNHCR is engaging with LAF and Government to address these issues.
* In some cases, Refugees are bringing with them their infrastructure from previous sites.
* There is a monthly list prepared by UNHCR on the eviction sites planned and actual and the assistance needed / given.
* Monthly evictions committee is convened, all partners welcome. (next April 9th, 10h30)
* A Google docs referral sheet is being used as a tracking mechanism for referrals, for evictions and also follow up activities by WASH and Shelter partners.
* There is a regularly updated list of all evictions sites. Partners are encouraged to cross-check this in relation to planned activities. (Request from Sander Van Niekerk or Sector Coordinator)
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|  | **Collective Centres:** Families are reluctant to take advantage of the alternative options in the case of CC evictions and closures as they wish to remain in an area and/in the center due to livelihoods.  |
|  | **Transit Sites:** DRC are evaluating transit sites, need approval from evictions committee. **ACTION**: DRC and UNHCR to dicsuss further.  |
| **6** | **Site improvements and drainage** |
|  | Site improvement activites are undertaken by Shelter and WASH actors. Guidance has been drafted at TTC level and is due for release soon. |

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| 7 | **Update on Google Docs referral mechanism. WASH Meeting joined.** |
|  | There is a Google doc used for coordinating all sector referrals, both WASH and Shelter. This appears to be not widely used or known. This referral system is used to track movements and populations. **ACTION:** UNHCR to share the link. Please use it.  |
| **8** | **Information required for new Informal Settlements** |
|  | As mentioned in the evictions sections, all sites under verified evictions are given a written notice. New sites created will need a pcode. The SOP for this is to use the interagency form, which is shared with the minutes.  |
| **9** | **Sealing off Kits** |
|  | Large amounts of sealing of kits (SOK) were procured, and distributed as needed. There is a general impression that the content of this kit need to be reviewed based on the actual needs on the ground and the current context. Breaking up the kits and reporting on the changes is challenging. Specific points to review include the classification of light, medium and heavy, and the content of the tool kits. Also modality through vouchers might resolve this issue. **ACTION:** Refer item to Beirut with the specific caveat that Bekaa winter needs were different, which should be reflected in any TTC. Interested parties to ensure their participation. ***Update from SWG Beirut 15-04-14:*** *Temporary Technical Committee will convene on this subject. Please engage directly with your agency counterpart in Beirut to make sure your comments are conveyed, or directly represented.*  |
| **10** | **AOB** |
| 10.1 | Query: ECHO funding – interagency questionnaire. Anyone know what this is. ACTION: UNHCR, Medair to follow up. ***Update from SWG Beirut 15-04-14:*** *Interagency HH vulnerability assessment form.This is used to guide unconditional cash assistance. It is multi-secotral. This item is almost completed.*  |
| 10.2 | Query: DFID and ECHO request that partners feed into RAIS and collect information from RAIS. **ACTION:** Shelter sector will soon be expected to input the houehold level data into RAIS.Partners are requested to talk to their Information management focal points to determine their input their agency has into RAIS, access to data.  |
| 10.3 | Mass Scanning facilities at UNHCR through high-speed machine.  |

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| **Documents Shared:** | **Key links shared:**  |
| WASH Strategy | Google referrals |
| Shelter Strategy | Data.unhcr.org |
| Updated indicators list | Activity Info |
| New pcode form.  |  |
| Evictions list |  |