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| **Minutes - Shelter Reference Group** |
| **Date:** Tuesday, 5 February, 2013 |
| **Venue**: Arup Offices, Kent Street, Sydney  |
| **Participants:** * Esther Charlesworth – AWF/HARB
* Bruce Hutchison – Partner Housing (PHAB)
* Catherine Forbes – Emergency Architects (EAA)
* Ruth Kestermann – Arup
* Kirsten McDonald – Arup
* Brett Moore – World Vision International (WVI)
 | * James Schell – Habitat for Humanity Australia (HFHA)
* Scott Pelletier – Habitat for Humanity Australia (HFHA)
* Ifte Ahmed – AWF/HARB
* Supriya Mehta – Australian Red Cross (ARC)
* Sanwar Ali – ChildFund Australia
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| **Apologies:*** Richard Forsythe – Caritas Australia
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| **Agenda:**1. **Introduction and overview of meeting**
* Overview of agenda
1. **Proposed new SRG member - ChildFund**
* Brief introduction/presentation of ChildFund and any specific areas of interest
1. **SRG Terms of Reference – further feedback & finalising**
* Discuss/clarify and agree on final ToR
1. **SRG Priority activities - 2013**
* Review of previous priorities; Ranking of priority activities for 2013; assigning lead/support agencies
1. **SRG meeting format**
* Discussion of suggested sharing/lessons learnt standing agenda
* Additional suggestions to ensure effective SRG meetings
1. **AOB**
2. **Wrap up and Close**
* Next meeting date – suggested Wednesday March 13th at 10am
 |
| **SUMMARY OF MEETING ACTION POINTS** | **WHO** | **WHEN** |
| **SRG Terms of Reference*** HFHA to finalise TOR and share with all SRG members
 | HFHA | 15 February  |
| **SRG Priority activities - 2013*** Task-group members to present relevant action plans and progress to date at next meeting
 | All | Next meeting: March 13th  |
| **AOB - Consolidating global shelter trainings*** All to share knowledge of shelter based forums/trainings amongst SRG members.
 | All | Next meeting: March 13th  |

1. **Introduction and overview of meeting**
* Overview of agenda was conducted.
1. **Proposed new SRG member - ChildFund**
* Sanwar introduced himself and ChildFund as an agency.
* ChildFund Australia support programs in 55 countries, with programs dedicated to child focused development; disaster risk reduction; humanitarian response. ChildFund have an increasing focus on shelter & infrastructure, primarily with school building and are focused on ensuing safe design & construction quality.
* ChildFund is the co-chair of the newly formed Disaster Risk Reduction sub-group of the Humanitarian Reference Group.
* ChildFund is hoping to learn from and engage with agencies within the SRG.
1. **SRG Terms of Reference – further feedback & finalising**
* The SRG TOR was reviewed by all members and agreed as final.

**ACTION**: HFHA to finalise TOR and share with all SRG members

1. **SRG Priority activities - 2013**
* SRG members reviewed the previous member mapping exercise and initial list of priority activities, undertaken in November 2012. Members were then asked to add any additional priority activities.
* Members then ranked priority activities – according to *top 5 priorities (see Annex 1)*
* Members also developed task groups for each agreed activity to ensure progress and momentum is maintained. *(see Annex 1)*

**ACTION**: Members agreed that task-group members will present specific action plans and progress to date at next SRG meeting.

1. **SRG meeting format**
* SRG members stated the general meeting format works well and does not require significant changes.
* To institutionalise the SRG purpose of sharing knowledge, it was agreed that a standing agenda will be created for each meeting, where an SRG member agency will share an example of innovative shelter work. This will encourage cross organisational dialogue and knowledge sharing.
1. **AOB – Consolidating global shelter trainings**
* Brett suggested the SRG consider/review the various shelter based trainings & design activities held around the globe. SRG members acknowledged the need to take stock of current trainings and engagement opportunities to link in, where possible, to other activities.

**ACTION**: All to share knowledge of shelter based forums/trainings amongst SRG members.

1. **Next meeting & close**
* Suggested next meeting date as Wednesday, March 13th at 10am – TBC.

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| **ACTIVITY/FOCUS** | **RANKING** | **COMMENTS** | **AGENCY TASK-GROUPS**  |
| **Shelter & DRR scoping study** | **1**(7 votes) | **TO ACTION NOW** | * **Architects without Frontiers**
 |
| * Finalise and promote the Shelter & Disaster Resilience scoping study
 | Agreed as first, straightforward activity to complete asap. |
| **AusAID** | **2**(7 votes) | **TO ACTION NOW** | * **HFHA**
* **Australian Red Cross**
* **Caritas**
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| * Identify key contacts & areas of engagement
* Establish dialogue with AusAID
* Bid for AusAID innovations fund
* Influence the development of a dedicated fund for shelter/urban support and DRR
 | Parallel to becoming an ACFID WG, establishing dialogue and partnerships with AusAID deemed a high priority for all members  |
| **ACFID Working Group**  | **3**(6 votes) | **TO ACTION NOW** | * **HFHA**
* **Caritas**
 |
| * Become an ACFID Working Group
 | Parallel to establishing links with AusAID, becoming an ACFID WG deemed a high priority for all members  |
| **Shelter Forum** | **4**(5 votes) | **TO ACTION NOW** | * **HFHA**
* **Architects without Frontiers**
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| * Undertake a 1 - 2 day shelter forum - sharing study; lessons; AusAID engagement; training
 | Details to be confirmed, could be combined with AWF training for built environ professionals. Can link in/flow on to shelter ‘call to action’ |
| **Shelter ‘call to action’** | **4**(5 votes) | A potential activity to flow on from the shelter forum  |  |
| * Develop a shelter based 'call to action' highlighting the importance of shelter
 |
| **Online knowledge hub** | **6** (4 votes) | **TO ACTION NOW** | * **HFHA**
 |
| * Online community of practice & knowledge hub to share lessons; experiences and innovative practice
 | Seen as an important activity by all – to be coordinated by HFHA |
| **Addressing regulatory barriers to post disaster shelter programming**  | **7**(3 votes) | **TO ACTION NOW** | * **Australian Red Cross**
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| Engage government, bilateral and multilateral agencies to identify post disaster regulatory barriers to shelter | Australian Red Cross to gather information and share  |
| **SRG Joint Projects** | **8** (2 votes) | To leverage when potentials arise |  |
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| **Advocacy** | **8** (2 votes) | To leverage when potentials arise |  |
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