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| **Minutes - Shelter Reference Group** | | | |
| **Date:** Monday, 5 March, 2012 | | | |
| **Venue**: ARUP Offices, Kent Street, Sydney | | | |
| **Participants:**   * Esther Charlesworth – AWF * Richard Forsythe – Caritas Australia * Bruce Hutchison – Partner Housing * Joanna Lindner – ACFID | * David Kaunitz – Emergency Architects * Ruth Kestermann – ARUP * Brett Moore – World Vision International * James Schell – HFHA * Michelle Carr - HFHA * Carla Wachmiller – Emergency Architects | | |
| **Apologies:**   * Sarah Davies - Red Cross |  | | |
| **Agenda:**   1. **Shelter/Disaster Risk Reduction Scoping Study:**   Brief overview of steps taken to date & proposed actions moving forward   1. **SRG member interest:**   CARE Australia   1. **Strategic Planning Exercise**   Discussion of feasibility of exercise and likely steps, timeframe etc   1. **AOB:**   Brief from ACFID re Working Group status | | | |
| **SUMMARY OF MEETING ACTION POINTS** | | **WHO** | **WHEN** |
| * Hold meeting/teleconference on Friday 9 March at 11.30am to decide on successful tenderer. * Seek input from Water Aid regarding the Water Reference Group’s approach to copyright and forward to Caritas. * Contact Red Cross regarding their preferred tender applicant. * Discuss budgetary, copyright and child protection requirements (as well as any other caveats) with the preferred tenderer and include these in contract. | | Selection panel  HFHA  HFHA  SRG | March 9 2012 11.30am  By March 9  By March 9 |
| * Contact CARE & World Vision Australia regarding membership * Circulate TOR among new members. | | HFHA  HFHA |  |
| * Propose dates for strategic planning workshop. | | ARUP/HFHA |  |
| * Submit letter to ACFID detailing who SRG intends to engage with on regular basis and value added by non ACFID members, plus convenor and co-convenor details. | | HFHA/SRG |  |

1. **Shelter/Disaster Risk Reduction Scoping Study**

* Two submissions were received, based off the agreed upon ToR.
* A selection panel was created, comprised of Caritas, World Vision International, Red Cross and Emergency Architects.
* Current allocated funding for the study totals AUD37,500.
* Budget estimates provided by tender applicants were higher than the amount available for the study. World Vision will explore whether they have any available HPA funds available to cover this shortfall. If there are no additional funds available, SRG will negotiate with the preferred tender applicant.
* In line with Caritas Australia’s Child Protection Policy, successful tenderer will be required to undergo a criminal history check and comply with Child Protection code of conduct. This requirement was not spelt out in the TOR but will need to be included in the contract. All SRG members agreed with this process.
* One application stated that the tenderer will retain copyright of the study. SRG members agreed that copyright should be retained by Caritas, on behalf of the SRG. Contract will stipulate that the finished work will be freely available to SRG members. On further advice from ACFID, if the SRG is to become an ACFID Working Group, copyright would be held by ACFID.

**ACTIONS**

* The selection panel will meet/hold a teleconference on Friday 9 March at 11.30am to decide on the successful applicant.
* HFHA to seek input from Water Aid regarding the Water Reference Group’s approach to copyright and forward to Caritas.
* HFHA to contact Red Cross regarding their preferred tender applicant.
* Budgetary, copyright and child protection requirements (as well as any other caveats) will be discussed with the preferred tenderer and included in the contract. Final selection will be subject to agreement with these requirements.

1. **SRG New Member Interest**

* CARE has expressed interest, via Caritas, of participating in the SRG. CARE, as a large Australian based NGO, can add value through their experience in shelter related projects and strong influence in the Australian NGO sector, including through the Humanitarian Partnership Agreements.
* All members were supportive of CARE joining the group.
* Despite engagement of World Vision International (through Brett), it was discussed that World Vision Australia should also be contacted to determine their interest in the SRG. Members were supportive of this idea.

**ACTION**:

* HFHA to contact, on behalf of the SRG, CARE & World Vision Australia.
* HFHA to circulate TOR among new members.

1. **Strategic Planning Exercise**

* Members expressed interest in participating in a strategic planning workshop to revisit SRG terms of reference and discuss goals and timeframes for action
* ARUP offered to support the preparation and facilitation of the strategic planning exercise, which would likely include initial email correspondence/questionnaires and a ½ - 1 day workshop.

**ACTIONS**

* ARUP and HFHA to discuss initial strategic planning steps and feed back to group.

1. **Becoming an ACFID Working Group**

* SRG is on track to becoming an ACFID Working Group
* Current composition of SRG with high proportion of non-ACFID member agencies could be problematic.

**ACTIONS**

* Submit letter to ACFID detailing who SRG intends to engage with on regular basis and value added by non ACFID members, plus convenor and co-convenor details
* HFHA to draft for comment by SRG before submission to ACFID.

1. **Next Meeting Date**

* To be confirmed following the resolution of the scoping study selection.