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| **Minutes - Shelter Reference Group** |
| **Date:** Friday, 9 December, 2011 |
| **Venue**: ARUP Offices, Kent Street, Sydney  |
| **Participants:** * Esther Charlesworth - AWF
* Carla Wachmiller – Emergency Architects
 | * Ruth Kestermann - ARUP
* James Schell - HFHA
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| **Apologies:*** Richard Forsythe - Caritas Australia
* David Kaunitz - Emergency Architects
* Jo Lindner- ACFID

 | * Sarah Davies - Australian Red Cross
* Michelle Carr - HFHA
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| **Agenda:**1. **SRG Study: Discussion & next steps:**

 Proposed Terms of Reference for Scoping Study: Shelter and Disaster Mitigation in the Asia- Pacific Region1. **SRG member interest:**

Partner Housing interest1. **CORE training update:**

Feedback from SRG members1. **Future meeting:**

 Suggested as 9.30am on Friday January 27 |
| **SUMMARY OF MEETING ACTION POINTS** | **WHO** | **WHEN** |
| **SRG Study: Building Resilience: Shelter and Disaster Mitigation in the Asia-Pacific Region*** HFHA to update Terms of Reference for Proposed Study **(see attached)**
* SRG members to confirm if agency funds will be complemented to current funding pool
* Feedback received by agencies and ToR finalised
* Confirm contract management details with Caritas and confirm with all members
* SRG member to jointly develop consultant application criteria
* SRG members to disseminate ToR and consultant application to available networks
* Due date for consultant/entity applications
* SRG members to jointly agree on consultant
 | HFHAAllAllCaritas/HFHAAllAll-All | 16 Dec23 Dec23 Dec23 Dec13 Jan16 Jan25 Jan27 Jan |
| **SRG member interest: Partner Housing interest*** HFHA to contact PHAB and forward ongoing meeting details.
 | HFHA | 23 Dec |
| **CORE training update:** **Feedback from SRG members** * ARUP to discuss further with CORE and the potential for seminar dates and topics during 2012
 | ARUP | 23 Dec |

1. **SRG Study: Discussion: Proposed Terms of Reference for Scoping Study: Shelter and Disaster Mitigation in the Asia-Pacific Region**

Terms of Reference:

* Members reviewed the proposed ToR as drafted by AWF.
* All agreed the ToR is generally in-line with the group’s initial thoughts.
* General feedback was provided for each section and comments were incorporated.
* Main discussion included:
	+ Ensure the scoping study includes reference to both **disaster mitigation** & **disaster reconstruction** projects and subsequent impacts.
	+ Ensure case studies are representational of the nature and location of disasters in Asia Pacific (ie: Urban & Rural settings; Asia & the Pacific; Earthquakes & Tropical Storms/Flooding etc)
	+ Ensure the study captures both the structural and social component.
	+ Encourage the submission of case studies from both SRG members and external agencies.
	+ A specific selection criteria should be drafted by the consultant/entity, with input from members. The case study selection process will be a collaborative exercise to ensure engagement by all agencies.
* An updated ToR is attached, incorporating the above comments.
* **ACTION**: SRG members to review updated ToR and send comments for finalisation by 23 December.

Funding:

* It was discussed that the current funds available (estimated at AUD38k), whist achievable, is very tight. It was suggested that each agency consider the potential for contributing additional funds for this exercise.
* **ACTION**: SRG members to confirm if agency funds will be complemented to current allocated funding.

Contract Management:

* The logistics of managing/administering this SRG study will need to be confirmed
* Members discussed various options of managing this study process. It was suggested that, due to funds primarily being released through Caritas, it seems appropriate that the chosen consultant/entity would enter into a contract with Caritas.
* **ACTION**: Needs further discussion with Caritas.
* Depending on available resources, the consultant/entity would liaise with a SRG focal contact, who would coordinate engagement and communication between the parties. This is to be confirmed in the coming meeting.

Consultant/Entity Selection:

* It was agreed that developing a standard application template is ideal to ensure fair comparison between consultants/entities bidding for the research.
* **ACTION**: SRG members to jointly create standard application template, with reference to the ToR.
* Bidding for the study will occur over a specified time frame. It was agreed that rather than advertising for the consultant, members will use their current networks to disseminate the ToR and selection criteria.
* Due to the technical nature of the study and the skills of SRG members, it is likely that members may bid for the research. This was considered acceptable.
* It was agreed that if member agencies bid for the research piece, they will remove themselves from all selection processes and will wait to be informed of the final decision.
* Due to the various deliverables of this research piece, it was suggested that the consultant/entity would be remunerated upon delivery of agreed upon outputs – as listed in ToR.
* Timing is limited in the lead up to Christmas and New Year’s. As such, it was suggested that the SRG next meet on 27 January to select the consultant/entity.
1. **SRG member interest:**

Partner Housing Australasia Building (PHAB)

* PHAB’s interest in joining the SRG was discussed.
* Most agencies present at the meeting have engaged with PHAB to some degree.
* It was recognised that PHAB is a technical agency who work in Asia Pacific and could bring value to the SRG.
* PHAB are not an ACFID member agency, which would slightly limit their level of engagement.
* It was agreed that PHAB are welcome to participate in the SRG meetings and activities.
* **ACTION**: HFHA to contact PHAB and forward ongoing meeting details.
1. **CORE training update:**
* CORE trainers had initially proposed to conduct training in early February at the ARUP office in Sydney at a total cost of $10,000 for 5-days. SRG members felt this was potentially too long and generic.
* CORE trainers suggested the following options:
	+ Reduce length of training to two days with a specific focus on shelter: This would involve modifying the training module, which may take several months.
	+ Hold a one day workshop/seminar to discuss shelter issues: This was the preferred option from SRG members present.
* **ACTION**: ARUP to discuss further with CORE and the potential for seminar dates and topics during 2012.
1. **Next Meeting Date**
* Suggested as 9.30am 27 January to co-incide with selection of research consultant/entity.
* To confirm details via email.