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| **Minutes - Shelter Reference Group** |
| **Date:** Wednesday, 21 November, 2012 |
| **Venue**: Arup Offices, Kent Street, Sydney  |
| **Participants:** * Esther Charlesworth – AWF/HARB
* Bruce Hutchison – Partner Housing (PHAB)
* Catherine Forbes – Emergency Architects (EAA)
* Ruth Kestermann – 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
* Sarah Davies – Australian Red Cross (ARC)
* Supriya Mehta – Australian Red Cross (ARC)
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| **Apologies:*** Richard Forsythe – Caritas Australia
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| **Agenda:**1. **Introduction and overview of meeting**

Overview of agenda1. **Shelter/Disaster Risk Reduction scoping study**

Presentation of work undertaken to date and discussion1. **SRG visioning exercise and ToR discussion**

Member mapping discussion and analysis: 25 minsDraft ToR discussion: 15 minutes1. **AOB**

Next meeting date |
| **SUMMARY OF MEETING ACTION POINTS** | **WHO** | **WHEN** |
| **Shelter/Disaster Risk Reduction scoping study*** Agencies to provide feedback to Ifte and Esther re: Scoping Study
* HARB to draw out lessons learnt/recommendations from each country exercise
* HARB to list recommended, clear next steps for agencies to implement the developed tool & a suggested communications/dissemination strategy
 | AllHARBHARB | Fri 23 NovFri 30 NovFri 30 Nov |
| **SRG visioning exercise and ToR discussion** * Agencies to send feedback on draft ToR to HFHA
* HFHA to update and recirculate to SRG members
* ARC/WVI to share list of regional/global shelter clusters & network to SRG members
* HFHA/Caritas to continue discussions with ACFID representatives regarding ACFID WG application
* Consider the creation of an online SRG presence – benefits & commitments
 | AllHFHAARC/WVIHFHA/Car | Fri 30 NovFri 7 DecFri 30 NovFri 7 Dec |

1. **Introduction and overview of meeting**
* Overview of agenda was conducted.
* Short participant introductions: Catherine Forbes of EAA and Supriya Mehta were introduced to the SRG as new agency representatives.
1. **Shelter/Disaster Risk Reduction scoping study**
* The field work has been undertaken in both Cook Islands and Sri Lanka.
* Ifte and Esther (HARB) provided a brief presentation/overview of the study and opportunities for discussion followed.
* HARB highlighted the most crucial and difficult facet of the project was the pre-assessment process. The actual implementation of the tool and identification of the hazards was relatively straight forward.
* HARB commented that a certain degree of local technical proficiency is needed to utilise the tool to its fullest potential. This raised discussion on the need to ensure local staff/representatives have the capacity needed to ensure its use.
* Therefore, a level of training/support may be required for local partners in order to maximise the tool’s effectiveness.
* As a result, HARB were asked to draft clear suggested steps for the tool’s implementation with SRG partners.
* Questions remained regarding the level of objectivity when utilising the tool. The tool was originally designed to provide a resource for SRG partners on shelter/DRR effectiveness. However, there remains a risk that the process and results could become biased if solely undertaken by agency representatives.
* It was agreed that the tool must be adapted to each unique context.
* The scoping study is not an end in itself but a stepping stone in creating a more effective tool and a growing body of evidence of the importance of shelter in strengthening community resilience.
* The study focused on the evaluation of the tools utility. It was not an assessment of end results
* HARB to come up with next steps so the tool can be better articulated as a working document

**ACTIONS**:

* Agencies to provide feedback to Ifte and Esther re: Scoping Study
* HARB to draw out lessons learnt/recommendations from each country exercise
* HARB to list recommended, clear next steps for agencies to implement the developed tool & a suggested communications/dissemination strategy
1. **SRG visioning exercise and ToR discussion**

***Member Mapping***

* Many commonalities were identified through the Member Mapping exercise.
* The majority of members considered their activities a mixture of development and humanitarian relief. There is a need therefore, to ensure the ToR encompasses both forms of work.

***SRG Visioning key discussion points***

* SRG members discussed the original discussion points regarding ‘**what is the SRG’**. All members agreed on the below themes, with minor modifications in *italics*:
* A Community of Practice
* A Knowledge sharing hub
* A vehicle for engaging with AusAID *and influencing policy change*
* A group to advocate & *partner* for resources and support
* In addition to the above, it was agreed that the SRG can act as an entity facilitating coordination amongst member organisations and capacity building with external partners
* Further discussion was held regarding the three discussion points listed below:

*Are SRG members interested in establishing pre-disaster partnerships - to enable improved post-disaster coordination (potentially throughout the Pacific?)*

* SRG members discussed that pre-disaster partnerships would not be formal in the sense of mandated agreements - but will exist as standing informal relationships and knowledge sharing

*Does the SRG ‘open up membership’ regionally (eg in Asia and or the Pacific?) especially in relation to the Pacific pre-disaster partnerships*

* It was agreed that the SRG should remain Australian based for the time being. As the SRG is in early stages of development, focus should remain within Australia to promote good coordination.
* International engagement can be pursued through SRG agency external contacts (eg WVI& ARC’s engagement in regional & global shelter networks).
* SRG members also agreed that should be more rigour/structure around knowledge sharing. An SRG online presence was seen as very important to support sharing & visibility in the sector.

*Do SRG members want to initially purse the ACFID working priority, or run this parallel to other activities? If so, does the SRG sit ‘under’ the Humanitarian Reference Group, or do we classify ourselves as a separate entity?*

* + SRG members once again agreed on the benefits of becoming an ACFID endorsed Working Group.
	+ It was also agreed the SRG should not be situated within/underneath the Humanitarian Reference Group (HRG). The HRG’s focus is in humanitarian action, whereas the SRG’s areas of focus will encompass a broader focus of shelter – both humanitarian and long term development/resilience.

**ACTIONS:**

* ARC/WVI to share list of regional/global shelter clusters & network to SRG members
* HFHA/Caritas to continue discussions with ACFID representatives regarding ACFID WG application.

***ToR***

* The draft ToR was presented and discussed amongst SRG members.
* SRG members briefly discussed the draft purpose and goals. General consensus was reached, with suggested changes to date listed below in *italics:*

**Purpose**

To bring together Australian based development *and humanitarian* actors engaged in shelter programming, to share lessons, encourage innovative practice, build collaborative partnerships, leverage resources, and advocate for the importance of shelter.

**Goals**

1. Advocate for the importance of *sustainable and resilient shelter* to the Australian government’s foreign aid programming and build support amongst the Australian public.
2. Use the collective resources of Australian NGOs, academia and the private sector to *facilitate the delivery of innovate shelter practice* in both humanitarian and development fields, through knowledge exchange and collaborative partnerships.
* Further modifications and feedback is needed of the entire draft ToR
* Due to time constraints, an in-depth discussion of the ToR did not occur.

**ACTIONS:**

* Agencies to send feedback on draft ToR to HFHA
* Consider the creation of an online SRG presence – benefits & commitments
1. **AOB**

*Next Meeting Date*

* Suggested as February. Exact date and location TBA