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| **Minutes - Shelter Reference Group** | | | |
| **Date:** Thursday, 31 May, 2012 | | | |
| **Venue**: ARUP Offices, Kent Street, Sydney | | | |
| **Participants:**   * Esther Charlesworth – AWF/RMIT * Ifte Ahmed – AWF/RMIT * Richard Forsythe – Caritas Australia * James Schell – HFHA | * Richard Briggs – Emergency Architects * Ruth Kestermann – ARUP * Brett Moore – World Vision International | | |
| **Apologies:**   * Sarah Davies - Red Cross * Joanna Lindner – ACFID |  | | |
| **Agenda:**   1. **Shelter/Disaster Risk Reduction Scoping Study:**   Brief overview of steps taken to date & proposed actions moving forward   1. **Strategic Planning Exercise**   Discussion of feasibility of exercise and likely steps, timeframe etc   1. **SRG Participant briefs:**   Brief from ACFID re Working Group status | | | |
| **SUMMARY OF MEETING ACTION POINTS** | | **WHO** | **WHEN** |
| * **ACTION**: RMIT to develop a template requesting specific information from agencies. Agencies to submit by 8 June. | | RMIT & agencies | Template - ASAP  Agency submissions - 8 June |
| * **ACTION**: ARUP to send out email questionnaire to SRG members in June. | | ARUP | June |

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

* Esther/Ifte tabled the **scoping study executive summary** for discussion.
* Richard queried whether the study activity **timeframe** could be shortened. Due to other commitments of the RMIT study team, this is not possible.
* James suggested the need to ensure that the study & development of evaluation tool result in a body of **lessons learnt and good practice to be shared** amongst the sector.
* Esther highlighted the retained focus on shelter in this study – but primarily **looking at shelter as a system**, as opposed to solely a physical structure.
* All SRG members agreed to focus on the two countries presented in the executive summary – **Sri Lanka and the Solomon Islands**.
* RMIT have more information currently available regarding Sri Lanka and potential case studies. There is **limited visibility in the Solomon Islands**.
* Brett highlighted the need to **ensure case studies presented include reference to current local engagement of agencies**. There is a likelihood that agencies presenting past case studies may have limited current presence in-country.
* The need for **in-country logistical support was acknowledged by all**. Agencies who will have projects for review were requested to provide logistical support where needed.
* Esther & Ifte asked for SRG agencies to submit potential projects for review/engagement in the study.
* It was agreed that SRG agencies should initially be invited to submit their projects for the study. Following this, **external agencies will also be invited to present case studies** for the scoping study – which will assist in widening the reach of the study exercise.
* Once case studies are selected, Brett suggested the need to **ensure letters are sent to Heads of Agencies to request/inform re study activities**. This will be sent to local agencies from RMIT via Australian based agencies.

1. **Strategic Visioning Exercise**

* The strategic visioning exercise was introduced as an opportunity to **more succinctly define the mission and high level objectives of the SRG**. The exercise will also allow SRG members to start developing potential forward activities. The exercise was supported by all members.
* Ruth presented the likely steps involved in the strategic visioning exercise, including a **preliminary email questionnaire, followed by a face to face session** (suggested 2 hours).
* The first scoping study workshop and strategic visioning exercise can take place back-to-back, ideally with all SRG members present, in early July.
* **ACTION**: ARUP to send out email questionnaire to SRG members in June.

1. **SRG participant briefs**

Each person present gave a brief description of their background and current role in their agency. All members found this very useful.

1. **Next Meeting Date**

* It was suggested the next meeting occur in early July.