|  |
| --- |
| **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 forward1. **Strategic Planning Exercise**

Discussion of feasibility of exercise and likely steps, timeframe etc1. **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 - ASAPAgency 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.