

## Meeting Minutes

<b>Date:</b>	04 <sup>th</sup> April 2019
<b>Venue:</b>	IOM/ISCG Meeting Room

### Agenda:

1. Follow up on the action points from previous meeting
2. Update from TWiGs/Taskforce
3. Preparedness messaging and tie down kit distribution mapping
4. AOB

Agenda	Discussion Point	Action Point
Follow up on the action points from previous meeting	<ul style="list-style-type: none"> <li>• Based on significant additional interest for TSA ToT, 4th batch can be organized. ToT will be organized once 15 participants sign up</li> <li>• Shelter preparedness messages is finalized and shared. It can be found from link below: <a href="https://www.humanitarianresponse.info/en/operations/bangladesh/document/prepare-your-shelter-bad-weather">https://www.humanitarianresponse.info/en/operations/bangladesh/document/prepare-your-shelter-bad-weather</a></li> <li>• S/NFI partners are requested to share their planning or ongoing <b>preparedness support</b> data through 4W. As of last 4W reporting period only 1 agency reported.</li> </ul>	<ul style="list-style-type: none"> <li>• Shelter/NFI Sector team to recirculate sign up for TSA ToT</li> <li>• Interested partners to sign up asap.</li> <li>• Partners are to report TDK and messaging planning and distribution under preparedness support in 4W</li> </ul>
Update from TWiGs/Taskforce	<p><b>NFI TWiG:</b></p> <ul style="list-style-type: none"> <li>• The purpose of NFI TWiG is to develop the NFI guidance on how NFI distribution can be done through different modalities.</li> <li>• NFI TWiG has finalized questions for Focus Group Discussion (FGD), today Solidarites International (SI) will conduct the orientation for facilitators who are going to carry out the FGD.</li> </ul> <p><b>Shelter TWiG:</b></p> <ul style="list-style-type: none"> <li>• Proposed Design of UNHCR two story metal frame mid-term shelter has been approved for piloting by RRRC Office. 3-4 units are to be piloted by UNHCR in camp 4 Ext..</li> <li>• Proposed design of IOM single story bamboo mid-term shelter has been approved for piloting by RRRC Office. 6 units combined are to be piloted by IOM in camp 20 Ext..</li> <li>• Beside these, currently Shelter TWiG is also focusing on review of guidance on strengthening community structures. This guidance was developed last year to support other sectors and Shelter/NFI Sector</li> </ul>	Partners conducting PDM on TSA programing are requested to share raw data on PDM as well as the final report. TSA Taskforce will compile and analyze the data



	<p>partners to strengthen facilities for the rough weather.</p> <p><b>TSA Taskforce:</b></p> <ul style="list-style-type: none"> <li>TSA taskforce finalized the draft document for monitoring with core components and each has 1-2 indicators. This document will be ready by next week and it will be shared to Shelter TWiG for approval. These indicators will also be included in the PDM (post distribution monitoring). Partners are requested to include these indicators in their TSA PDM.– Indicators for TSA monitoring including PDM developed by Taskforce will help to further guide shelter programming.</li> </ul>	
<p>Preparedness messaging and tie down kit distribution mapping</p>	<p><b>Overview of current shelter assistance:</b> As of 28 March, 4W data shows 93% of HHs hasn’t received any shelter assistance except USK and TDK in the last year and 74% HHs is planned gap for the shelter assistance. This analysis is based on what sector has received through 4W. Partners are strongly requested to submit their data through 4W so that sector can provide actual data to the sitrep of ISCG and share to government.</p> <p><b>Tracking of preparedness support:</b> As mentioned in last sector meeting, “<b>Preparedness Support</b>” activity is added in 4W under emergency assistance. Preparedness Support means <b>Messaging + TDK</b>. In this reporting period only one partner submitted their plan data regarding preparedness support through 4W. Partners are were requested to submit their planned or ongoing preparedness support through 4W.</p> <p><b>Preparedness messaging:</b> Preparedness messaging has been finalized through SAG and shared with RRRC, sector partners, site management support agencies as well as with Communication with Communities (CwC) working group, which also can be found from link below: <a href="https://www.humanitarianresponse.info/en/operations/bangladesh/document/prepare-your-shelter-bad-weather">https://www.humanitarianresponse.info/en/operations/bangladesh/document/prepare-your-shelter-bad-weather</a> Sector has also discussed with BBC media action, who will also be making audio version of this messaging.</p> <p><b>Tie down kit and messaging mapping:</b> Mapping exercise was done during today’s sector meeting, where partners were requested to share their plans for preparedness support. The objective of this exercise is to identify who is going to provide preparedness support in which location and covering how many HHs. Four groups were formed. They worked for UNHCR and IOM Area of Responsibility (AOR) in Kutupalong and Teknaf.</p>	<p>Partners who have planned and providing shelter assistance and preparedness support are to submit 4W regularly.</p>



	<p>This information will be digitalized by sector and will be shared to the partners for the final verification and it will be transferred to 4W. During the exercise UNHCR also shared information that in camps 1E,1W,2E,2W, 3,4,5,6,7,4Ext, 21,26,27, KTP RC, Nyapara RC; UNHCR will provide tie down kits (rope blanket distribution, pegs as needed) through BDRCS while other partners will provide the messaging. In other camps IOM can support partners to distribute TDKs and messaging while IOM will cover some camps completely (where there is no partners)</p>	
<p>AOB</p>	<ul style="list-style-type: none"> <li>• Emergency focal point ToR and rapid damage verification checklist 2019 were endorsed by the SAG. These are available:</li> <li>• Emergency Focal Points ToR: <a href="https://www.humanitarianresponse.info/en/operations/bangladesh/document/shelternfi-emergency-focal-points-tor">https://www.humanitarianresponse.info/en/operations/bangladesh/document/shelternfi-emergency-focal-points-tor</a></li> <li>• Rapid Damage Verification Checklist 2019: <a href="https://www.humanitarianresponse.info/en/operations/bangladesh/document/rapid-damage-verification-checklist-2019">https://www.humanitarianresponse.info/en/operations/bangladesh/document/rapid-damage-verification-checklist-2019</a></li> </ul> <p>CARE representative informed that the checklist needs to be re-visit to identify partial and fully damage more accurately.</p> <ul style="list-style-type: none"> <li>• 4W - Next submission is on Thursday (11th April 2019)</li> <li>• Prepositioning Stockpile - Next submission is Today, Thursday (4th April 2019)</li> <li>• Partners are requested to submit Emergency Response Presence 2019 - Partners Mapping by COB Sunday, please find the form link below: <a href="https://ee.humanitarianresponse.info/::P6dPhNWj">https://ee.humanitarianresponse.info/::P6dPhNWj</a></li> <li>• An online survey was conducted regarding the Teknaf S/NFI meeting. Following the survey result, issue based meeting will be held in Teknaf. The shelter actors/staff members of Teknaf area may participate in the S/NFI meeting in CXB.</li> </ul> <p>HLP coordinator will join soon and will work under Shelter/NFI Sector.</p>	<p>Shelter and NFI sector will re-visit the Rapid Damage Verification Checklist 2019</p>

**The next meeting will be held on 18<sup>th</sup> April 2019 at 11.30am in ISCG/IOM meeting room.**