

TECHNICAL WORKING GROUP MEETING

DATE: 10TH MARCH 2017

AGENDA ITEM	ACTION	WHO
Working Group	Technical Members	NRC, DRC, UNHCR, CRS, IOM, MERCY CORPS and INTERSOS.
Title	The following minutes highlight discussions and action points on the technical working group meeting held on Wednesday 8th March 2016.	Shelter / NFI / CCCM Sector (Technical Team)
Background	<p>The Shelter / NFI and CCCM sector hosted a technical working group meeting on <i>Wednesday 8th March 2016</i> at the OCHA / IOM conference room from 9.30 am – 11.45 am. The role /agenda of the technical working group (TWiG) was to:</p> <ol style="list-style-type: none"> i. Review site assessment form. ii. Define and agree on site planning standards adopted across camp and camp like settlements. iii. Review and design the shelter return assessment form assessing local housing typologies, the levels of damage, and the linkage to sector response types targeted towards return and reconstruction. iv. Review and design a collective assessment form for IDPS hosted in government buildings. v. Review the BAMA model design and associated BOQ in light of recommendation to provide more durable solutions. 	
Risks and Constraint	<ol style="list-style-type: none"> i. Delayed implementation. ii. CERF reporting requirements. iii. Consistency in technical approaches. iv. Stocks / PPA already signed with procurement plans underway. v. Increase in cost per unit. vi. Design challenges: Cost, drainage, sourcing of locally available material. vii. Climatic conditions 	NRC, DRC, UNHCR, CRS, IOM, MERCY CORPS and INTERSOS.
Advocacy	<ol style="list-style-type: none"> i. Advocate for the participation of government officials both in NEMA and SEMA within the TWiG. ii. Advocate for the participation of an urban / rural planner from Ministry of Lands and Surveying during site assessment, site selection and settlement planning. iii. Advocate and facilitate for the provision of transport costs incurred while attending sector meetings by NEMA / SEMA and other ministry officials' who are key in guiding the humanitarian response. 	Shelter / NFI / CCCM Sector

AGENDA ITEM	ACTION	WHO
Site Assessment Form	<p>Review Site Assessment Form: A brief presentation of the proposed site assessment form was provided to the TWIG members' for their further review and feedback. The role of the site assessment form shall be to guide and streamline the process of site selection, to understand the basic characteristic of the proposed site in terms of topography, drainage, absorption capacity, land rights, accessibility and to flag critical issues rendering the site unsuitable for development / requiring heavy mitigation and to document authorisation for site selection among other key issues.</p> <p>Action Points / Way Forward</p> <ul style="list-style-type: none"> i. Included / add a GPX column on Chapter 8 under (Access to existing services and infrastructure Existing / Informal Camps ii. Share the updated <i>Ver. 2.0 Site Assessment Form</i> with all TWIG members incorporating comments provided (<i>Attached</i>) <p>Indicate on the footnote;</p> <ul style="list-style-type: none"> iii. A prerequisite to ensure the MFT carrying out the site assessment includes a member from the host community who understands the area. iv. A prerequisite to undertake secondary data review / analysis prior to going to the site 	Technical Working Group Members (TWIG)
Site Planning Standards	<p>Review Site Planning Standards: Define and adopt site planning standards within camps to ensure coherence with international standards in light of average camp areas per person (sq.m). The following recommendation were made:</p> <p>Action Points / Way Forward</p> <ul style="list-style-type: none"> i. Ensure participation of government official from the ministry of Lands and Surveying during site selection, settlement design. ii. Adherence to standards as applicable to international standard and allow room for flexibility within LGA's where land is a constraint due to a limited humanitarian corridor radius. iii. Site planning standards within the host community should be based on national / local standards where such standard exist; otherwise the traditional mechanism / structure already in place should be maintained. iv. The TWIG members raised concerns on the ability of humanitarian community to advocate for more land for IDP'S hosted within the host community, on large pieces of land under ownership of private land owners. The consensus was to allow for flexibility and a cases by case scenario to avoid the separation of families, weakening of traditional structures and risk for loss of livelihood. <p>Indicate as a footnote on the site assessment form;</p> <ul style="list-style-type: none"> v. A need for adopting flexible approach in site planning within host community. vi. Within informal camps, support decongestion activities through the definition of fire breaks and the expansion of road width. 	Technical Working Group Members (TWIG)
Shelter Planning Standards	<p>Review Shelter Assessment Form: A brief presentation of the proposed shelter assessment form was provided to the TWIG members' for their further review and feedback. The role of the shelter assessment is to understand level of building damage, in host and return areas with respect to size and material and nature of damage, hazards and risks</p>	Technical Working Group Members (TWIG)

	<p>that the affected population faces, associated housing, land and property related risks as the shelter responses moves toward return and reconstruction. The following recommendation were made:</p> <p>Action Points / Way Forward</p> <ol style="list-style-type: none"> i. Add a question under HH information on the physical vulnerability of the HoH if any; ii. Reformat the question on current shelter arrangement to read “What type of shelter are you currently living on”. Additionally to add option for HH living in makeshift shelter as shelter typology iii. Add column on proximity to access to basic infrastructure such as water points, latrines, markets, schools, and markets etc. iv. Ensure the questionnaire allows for the enumerators to spend a maximum of 5 mins interviewing the HH to avoid assessment fatigue. v. The assessment is recommended to be at HH level. In areas where the coverage is diverse and no resources are available to undertake a detailed assessment, sampling may be done however statistical techniques and data confidence levels should be adhered to and highlighted in the final report. vi. The shelter assessment form should be used in conjunction with the site assessment form with one SAF filled at ward level to understand the basic infrastructure within the ward / LGA’s. vii. Share the updated <i>Ver. 2.0 Shelter Assessment Form</i> with all TWiG members incorporating comments provided (<i>Attached</i>) <p>Indicate as a footnote on the shelter assessment form;</p> <ol style="list-style-type: none"> viii. Shelter assessment should be built upon existing secondary data sources. 	
<p>BAMA Model</p>	<p>BAMA Model: A brief update was provided on the government request (SEMA) discouraging the construction of E shelter. Subsequently a brief update was provided on advocacy by NEMA officials encouraging a more durable approach and preferring the use of BAKASI model rather than the BAMA model. The TWIG was tasked to provide alternative options to present to the government officials amidst cost, drainage, climatic condition, availability of local material challenges.</p> <p><i>The following alternative were suggested to be tabled to government officials:</i></p> <p>Option 1: Agencies to provide the timber frame structure + CGI for roofing + doors and windows + Conditional Cash / Incentive for walling material. <i>Sourcing and mounting of walling material: Beneficiary contribution.</i> <i>Proposed walling material is locally sourced straw mats used to make the makeshift shelters.</i></p> <p>Option 2: Agencies to provide the timber frame structure + Straw mats for roofing + doors and windows + Conditional Cash / Incentive for walling material. <i>Sourcing and mounting of walling material: Beneficiary contribution.</i> <i>Proposed walling material is locally sourced straw mats used to make the makeshift shelters.</i></p> <p>Option 3: Agencies to provide the timber frame structure + CGI for roofing + doors and windows + <i>Plastic tarpaulin for the walls.</i></p> <p>The following recommendation were made:</p>	<p>Technical Working Group Members (TWIG)</p>

	<p>Action Points / Way Forward</p> <ul style="list-style-type: none"> i. Advocate for a process approach to shelter interventions through encouraging beneficiary contribution especially in regard to provision of walling material. This can be done either as an incentive or as a conditional cash grant. ii. Increase ventilation: Add the number of windows to 4. iii. Raise the floor; 1 fdn block as perimeter wall, sand fill/ compact to mitigate drainage during rainy season. iv. Readjust the BAMA model floor plan from 3.6m x 5m to 3m x 6m. This would reduce the amount of cut for timber pallets and CGI. v. Advocate for the use mudbrick / adobe in host community and / or return areas especially for beneficiaries with affirmed secure land tenure. vi. Pilot design to assess and include beneficiary preference / opinions. vii. Design the three alternative models with their associated BOQ and share with the government officials and TWIG Members. viii. Call for a meeting to present the alternatives suggested by the TWIG members to SEMA and NEMA officials for their advice on the way forward. ix. Inform all TWIG members on the outcomes of the discussion via written form. 	
Collective Assessment Form	<p>Review Collective Assessment Form: A brief presentation of the proposed collective assessment form was provided to the TWIG members' for their further review and feedback. The collective assessment form shall be used to assess the level of damage as some IDPS are hosted in government buildings which were affected in the conflict and are receiving very little shelter assistance.</p> <p>Action Points / Way Forward</p> <ul style="list-style-type: none"> i. Share draft version of collective assessment form with all TWiG members for input. 	Shelter / NFI / CCCM Sector (Technical Team)
NEXT MEETING	ACTION	
	Final outputs/recommendations of the TWiG are to be presented to the sector stakeholders in plenary coordination meetings in oral and written form for feedback and comment. Define next meeting date with government officials and inform all partners.	Shelter / NFI / CCCM Sector

1. Irene MUTEVU (Shelter Sector Coordinator (Technical) | Email: Mutevu@unhcr.org | Cell Phone Number: +2340809 0161457
2. Tommy SANDLOKK (Site Planner) | Email: tsandlokk@iom.int | Cell Phone Number: +2340907 5552053