

Fiji Shelter Cluster – Meeting Agenda

Meeting:	Shelter Cluster		
Date:	Wednesday 15 November, 2023	Time:	10:00am – 11:30am
Venue:	Level 3, Main Conference Room Regional House, 1 Knolly Street, Suva	Meeting Link:	https://teams.live.com/join/9581594864158?p=ef0aViliqFwfi95M

Agenda

Item	Topic	Facilitator/ Presenter	Time	Page
1.	Welcome, Introductions and Apologies	Chair	15mins	1
2.	Confirmation of Agenda	Chair		1
3.	Confirmation of Minutes	Chair		2-7
4.	Matter Arising/ Action Items	Chair/Sec		1
5.	Cluster Preparedness Discussion - 2023-2024 TC Outlook - Stock and activity updates - CERF Anticipatory Actions Pilot update	Chair/ Secretariat	20mins	-
6.	Revised TOR and draft Work Plan – for discussion	Secretariat	20mins	8-18
8.	Lessons Learnt Workshop planning – verbal update	IFRC	15mins	-
9.	AOB Round table, any other updates - NDAW23 SIMEX reflections - Suggested agenda items for next meeting	Chair	20mins	-

Outstanding action Items from past meetings:

Action	Owner	Due Date
Circulate the 3W's Template to partners	Secretariat	25/9/23
Consolidate responses on 3W's and forward to NDMO	Secretariat/All partners	By 11/9
Drafting and circulation of draft TOR for comments	Secretariat/All partners	By 11/9
Interested Cluster partners to engage with IOM regarding CERF Anticipatory Actions Funding opportunity	Interested partners	After last meeting
Draft Workplan for the next 6-12 months	Secretariat	This Meeting
Draft Plan for Shelter TC 'Lessons Learnt' Workshop	IFRC/Secretariat	This Meeting
Scope Viber Comms Channel for Cluster members	Secretariat	This Meeting
Presentation by Habitat for Humanity Fiji on their Build Back Safer (BBS) initiative that has received positive feedback.	Habitat for Humanity Fiji	TBC

Next Meeting/Workshop

Date:	Early December	Time:	TBC	Location:	TBC
Objectives:	<ul style="list-style-type: none"> - Workshop on Lessons Learnt from past shelter responses. - Adoption of revised Cluster TOR - Any other priorities as agreed by Cluster 				

Shelter Cluster FIJI – Meeting Minutes			
Meeting:	Shelter Cluster		
Date:	22 September, 2023	Time:	9.15am -10:45am
Meeting Facilitator:	A/PS- Salanieta Daunabuna (MRMDDM)	Location:	Regional House, Level 3, Main Conference Room, 1 Knolly St, Suva
Agenda			
<ol style="list-style-type: none"> 1. Welcome, Introductions and Apologies 2. Confirmation of Agenda 3. Confirmation of Minutes 4. Matters Arising/Outstanding Action Items 5. Review of Terms of Reference 6. CERF Anticipatory Actions Pilot 7. Round table updates and AOB 			
Notes, Decisions, Issues			
Agenda 1: Welcome, Introductions and Apologies			
<ul style="list-style-type: none"> (i) The Cluster Lead welcomed the Co-leads & Cluster members to the second Shelter Cluster meeting since the Ministry assumed the Cluster Lead role from the Ministry of Housing. (ii) Brief introduction of all partners around the room before proceeding with the agenda. (iii) Apologies noted from Doreen Naraya (Oxfam), Ronit Sen (Director Housing. Ministry of Housing) and Red Cross invitees who were unable to attend. 			
Agenda 3: Confirmation of Minutes			
<ul style="list-style-type: none"> (i) The minutes was moved by Mr. Subesh Prasad (Live & Learn) and seconded by Ms. Marta Piqueras (IFRC) as a true and fair record of the Cluster meeting held on Friday, 30th June at 3 pm. 			
Agenda 4: Matters Arising/Outstanding Action Items			
<ul style="list-style-type: none"> (i) Update of Cluster members contacts <ul style="list-style-type: none"> - The Shelter Cluster contact list have now been updated. - Request was put forward if partners know of any other relevant contacts in their organisations, or any other stakeholders is yet to be updated or added, to please inform the secretariat so that a comprehensive contact list can be established. (ii) Sharing of NFI list (community item and household items) <ul style="list-style-type: none"> - At the last meeting, partners in attendance provided updates on their prepositioned stock. - The importance of building collective awareness and being clearly informed of prepositioned stock was stressed to partners with respect to the quality, quantity and location of items. - The forum was informed by Marta (IFRC) that a Stockholm Platform training was conducted on Friday 8th September 2023 where some cluster partners attended. Stockholm is an international platform that allows for an overview of prepositioning stock in the world at the country, regional and global levels. - Mr. Subesh Prasad (Live & Learn) strongly advised that partners use the Cluster 3W's template to update prepositioned stock and for the secretariat to then consolidate this data. Only when everyone agrees should an update then be made on the Stockholm platform. 			

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<ul style="list-style-type: none"> - Partners urged the Cluster to complete and collate an overview of prepositioned stock before the onset of the Cyclone season. - It was agreed that the Secretariat share the 3W's template by Monday (25/9/23) (Action Item) to allow for updating by partners in the next 2-3 weeks before the secretariat consolidates the data and recirculates the stock overview to Cluster Partners and shares with the NDMO. <p><i>NOTE: The Secretariat circulated the updated Shelter 5W preparedness template to cluster partners on Tuesday 26 November 2023.</i></p> <p>(iii) Presentation by Habitat for Humanity Fiji on their Build Back Safer (BBS) initiative This will be presented at an upcoming meeting.</p>			
Agenda 5: Review of Terms of Reference (TOR) – Presented by Shelter Secretariat			
<ul style="list-style-type: none"> (i) To stimulate discussion on the review of the TOR, the secretariat put together a short report (see agenda documents) with some supporting information on core topics as the basis for the review of the Cluster TOR. (ii) The review of the Cluster will build on the existing TOR (which has not been reviewed for seven years) and be informed by a comparative review of more recently updated Fiji Cluster TORs and select Shelter Cluster TORs from other countries. (iii) The secretariat team proposed that partners can email through what they think should be included, amended or updated in the TOR. The secretariat to consider these important comments and will redraft the TOR and present for endorsement in the next meeting. (iv) Some important features that the secretariat team recommends for further update in the TOR where outlined as follows: <ul style="list-style-type: none"> 1. Statutory and Policy Context <ul style="list-style-type: none"> - Section to include reference to the overarching framework, policies & legislation that guides the establishment of the Cluster system and scope of operations. 2. Objectives and Scope <ul style="list-style-type: none"> - More clarity is to be sought on the scope of Shelter Cluster with specific details about what constitutes the responsibilities of the Shelter Cluster. - Also of importance was the need to be clear on the decision-making machinery. 3. Membership and agreed ways of working in partnership. <ul style="list-style-type: none"> - Confirmation of whether the cluster continues on an open-basis to allow those who wish to join the Cluster to do so freely join or otherwise; - Principles of partnership to come out clearly in the document specifying how the Cluster members are to operate and work together. 4. Operational <ul style="list-style-type: none"> - Clarity on the functions of the Shelter Cluster. - Timelines of activities to be clearly reflected e.g. the distribution of meeting minutes, etc. - The TOR to make clear a regular review timeframe for the document. (v) Mr. Subesh Prasad (live and learn) commented that the review of the TOR now is a great time given that the National Humanitarian Policy is also being reviewed. 			

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<p>(vi) Comments from NDMO</p> <ul style="list-style-type: none"> - NDMO clarified that in terms of the 3W's, the Cluster leads circulates to partners and consolidates responses before submitting to NDMO; - NDMO strongly suggests that we must first promote National Coordination Level first before moving on to the Global Platform (Stockholm) in terms of prepositioning of stock; - The cluster was informed that there have been talks to have a separate cluster focusing on Evacuation Centres however it has been recommended to have this with the Shelter Cluster; <p>(vii) The Chair (A/PS) advised that the secretariat work on revising the TOR and circulate to partners for comments. This should be formally brought back in the next meeting for discussion and timeline (drafting & circulation) is set at 2-3 weeks (Action Item).</p> <p>(viii) Workplan</p> <ul style="list-style-type: none"> - The secretariat will draft a list of proposed activities. This proposed workplan will need to be collectively reviewed and developed, with the agreed priorities for the next 6-12 months be endorsed via consensus of the cluster members. - Secretariat to provide this list of planned activities for the next 6-12 months in the next meeting (Action Item); <p>(ix) Technical Guidelines</p> <ul style="list-style-type: none"> - Ms. Marta also informed the forum that there is no proper guideline & lessons learnt compiled to build on in preparation for the next cyclone and determine what is the suitable minimum response for Fiji; - Therefore, developing a framework on minimum response is a space in which the cluster members can collectively discuss on. 			
<p>Agenda 6: CERF Anticipatory Actions (AA) Pilot (Presented by Matt Bidder-IOM)</p> <ul style="list-style-type: none"> - CERF AA pilot, in simple terms defined, looks at new ways and tools for a rapid response. - Fiji has been selected as the 15th country in which this initiative is being piloted in and this will be for a 2-year period. - The rapid response under CERF allows for rapid response activities 2-3 days before the Cyclone makes landfall. - \$2 million has been allocated for this program in which \$455,000FJD has been allocated specifically for Shelter Cluster Anticipatory Action (AA); - Matt acknowledged that the Shelter Cluster was included into the CERF AA Program very late thus the timeline is very tight, only 2 weeks for Shelter Cluster to develop concept and approach. - The UN CERF Pillot is managed by NDMO & UN OCHA. - Cluster members can work on their concept and approach and send it over to Matt and Michael (Habitat for Humanity Fiji) suggested that partners can work with what they are doing and what they are familiar with. - Michael has also suggested to Matt on the consideration of pre-purchasing of stocks to also be included in the CERF AA. - The forum was also informed that any connections with other clusters will be fantastic and the more comprehensive the concept and approach the better. - Agreed way forward, and action for interested members, is to engage directly with IOM about this anticipatory action funding opportunity, keeping the Cluster secretariat informed (Action Item). 			

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Agenda 7: Round table updates and AOB			
<p>a. Fiji Red Cross</p> <ul style="list-style-type: none"> - Informed cluster that they are currently working with IOM on the CERF AA; <p>b. Live and Learn</p> <ul style="list-style-type: none"> - The last reflection was done for TC Winston and 4 cyclones (TCs Harold, Yasa, Ana etc) has since passed and no reflection has been done since then. - Proposed, with general agreement in the room, that this is an ideal time for the partners to regroup and hold a 'lessons learnt' workshop because there has been a lot of lessons from more recent responses which we need to document and build upon (Action Item). <p>c. Fiji Council of Social Services (FCOSS)</p> <ul style="list-style-type: none"> - An issue that partners are facing is the availability and hike in building material prices during response time. - Requests if CERF can consider preparedness for funds access. - Request that further work be done on the coordination of response actors between sectors. - It is requested if a representative from the Business Council is invited and be part of the next meeting. <p>d. Caritas Fiji</p> <ul style="list-style-type: none"> - Informed the forum that they work with 37 parishes and over 200 communities across Fiji with prepositioned stock on site in these locations. - With their stocks, they are well prepared for Natural Disasters should it make landfall anytime soon. - The organisation works closely with the Catholic Relief of USA. <p>e. Salvation Army</p> <ul style="list-style-type: none"> - The organisation is well prepared for Natural Disasters with delivery of preparedness activities and their prepositioned containers in place, the scale of item supplies in funding In order to encourage constant communication and collaboration amongst cluster members, it is recommended that a Viber group for the Shelter Cluster is created. <p>f. IOM</p> <ul style="list-style-type: none"> - Further outlined the CERF AA process to date and next steps to finals overall proposal for shelter sector. It was also noted that the pilot would run for two years, consequently there would likely be further opportunity next TC season for the inclusion of additional implementing partners if partners where not in a position to participate on this occasion. <p>g. Secretariat</p> <ul style="list-style-type: none"> - Reminded Cluster members of the upcoming National Disaster Awareness Week (12-18 October 2023) and the opportunity to showcase their DM work at the DRR Exhibition planned in Albert Park. 			

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Action Items					
Actions:		Owner		Due Date	
Circulate the 3W’s Template to partners		Secretariat		25/9/23	
Consolidate responses on 3W’s and forward to NDMO		Secretariat/All Cluster members		2-3 weeks	
Drafting and circulation of draft TOR for comments		Secretariat/All Cluster members		2-3 weeks	
Interested Cluster Members to engage with IOM regarding CERF Anticipatory Actions Funding opportunity		All Cluster members		1 week	
Draft Workplan for the next 6-12 months		Secretariat		Next Meeting	
Draft Plan for Shelter TC ‘Lessons Learnt’ Workshop Scope for further discussion - workshop date TBD		Secretariat		Next Meeting	
Scope Viber Comms Channel for Cluster members		Secretariat		Next Meeting	
Next Meeting					
Date:	End of October	Time:	TBC	Location:	Min. Rural, 1 Knolly Street, Suva
Objective:	<div><div>- Adoption of revised Cluster TOR</div><div>- Set Cluster Work Plan</div></div>				

Attendance

Name	Organisation	Role	Email Address
Salanieta Daunabuna (A/PS)	Ministry of Rural and Maritime Development	Cluster Lead/Secretariat	mitieli.cama01@gmail.com
Michael Hill	Habitat for Humanity Fiji	Co-Lead	Michael_hill@habitatfiji.org.fj
Marta Piqueras	International Federation of Red Cross (IFRC)	Co-Lead	coord.pacific@sheltercluster.org
Keith Hornby	Ministry of Rural and Maritime Development	Technical Advisor (Secretariat)	keithhornby@gmail.com
Mitieli Cama	Ministry of Rural and Maritime Development	Cluster lead	Mitieli.cama@rural.gov.fj
Matt Bidder	IOM	Cluster member	mbidder@iom.int
Taina Naivalu	Methodist Church in Fiji (MCIF)	Cluster member	2014naivalu@gmail.com
Salesi Temo	Salvation Army	Cluster member	salesi.temo@salvationarmy.org.fj
Napolioni Boseiwaqa	NDMO	Disaster Risk Manager	napsboseiwaqa@gmail.com
Prishika Nandan	NDMO	Inter-Cluster Coordinator	prishinadan@gmail.com
Josaia Tokoni	FCOSS	Cluster member	josais.tokoni@fcoss.org
Amith Chandra	Ministry of Rural and Maritime Development	Cluster Lead/Secretariat	amithchandra28@gmail.com
Sirino Rakabi	Caritas Fiji	Cluster member	Executive.director@caritasfiji.org
Subesh Prasad	Live & Learn	Cluster member	subesh.prasad@livelearn.org
Sagaitu Josaia	Fiji Red Cross	Cluster member	sagaitu.josaia@redcorss.com.fj
Arieta Dimuri	Ministry of Rural and Maritime Development	Cluster Lead/Secretariat	ddsmrmd@gmail.com
Kaselia Adivatulili	Ministry of Rural and Maritime Development	Secretariat	kasakororua@gmail.com

Fiji National Shelter Cluster

DRAFT TERMS OF REFERENCE (for discussion)

1. OVERVIEW

Fiji is highly vulnerable to natural disasters with the housing sector particularly exposed to a range of destructive hazards including tropical storms and cyclones, volcanic eruptions, flooding, landslides and earthquakes.

The Fiji Cluster system is the Government-led humanitarian coordination mechanism in Fiji that remains operative throughout the disaster management cycle. Alongside other national clusters, under the overall leadership of the National Disaster Management Office (NDMO), the Shelter Cluster functions as a permanent coordination forum through which the network of shelter actors and agencies plan for and prepare a joint response to provide relief and ensure the sheltering needs and of people and communities in affected areas are addressed.. The Fiji National Shelter Cluster is led by the Ministry of Rural and Maritime Development and Disaster Management with the support of two co-leads: the International Federation of the Red Cross and Red Crescent Societies (IFRC) and Habitat for Humanity Fiji (HFHF) who work in partnership with shelter cluster agencies and stakeholders.

This document describes the terms of reference for the Fiji National Shelter Cluster. It sets out a shared definition of shelter and the purpose, principles, scope, functions, structure, roles, responsibilities, membership and agreed operational practices of the cluster.

2. DEFINITION OF SHELTER

The intent of this section is not to provide a definitive definition of 'shelter' but rather to outline the general scope and thinking on shelter response in the Fiji context.

Fiji Shelter cluster recognises that Shelter response starts straight after disaster and shelter and housing responses, challenges and timeframes usually extends well beyond regular humanitarian timeframes.

Recognition of shelter as a process, more than just four walls and a roof.

Immediate, Intermediate and/or multiple phases along a pathway to permanence.

Inclusion of collective sheltering and displacement

Participatory and community-based approaches which support self-recovery?

Recognition of the wider socioeconomic impacts context in which housing occurs, + communities.

the means to live in a safe, dignified and appropriate shelter. – from Shelter Handbook

3. PURPOSE AND OBJECTIVES

The primary objective of the Shelter Cluster is to collectively plan and implement proportionate, appropriate, and timely shelter responses in response to natural disasters which will address both the immediate and longer-term shelter needs of the vulnerable affected populations while integrating disaster risk reduction activities. The establishment of a permanent cluster system is to ensure continuity, retain and build knowledge, experience and capacity alongside the progression of national priorities.

To achieve this objective the Shelter Cluster will:

- Provide predictable, systematic and country-driven functions and services (see Section 5).
- Be an inclusive platform for the open exchange of information and knowledge between partners and an accessible forum for partners to discuss issues related to Shelter, which makes informed and collective decisions to improve strategic coordination and prioritisation.
- Remain operational throughout the full disaster management cycle, **strengthening and contributing** to prevention, mitigation and reconstruction activity in addition to preparedness, recovery and response.
- Maintain, formalise and enhance existing communication and coordination mechanisms, linkages, networks and partnerships among cluster partners, national and sub-national disaster management agencies, international humanitarian actors, and other stakeholders.
- Improve the joint strategic readiness, response planning and co-ordination of timely Shelter projects and responses, reducing gaps, avoiding duplication and ensure timely response.
- Strengthen the collective capacity of the sector to routinely plan for and respond to shelter needs in emergencies and deliver results.
- Provide operational advice, best practices and troubleshooting assistance to Cluster Partners and other stakeholders, including advocating for, and promoting agreed minimum standards.
- Ensure adequate prevention and preparedness through capacity building, advice and contingency planning and risk reduction programming and public distribution of information.
- Identify, advocate for, mobilise resources required for Cluster services and responses.
- Collectively develop a shared work plan and strategy, identify gaps in capability and capacity and define priorities, actions.
- Actively monitor and evaluate Cluster progress and performance against the agreed work plan, strategy, applicable benchmarks and standards.
- Promote public and private sector understanding of disaster management and risk reduction.

4. GUIDING PRINCIPLES AND WAYS OF WORKING

The work of the Shelter Cluster will be guided by a shared understanding and adherence to the Principles of Partnership (see Annex A), namely:

- Equality, Transparency, Results-Oriented, Responsibility and Complementarity

Shelter Cluster members also agree to:

- Collaborate, share information, and work together constructively in the interest of the wider Shelter sector and the delivery of shelter related disaster management activities.
- Be open, honest and respectful in dealings with Cluster partners and other stakeholders;
- Respect each other's professional views and the perspectives of the partner organisations;
- Be proactive, solution focused and adopt a no surprises approach;

The Shelter Cluster will:

- Provide a safe space to discuss and develop ideas, approaches and responses, and respect confidentiality where necessary;
- Make decisions collectively on a **consensus** basis whenever possible;

- Actively link to inter-cluster coordination system, national and sub national disaster management structures and other relevant sector-based coordination forums.

5. CLUSTER FUNCTIONS

The work of the Shelter Cluster will be broadly structured by the following seven functions essential to the ongoing and effective operation, coordination and delivery of cluster objectives:

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Function	Service	Scope	Outputs
1. Supporting service delivery	Coordination management	Coordination mechanism (SAG, TWGs), Inter-cluster, NDMO, UN OCHA?	Minutes, ToR Org-chart/map
	Information management	Data collection, processing and analysis. Dissemination of information. Liaison with NDMO, and other clusters.	5W matrices Website update Factsheets
	Integration	Participation of national actors. Interaction with the private sector.	Invitations and enegement
2. Informing strategic decision-making	Coordinated assessments	Joint assessments (IDA, DDA etc.). Needs, capacities, gaps, progress, impact. Review of response plans.	Assessment Reports Gap analyses
3. Planning and strategy development	Strategic planning	Shelter needs priorities and response. Overall strategic objectives (GoF) Cross-cutting issues, Recovery, Reconstruction and Rehabilitation	Rehabilitation Strategy Frameworks Decision log
	Technical coordination	Technical standards, guidance and liaison with other clusters	Technical Guidelines
	Resource mobilization	Funding options and requirements for sector response Criteria for fund allocation. Submissions to pooled funds (CERF etc.).	Shelter appeals Tables, maps, graphs
4. Advocacy	Coordinated communication and advocacy	Sector key messages and advocacy priorities (BBB, PASSA) Communication/advocacy campaigns, liaison with NDMO and partners Beneficiary & communities communications.	Stakeholders mapping Advocacy worksheet Advocacy messages
	Legal and regulatory issues.	National policies, guidelines and standards. Legal & regulatory issues related to housing resilience, building codes, etc.	Submissions
5. Monitoring and reporting	Performance monitoring	Supervision, monitoring and evaluation. Corrective actions to address changes.	Cluster reviews (lessons learned, impact)
6. Contingency, Preparedness and Recovery planning	Contingency planning Rehabilitation planning	Contingency plans (national, sector). Risk mapping and analysis, DRR	Housing section Rehabilitation Programme
7. Accountability to affected population	Community liaison	Feedback from/to the affected population. Complaint and grievance committees. Participation of communities in the response.	Information leaflets Feedback mechanisms

6. STRUCTURE, ROLES AND RESPONSIBILITIES

The core structure and primary roles and responsibilities of the Shelter Cluster partners are described below. The key linkages and relationships between the cluster system and the wider disaster management system are further illustrated Annex B.

NDMO and Inter-Cluster: The National Disaster Management Office (NDMO) provides the overall leadership, strategic planning, coordination, and facilitation of Fiji's disaster management system. The inter-cluster forum is the overarching mechanism for humanitarian coordination in Fiji, providing for inter-operability between sectoral clusters, sub-national humanitarian coordination and the Fijian Government.

Shelter Cluster Lead and Secretariat: The nominated lead government agency responsible for the Shelter Cluster is the Ministry of Rural and Maritime Development and Disaster Management. The lead agency is responsible for the overall coordination, leadership and performance of the Cluster and will act as a focal point for enquiries on emergency response plans and operations.

The Cluster is chaired by the Permanent Secretary of the responsible Ministry, or delegate, who are supported by a permanent cluster secretariat. The secretariate provides ongoing administrative and operational support services to the cluster function including the preparation of agenda, convening and planning, scheduling, convening, and hosting meetings, recording minutes and other support tasks to support the cluster functions and the progression of the cluster work programme. The lead agency will work to actively ensure:

- All partners are included and have opportunity to contribute and participate in the Cluster.
- Respect and actively support the shared cluster leadership and partnership model.
- Timely and appropriate coordination, reporting and representation within the Shelter Cluster, the inter-cluster system, national disaster management system and regional humanitarian partnership
- Ensure cross-cutting issues are addressed including gender, disability, protection etc.
- Effective needs assessment and analysis both pre and post disaster are undertaken.
- Adequate contingency and preparedness planning is conducted.
- Appropriate standards are in place alongside monitoring and reporting.
- Suitable advocacy for the objectives, activities and resources required by the Cluster.
- Appropriate training and capacity building is carried out.
- Follow simple less-bureaucratic methods of developing relationships in order to minimise additional workloads on partnership and maximise efficiency and benefit of cluster.
- Promote and maximise the intended benefits of the cluster approach and drive the delivery of results.

Cluster Co-Leads: The Co-Lead Agencies for the Shelter Cluster and Habitat for Humanity Fiji (with a focus preparedness) and the International Federation of the Red Cross/Red Crescent Societies (IFRC) with a focus on supporting response, and play a lead role in linking and reporting into the Pacific Humanitarian Team?

The Co-Leads will provide active support to the Lead agency in fulfilling its role for the Cluster as outlined in above, following response or preparedness issues. Cluster co-leads will support the lead and secretariat in facilitating and achievement of cluster objectives and activities. – is this the coordination team function? Co-leads will act as representatives of the Cluster Sector as a whole, rather than representatives of their particular agency.

Strategic Advisory Group (SAG) /Coordination Team: Comprised of senior representatives of the Cluster leads and other key agencies and partners activity involved in the sector, namely the Ministry of Housing, Fiji Red Cros, IOM, FRCS and others??

Work closing with the secretariat to advise the wider Cluster membership on policy decisions, technical topics and overall strategic direction and assist with the day-to-day coordination mechanisms of the cluster. The SAG will convene, or correspond, as and when required to assist with agreed Cluster actions and responses to strategic issues.

Technical Working Groups (TWG): Technical Working Groups (TWGs) will be established, and convened workshops, on as needed basis to provide technical knowledge and guidance on specific technical issues, the production of policy or guidelines, targeted recommendations and/or any other agreed projects as agreed by the Cluster. Other cluster technical focal points may be appointed on a thematic basis. TWGs will be comprised of the most appropriate technical experts from within the Cluster Membership however other experts who may not ordinarily attend Shelter Cluster meetings may also be invited to attend due to the relevance of their expertise.

Cluster Members: Membership will be comprised of other government agencies, national and international NGOs, the private sector, other UN Agencies and international organisations. Cluster members will work together to deliver the agreed objectives and support cluster functions. The general scope, conditions, and role of the general membership of the cluster is further defined in Section 7 below.

7. MEMBERSHIP AND PARTICIPATION

Cluster membership is open to all interested parties involved in the wider Shelter sector. In general, the success of the Cluster depends on the level of active engagement by its membership. Active membership of the cluster requires:

- 1) Regular participation at the National Clusters meetings and/or working group meetings.
- 2) Participation in any sub-national Clusters coordination in the locations in which they are implementing Shelter projects.
- 3) Commitment to consistently engaging in the collective work of the cluster collective with **contributions and shared responsibility** for Shelter Cluster activities, including assessing needs, developing plans, policies, evaluations, monitoring, and guidelines.
- 4) Adherence to agreed Shelter Cluster principles, priorities, and standards.
- 5) Completion of the Cluster reporting (i.e., 5Ws) when requested by the Cluster Leads.
- 6) Adherence to the Fiji Code of Conduct for all workers in Emergencies.

8. MEETINGS, AGENDA, MINUTES AND ACTIONS

Meeting Frequency:

- During non-emergency times, the Shelter Cluster will **meet every month/ at least every 2 months.**
- When activated for emergency response the Shelter Cluster will meet at more frequently, likely on a weekly basis.
- Other ad-hoc Cluster meetings, Strategic Advisory Group Meeting and/or Working Group meetings agreed /discussed, or requested, by Shelter Cluster partners, may be convened at other times outside of the agreed Shelter Cluster meeting frequency outlined above.
- The Shelter Secretariat, in consultation with the **Shelter Cluster Leads/Coordination Team**, will endeavour to notify members of a meeting data **at least 5/10 working days** prior to the scheduled meeting.
- The Shelter Secretariat will also endeavour to provide any online meeting option, for those who are not able to attend meetings in person.

Agenda:

- The Shelter Cluster meeting agenda will be compiled the Secretariat in consultation with the **Shelter Cluster Leads/Coordination Team**
- This agenda will be circulated to cluster partners **at least 3 working days** prior to the scheduled Shelter Cluster meeting.
- Standing agenda Items – General updates from MDMO, latest Inter Cluster meeting?

Minutes:

- Minutes will be compiled by the Secretariat with oversight by the Cluster Leads.
- **During non-emergency times Cluster Meeting Minutes will be circulated 10 working days after the meeting/ with the agenda for the next meeting**
- During emergency response times, **draft** minutes will be circulated to partners **at least 48hrs** after the meeting.

Actions:

- Any agreed actions will be completed by the responsible party as soon as is practicable within the set timeframes. Reporting on updates should be communicated to the Cluster secretariat via the agreed format i.e. Cluster 5Ws template.

9. AMENDMENT AND REVIEW OF THE TERMS OF REFERENCE

The Terms of Reference will be periodically reviewed to ensure ongoing, particularly if there is a change in the situation on the ground or in the structure or activities of the Shelter Cluster.

10. GUIDING DOCUMENTS AND ANNEXES

Constitution of Fiji – Bill of Rights

Natural Disaster Management Act 1998

Natural Disaster Management Plan 1995

National Disaster Risk Reduction Policy 2018

National Humanitarian Policy 2017

Fiji Shelter Handbook: Inclusive and Accessible Shelter Planning for Fijian Communities (2019)

National Emergency Response Team Guide 2023

Community Based Disaster Risk Management Training Manual 2022

Sphere standards

Climate Vulnerability Assessment 2022

Relocation Guidelines and SOP – Slow onset disasters

National Adaptation Plan – Human Settlements and housing reference?

Localisation in Fiji: Demonstrating Change

Fiji Code of Conduct for all workers in Emergencies (30 March 2016)

A Shelter terminology Framework

Evacuation Centre Guidelines

FIJI NATIONAL EMERGENCY OPERATION CENTRE GUIDELINE

Rural Homes Maintenance Manual, HFes HF 2021

Supporting Resilient (Re)Construction in Remote Fijian Communities, A Holistic Approach To. HfhF 2019.

Guidelines for Improving Building Safety and Resilience of New Single Storey Houses and Schools in Rural Areas of Fiji, MITT. 2019

ANNEX A: Agreed Shelter Cluster Principles of Partnership

Principles of Partnership as endorsed by the Global Humanitarian Platform, 12 July 2007.

globalhumanitarianplatform.org/pop.html

Principles of Partnership

A Statement of Commitment

Endorsed by the Global Humanitarian Platform, 12 July 2007

The *Global Humanitarian Platform*, created in July 2006, brings together UN and non-UN humanitarian organizations on an equal footing.

- ☐ Striving to enhance the effectiveness of humanitarian action, based on an ethical obligation and accountability to the populations we serve,
- ☐ Acknowledging diversity as an asset of the humanitarian community and recognizing the interdependence among humanitarian organizations,
- ☐ Committed to building and nurturing an effective partnership,

... the organizations participating in the **Global Humanitarian Platform** agree to base their partnership on the following principles:

Equality

Equality requires mutual respect between members of the partnership irrespective of size and power. The participants must respect each other's mandates, obligations and independence and recognize each other's constraints and commitments. Mutual respect must not preclude organizations from engaging in constructive dissent.

Transparency

Transparency is achieved through dialogue (on equal footing), with an emphasis on early consultations and early sharing of information. Communications and transparency, including financial transparency, increase the level of trust among organizations.

Result-oriented approach

Effective humanitarian action must be reality-based and action-oriented. This requires result-oriented coordination based on effective capabilities and concrete operational capacities.

Responsibility

Humanitarian organizations have an ethical obligation to each other to accomplish their tasks responsibly, with integrity and in a relevant and appropriate way. They must make sure they commit to activities only when they have the means, competencies, skills, and capacity to deliver on their commitments. Decisive and robust prevention of abuses committed by humanitarians must also be a constant effort.

Complementarity

The diversity of the humanitarian community is an asset if we build on our comparative advantages and complement each other's contributions. Local capacity is one of the main assets to enhance and on which to build. Whenever possible, humanitarian organizations should strive to make it an integral part in emergency response. Language and cultural barriers must be overcome.

www.globalhumanitarianplatform.org

ANNEX B: Fiji National Cluster System

Background?

The Fiji National Cluster system, (See Annex A, Figure 1ab) was first formed in late 2012 during the response to TC Evan. Following TC Winston, Fiji's National Humanitarian Policy for Disaster Risk Management 2017 established a permanent cluster secretariats within designated ministries to coordinate overall inter-cluster and sectoral cluster humanitarian action. The Fiji Cluster System comprises of;

- Inter-Cluster led by the Permanent secretary of Disaster Management;
- 9 sectoral clusters led by the Permanent secretaries of relevant ministries;
- Supporting partners including Fiji Red Cross Society, Fiji Council of Social Services (FCOSS), and Fiji Business Disaster Resilience Council (FBDR). United Nations Office for Coordination of Humanitarian Affairs (UN OCHA) plays an observer role.

The Inter-Cluster comprises of the Inter-Cluster lead, NDMO, all cluster leads and co-leads, and the supporting partners. Inter-Cluster is the overarching mechanism for humanitarian coordination in Fiji, and is the forum for inter-operability between sectoral Clusters, sub-national humanitarian coordination and the Fijian Government.

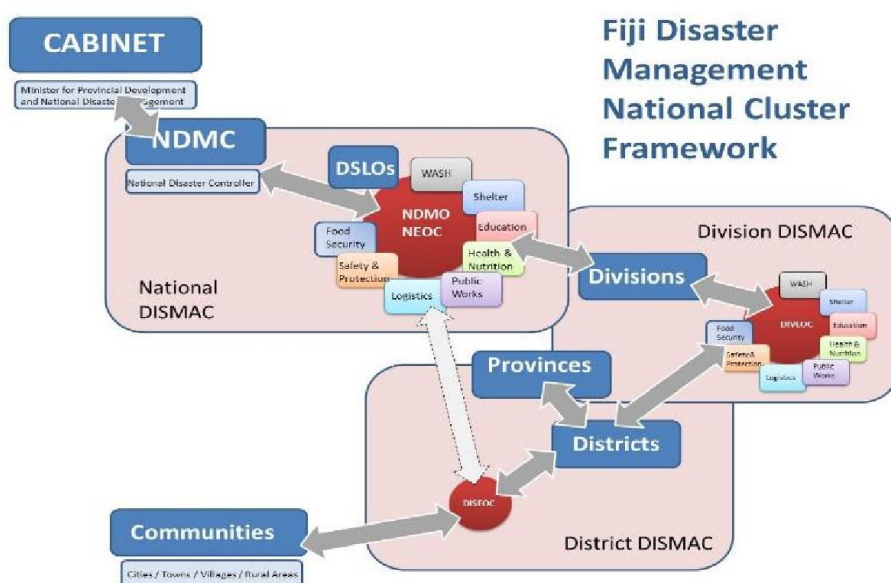
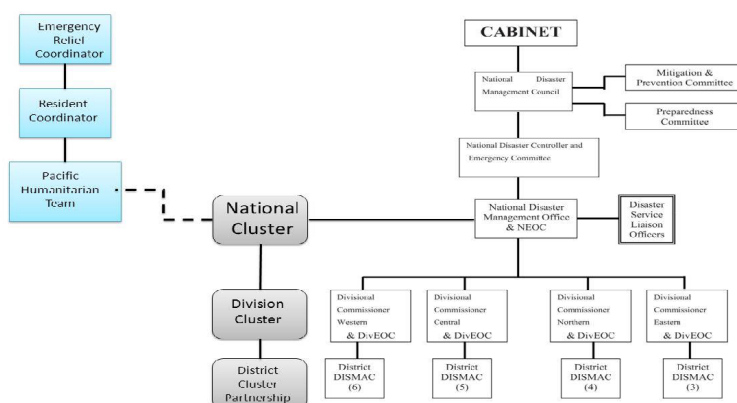


Figure 1b: Fiji Disaster Management National Cluster and Pacific Humanitarian System

Cluster system interface with NDMO Command, Coordination and Control structures?



DRAFT

Proposed Shelter Cluster Work Programme 2023-2024

This draft workplan provides a central record of known shelter sector gaps, issues, and projects that the Cluster that will inform Cluster activity over the short, medium and long term. It is intended that this workplan is a living document that is regularly updated and added too as projects are progressed, new needs and project ideas are identified, or other priorities arise.

The timeframes, and related prioritisation below, are only indicative and subject to the collective agreement of the group, and the availability of capacity at the time.

Short Term:

- Cluster TOR updated and adopted.
- Sector Preparedness Survey
- Desktop Compilation/Stocktake of past lessons learnt – last 15 years.
- Post TC Lessons Leant Review (Harold, Yasa and Ana) Workshop

Medium Term

- Refine CERF AA Pilot approach along with standardisation of tie-down kit.
- Disaster Response Timeline/SOP per hazard: guideline for standard shelter response activity
- Refinement and Development of IDA and DDAs for all hazard types
- Housing stock vulnerability and damage profile per hazard – link to DDA etc
- Shelter funding mapping: Relief and Recovery criteria and timing: CERF, MFAT etc
- Cluster partners and guest speaker presentations at Cluster meetings

Longer Term

- House safety inspection criteria post EQ
- Discussion and refinement of Housing PDNA assumptions
- Desktop simulation exercise - Significant Urban Housing Damage
- Update Shelter Handbook