

| Fiji Shelter Cluster – Meeting Agenda | | | | |
|--|--|-----------------------|---|---------------------|
| Meeting: | Shelter Cluster Meeting | | | |
| Date: | Tuesday, 4 March 2025 | Time: | 10:00am – 11:30am | |
| Venue: | Level 3, Main Conference Room Regional House, 1 Knolly Street, Suva | Meeting Link: | Click here to join the meeting Meeting ID: 936 864 730 787 0 Passcode: dU7rP2 | |
| Summary of Cluster Purpose – refer Cluster TOR | | | | |
| <p>The primary purpose of the Shelter Cluster is to collectively plan and implement proportionate, appropriate, and timely shelter responses to disasters. The intent of a permanent cluster system is to ensure continuity, retain and build knowledge, experience and capacity alongside the progression of national priorities remaining operational throughout the full DRM cycle, strengthening and contributing to prevention, mitigation and reconstruction activity in addition to preparedness, response and recovery. Shelter Cluster documents, including the TOR and past minutes, can be found on the Cluster website here: sheltercluster.org/geographic-region/fiji</p> | | | | |
| Agenda | | | | |
| Item | Topic | Facilitator/Presenter | Time | Page |
| 1. | Welcome, Introductions and Apologies | Chair | 10mins | - |
| 2. | Confirmation of Agenda | Chair | | 1 |
| 3. | Confirmation of Minutes | Chair | | 3-7 |
| 4. | Matter Arising/ Action Items | Chair/Sec | | 7 |
| 5. | NDRMO Updates <ul style="list-style-type: none">- TC RAE and TC SERU updates- Revised IDA Profile | NDRMO | 15mins | |
| 6. | Preparedness Discussions Round Table <ul style="list-style-type: none">- Stock prepositioning- Preparedness updates | Sec and Partners | 20mins | - |
| 7. | Confirmation of Cluster Documents: <ul style="list-style-type: none">- TOR – NDRMA Consequential Amendments- Cluster Framework - for endorsement- Draft Response SOP - for comment | Secretariat | 15mins | 8-16 17 19-22 |
| 8. | Regional Updates – Vanuatu Response | IFRC | 10mins | - |
| 9. | NDRMO Updates and revised IDA Profile | NDRMO | 10mins | - |
| 11. | AOB Round table, any other updates <ul style="list-style-type: none">- US- AID Cuts – Implications for Shelter?- Suggested agenda items for next meeting | Chair | 20mins | - |
| Next Meeting/Workshop | | | | |
| Date: | May/June 2025? | Time: | TBC | Location: TBC, Suva |
| Objectives: | - TBC: Priorities agreed by Cluster at this meeting | | | |

| Shelter Cluster FIJI – Meeting Minutes | | | |
|---|---|------------|--|
| Meeting: | Shelter Cluster Meeting | | |
| Date: | 19 th November 2024 | Time: | 9.10am - 10.30am |
| Meeting Facilitator: | Ministry of Rural and Maritime Development- Mitieli Cama (DS) | Location : | Regional House, Level 3, Main Conference Room. |
| Agenda | | | |
| <ol style="list-style-type: none"> 1. Welcome, Introductions and Apologies 2. Confirmation of Agenda 3. Confirmation of Minutes 4. Matter Arising/ Action Items 5. Tropical Cyclone Seasonal Outlook 2024/25 6. Preparedness Discussions- Updates and 5Ws reporting 7. NDMO Updates including EC Management, Disaster-Risk Management Act 2024, IDA & 5Ws tools 8. Community Feedback Mechanism (CFM) 9. Draft Shelter Framework on a Page – for discussion 10. AOB Round table, any other updates- Suggested agenda items for next meeting | | | |
| Notes, Decisions, Issues | | | |
| Topic: Welcome | | | |
| <p>The Cluster lead welcomed the Co-leads & Cluster members to the meeting, acknowledging their presence. This was also extended to those that joined the meeting virtually.</p> <p>The apologies received were noted: Subesh Prasad (Live and Learn), Arietta Dimuri (MRMDDM) and Neil Chand (Habitat for Humanity).</p> | | | |
| Topic: Confirmation of Agenda | | | |
| ✓ Agenda confirmed and the meeting to proceed. | | | |
| Topic: Confirmation of Minutes | | | |
| ✓ Confirmed as all in order and that the minutes are a true record of the meeting held on 30 th September 2024. | | | |
| Topic: Matters Arising/Action Items | | | |
| <ul style="list-style-type: none"> • The Secretariat noted that most of the Action Items from last meeting are addressed within the related agenda items for this meeting, apart from those noted as still to be scheduled or when available. • For example, Action Item 1 (EC Management TOR) is addressed within Agenda Item 8. NDMO Updates, and Action Item 2 (Stock mapping) is addressed within Agenda Item 7. Preparedness Discussions. | | | |

Topic: Tropical Cyclone Seasonal Outlook 2024/25

- The Secretariat provided a brief overview of the Fiji Meteorological Service 2024/25 Tropical Cyclone outlook for Fiji, namely that:
- One to two tropical cyclones (TCs) are likely to pass through Fiji's Exclusive Economic Zone during the 2024-25 TC season.
- Of these, one TC is likely to reach severe Category (Category 3-5).
- This highlighted the urgency of preparedness measures to mitigate potential impacts.
- For further information on this outlook, the Secretariat referred members to the reports circulated to members on 22/10/24 or to refer to the full reports available on the Fiji Met website <https://www.met.gov.fj/>

Topic: Preparedness Discussions- Updates and 5Ws reporting

Round Table Preparedness Updates:

- The Secretariat presented a draft map of the current locations of prepositioned Emergency Shelter Kits (ESKs). As discussed in the last meeting, it was noted that apart from Government Stock which is usually warehouse in Suva, Lautoka and Labasa, Fiji Red Cross holds 2,500 ESKs in 20 different locations throughout Fiji, with Habitat for Humanity holding 500 in Suva.
- The NDMO noted that a stocktake within the three government warehouses is underway. Other general updates would be shared under the dedicated NDMO Updates agenda item (Item 7 of this Agenda).
- Caritas outlined that they currently have 11 containers prepositioned, with another soon to be in place. These containers mostly hold WASH kits.
- IOM noted that the Evacuation Centre training package that they have developed with the NDMO was finalised and would be launched shortly in February 2025. They will continue to work with the NDMO on wider roll out and any further refinements.
- Habitat for Humanity reported that their prepositioned stock levels remained the same as reported last meeting with c.500 Shelter Kits. Habitat also stated that they had been working on their organisational disaster response plan.
- Caritas noted that they primarily hold WASH stock and have an aim to have stock prepositioned in all 36 Parishes and are actively considering what other types of relief stock they could hold.

Prepositioning Discussion

- Concerns were raised about whether enough stock is adequately and strategically distributed both close to disaster-prone areas (prepositioned along cyclone-prone paths) and also to avoid significant loss should some stockpiles be damaged in the disaster.
- IOM shared insights that Red Cross Stock locations, particularly for the remote outer islands where usually located in more accessible islands, usually with both airfield and easy boat access, providing a localised distribution hub for other less accessible islands.
- The Secretariat highlighted that there was still some work to do in this space to determine the optimal local Shelter prepositioned stock levels, and distribution. Factors
- Partners were urged to coordinate to avoid duplication of prepositioning efforts and ensure effective distribution. Further discussion, and possible partnering with Fiji Red Cross, to complement their prepositioned stock network was noted for further discussion.

- Questions were raised about NDMO's ability to distribute kits to all affected communities, and how all partners will need to collaborate and coordinate to ensure timely and efficient and effective refilled distributions in future. - **Action item 1: Ensure ongoing collaboration, and explore partnering options regarding Shelter Stock prepositioning**

Topic: NDMO Updates including EC Management, Disaster Risk Management Act 2024, IDA & 5Ws tools

National Disaster Risk Management Act 2024

- The NDMO highlighted that the National Disaster Risk Management Act 2024 had been enacted by Parliament and has in effect (Gazetted with a commencement date of 5 November 2024). Overall the new Act strengthen and streamline processes and now provided a legal basis for the Fiji Cluster system.
- Next steps will be to develop the subsidiary regulation to provide a framework for the cluster system which should not hinder the current operations of clusters but rather give clearer legal basis.
- Further workshops will be held to further socialise the Act, other requirements of note under the new Act including the required Registration of all Humanitarian Actors.
- The Secretariat highlighted that the new Act has now introduced numerous name changes, for the example the NDMO now becomes the NDRMO, the National Disaster Risk Management Office. This suite of name changes will require consequential amendments to the Cluster TOR.

Action Item 2: The Secretariat to circulate new Act to members for awareness.

Action Item 3: Secretariat to make the necessary consequential amendments to the Cluster TOR for endorsement by the membership at the next Cluster Meeting.

Evacuation Centre (EC) Management

- The NDMO noted that it was likely that EC Management sector would be coordinated via a Technical Working Group under the NDRMO and that more updates on this would follow.
- It was also highlighted that the new Act contained provisions regarding the determination, requirements, and management of evacuation centres.
- Discussions highlighted the need for ongoing collaboration and exploration of the Shelter/ EC Management and displacements space. – **Action item 4.**

Action Item: Ensure continued discussions and

5W Reporting

- The NDMO outlined that the new 5Ws reporting template has been developed by the NDMO, in partnership with OCHA and was tested out during the National Disaster Awareness Week (NDAW) this year.
- The New 5Ws template aims to streamline and improve our reporting mechanisms for all phases of disaster management including preparedness, Anticipatory Actions and response interventions to improve response efficiency.
- The NDMO requests that the Shelter Clusters provide any further comments or suggestion on the form and provide their preparedness updates using this template by **COB 28th November 2024 – Action item 5.**
- Partners are also required to register for access and provide individual update the finalised Shelter Cluster template.
- IDA form still to be finalised and profiled, noting the need for hazard specific IDA forms to be developed, cluster input required – **Action Item 6.**

| <ul style="list-style-type: none">• he NDMO also noted that the next DM Council meeting will be held in December 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Topic: Community Feedback Mechanism (CFM) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none">• FCOSS presented the newly launched Community Feedback Mechanism (CFM), which provides an independent compliants and community feedback mecanism. Further socialisation and promotion of the CFM is planned.• Attendees acknowledged the importance of incorporating feedback to improve disaster preparedness and response efforts. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Topic: Draft Shelter Framework on a Page – for discussion | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none">• The Secretariat presented the draft Shelter Framework ‘on a page’. The document draws on key components of the Shelter Cluster TOR and Work Plan, to provide an overview ‘on a page’ of the cluster purpose and scope of key activities throughout the disaster response cycle. It is hoped that this Shelter Cluster Framework document would provide a clear, and easy to read, overview of the Shetler Cluster will be particularly useful as an introductory overview for any newcomers to the cluster.• Attendees provided some initial comments, and the Secretariat requested further input and feedback on the draft framework to please be submitted for the further refinement of the document. A final draft of the document submitted to the next Cluster meeting for endorsement – Action Item 7. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Topic: AOB Round table, any other updates- Suggested agenda items for next meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none">• A roundtable discussion allowed partners to share other updates and suggestions for future meetings.• Participants stressed the need for enhanced logistics and stock management ahead of the cyclone season. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table><tr><th>Action</th><th>Owner</th><th>Due Date</th></tr><tr><td>1. Ongoing collaboration on Shelter Stock prepositioning</td><td>All partners</td><td>Ongoing</td></tr><tr><td>2. Circulation of new NDRM Act for awareness</td><td>Secretariat</td><td>Prior to next meeting</td></tr><tr><td>3. NDRM Act - Consequently TOR amendments</td><td>Secretariat</td><td>Next meeting</td></tr><tr><td>4. Reminder to all Partners to submit feedback and complete 5Ws Template for this season.</td><td>Secretariat/ All partners</td><td>Prior to next meeting</td></tr><tr><td>5. Continue to discuss and collaborate on EC Management and displacement space</td><td>All partners</td><td>Ongoing</td></tr><tr><td>6. Revised IDA to be profiled with Hazard Specific DDA forms to be developed</td><td>NDMO and Sec</td><td>Next two meetings</td></tr><tr><td>7. Further circulation of draft Shelter Framework for further feedback. Final draft to finalised at the next meeting.</td><td>All partners/ Secretariat</td><td>Next meeting</td></tr><tr><td>8. MoH Profile of Informal Settlements (from last agenda)</td><td>Min. Housing</td><td>Next meeting</td></tr><tr><td>9. Multi Partner Response SOP (from last agenda)</td><td>Secretariat</td><td>Next meeting</td></tr></table> | Action | Owner | Due Date | 1. Ongoing collaboration on Shelter Stock prepositioning | All partners | Ongoing | 2. Circulation of new NDRM Act for awareness | Secretariat | Prior to next meeting | 3. NDRM Act - Consequently TOR amendments | Secretariat | Next meeting | 4. Reminder to all Partners to submit feedback and complete 5Ws Template for this season. | Secretariat/ All partners | Prior to next meeting | 5. Continue to discuss and collaborate on EC Management and displacement space | All partners | Ongoing | 6. Revised IDA to be profiled with Hazard Specific DDA forms to be developed | NDMO and Sec | Next two meetings | 7. Further circulation of draft Shelter Framework for further feedback. Final draft to finalised at the next meeting. | All partners/ Secretariat | Next meeting | 8. MoH Profile of Informal Settlements (from last agenda) | Min. Housing | Next meeting | 9. Multi Partner Response SOP (from last agenda) | Secretariat | Next meeting |
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| 1. Ongoing collaboration on Shelter Stock prepositioning | All partners | Ongoing | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Next Meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table><tr><td>Date:</td><td>February 2025</td><td>Time:</td><td>TBC</td><td>Location:</td><td>TBC</td></tr><tr><td>Objective:</td><td colspan="5">Ongoing Preparedness Discussions</td></tr></table> | Date: | February 2025 | Time: | TBC | Location: | TBC | Objective: | Ongoing Preparedness Discussions | | | | | | | | | | | | | | | | | | | | | | |
| Date: | February 2025 | Time: | TBC | Location: | TBC | | | | | | | | | | | | | | | | | | | | | | | | | |
| Objective: | Ongoing Preparedness Discussions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Attendance:

| Name | Organisation | Role | Email Address /Mobile Number |
|----------------------------------|----------------------|-------------------|--|
| Mitieli Cama | MRMDDM | Cluster Lead | mitieli.cama01@rural.gov.fj |
| Losalini Nalawa | Habitat for Humanity | Co-Lead | Losalini_nalawa@habitatfiji.org.fj |
| Prishika Nandan | NDMO | | Prishika.Nadan@ndmo.gov.fj |
| Loseva Nalawa | FCOSS | | 9024081 |
| Selai Toganivalu | FCOSS | | toganivaluselai17@gmail.com |
| Josephine Lal | MRMDDM | Secretariat | 9725656 |
| Ruci Lumelume | NZ HighCom | 7790814 | Ruci.Lumelume@mfat.govt.nz |
| Jone Jiuta | NZ HighCom | 7790813 | jone.jiuta@mfat.govt.nz |
| Esaroma Ledua | IOM | 8313985 | elagoni@iom.int |
| Arthur Groom | Caritas | 2859183 | executive.director@caritasfiji.org |
| Jean Mathaias | Caritas | 2994282 | prcordinator@caritasfiji.org |
| Tania Naivalu (Online) | Methodist Church | Cluster member | 2014naivalu@gmail.com |
| Marta Piqueras (Online) | IFRC | Co-Lead | coord.pacific@sheltercluster.org |
| Keith Hornby | MRMDDM | Technical Advisor | keithhornby@gmail.com |
| Amith Chandra | MRMDDM | Secretariat | amith.chandra@rural.gov.fj |

Fiji National Shelter Cluster

TERMS OF REFERENCE

1. OVERVIEW

Fiji is highly vulnerable to destructive natural hazards with housing and human settlements exposed to tropical storms and cyclones, volcanic eruptions, flooding, landslides, and earthquakes.

The Fiji Cluster system is the statutory Government-led humanitarian coordination mechanism, that remains operative throughout the Disaster Risk Management (DRM) cycle (preparedness, response, recovery and rehabilitation). Alongside the other 8 national clusters, under the overall leadership of the National Disaster Risk Management Office (NDMO), the Shelter Cluster functions as a permanent coordination forum through which the network of actors and stakeholders involved in shelter plan for and prepare a joint response to effectively address the shelter needs of the most at-risk population and communities while liaising closely with the cluster responsible for Evacuation Centre Management. In times of emergency, the cluster system supplements the work of the National Emergency Operations Centre (NEOC) in the provision of sector focused auxiliary support. The Fiji National Shelter Cluster is led by the Ministry of Rural and Maritime Development and Disaster Management (MRMDDM) with the support of two co-leads: the International Federation of Red Cross and Red Crescent Societies (IFRC) for preparedness and response, and Habitat for Humanity Fiji (HFHF) for preparedness.

This document describes the Terms of Reference for the Fiji National Shelter Cluster setting out the purpose, principles, functions, structure, roles, responsibilities, membership and agreed operational practices of the cluster.

2. SHELTER

Shelter provision has multiple benefits, it provides protection from the weather, health (it stops people from falling ill), support for family and community life (shelter provides a safe place for families to live and engage with others), dignity (family members have privacy within their home), security (people can feel safe from the outside world), and livelihoods (work opportunities are close to the shelter). Shelter is often a process; it is more than just four walls and a roof. Affected individuals, households and communities follow their unique 'pathway to permanence', supported at immediate, intermediate, and longer-term moments in their recovery process.

3. PURPOSE AND OBJECTIVES

The primary objective of the Shelter Cluster is to collectively plan and implement proportionate, appropriate, and timely shelter responses to disasters which will address both the immediate and longer-term shelter needs of the most at risk affected populations while integrating disaster risk reduction activities. The intent 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 services and core functions (see Section 5).
- Be an inclusive platform for the open exchange of information and knowledge between partners and an accessible forum for all members to discuss issues related to Shelter, which makes informed and collective decisions to improve strategic coordination and prioritisation.

- Remain operational throughout the full DRM cycle, strengthening and contributing to prevention, mitigation and reconstruction activity in addition to preparedness, response and recovery in both urban and rural areas.
- Promote and support communities' shelter & self-recovery, building back safer initiatives and traditional knowledge, coping mechanisms, techniques and systems for community self-reliance and resilience in shelter related needs.
- Maintain, formalise and enhance existing communication and coordination mechanisms, linkages, networks and partnerships among cluster members, national and sub-national DM agencies, international humanitarian actors, civil society, private sector and other stakeholders.
- Work to improve the joint strategic readiness, response planning and coordination of timely, adequate and suitable Shelter NFIs and projects, including reliable information management to reduce gaps, avoid duplication and ensure prioritization of the most- at-risk population.
- Provide operational advice, best practices and troubleshooting assistance to Cluster partners and other stakeholders, including promoting agreed minimum humanitarian standards.
- Ensure adequate prevention and preparedness through capacity building, technical advice and contingency planning, risk reduction programming and public distribution of reliable, trusted information, education and communication materials.
- Identify, and advocate for, the resources required for core coordination services and shelter response operations. While the cluster identifies needs and activities, as well as the resources available from member agencies, the cluster itself does not provide funds or resources.
- Collectively develop a shared work plan and shelter strategy, identify gaps in capability and capacity and define priorities, actions.
- Actively monitor and evaluate Cluster progress, performance and outcomes against the agreed response plan, work plan, strategy, applicable objectives, 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, Complementarity and Cultural Sensitivity

Shelter Cluster partners 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;
- Follow key protection, safeguarding and accountability principles;

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 majority vote basis whenever possible;
- Actively work and coordinate with other national clusters, and participate in the, national and sub national DRM coordination and reporting 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:

| Function | Service | Scope | Outputs |
|---|--|--|--|
| 1. Supporting service delivery | Coordination management | Cluster Coordination mechanisms, Inter-cluster, NDMO, National and subnational coordination structures | Minutes, ToR Org-chart/map |
| | Information management | Data collection, processing and analysis. Dissemination of information. Liaison with NDMO, and other national clusters. | 5W matrices, Stock, Situation, Progress Reports, Factsheets |
| | Integration | Participation of all stakeholders, including the private sector. | Invitations and engagement |
| 2. Informing strategic decision-making | Coordinated assessments | Joint needs assessments (IDA, DDA etc.) capacities, funding, gaps, progress, impact, and cross-cutting issues. | Assessment, Progress, Analytical Reports and Infographics |
| 3. Planning and strategy development | Strategic planning | Shelter needs priorities and response. Overall strategic objectives (GoF) Cross-cutting issues, Response, Recovery and Rehabilitation | Rehabilitation Strategy Work Plans and Frameworks |
| | Technical coordination | Common Technical standards, guidance and liaison with other clusters | Technical Guidelines |
| | Resource mobilization | Clarifying funding options and requirements for sector response Criteria for fund allocation and 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 campaigns, prioritisation of most-at risk population, liaison with NDMO, communication cluster and partners | Stakeholders mapping Advocacy worksheet Advocacy messages |
| | Legal and regulatory issues. | National policies, guidelines and standards. Legal & regulatory issues related to housing, land and property, construction and building codes, etc. | Submissions Advice and Guidance |
| 5. Monitoring and reporting | Performance monitoring | Monitoring, evaluation and reporting. Corrective actions to address changes. Monitoring achievement of strategy and cluster performance | Cluster reviews Lessons Learned/ After Action, Best practices |
| 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 | Community liaison | Feedback and complaint mechanisms from affected populations, with attention to protection issues raised. Participation of communities in the response. | Information leaflets Feedback mechanisms |

6. STRUCTURE, ROLES AND RESPONSIBILITIES

Relevant aspects of the DM system in Fiji and the core structures, primary roles and responsibilities of the Shelter Cluster members are described below alongside outline of other cluster operational mechanisms.

The National Disaster Risk Management Council (NDRMC): The NDMC is the lead government body that has the overall responsibility for disaster management and the formulation of policies and strategies in this regard. In times of emergencies, the Emergency Committee of the NDMC undertakes the coordination of emergency activities. The NDRMC will advise on the national priorities, provide policy direction and maintain oversight of DM activity, including the cluster system. Via the cluster lead agencies and the NDRMO (as the Inter Cluster secretariat), the NDMC will receive regular reports and updates from each sector to assist with ongoing oversight, coordination and monitoring of progress and performance.

National Disaster Risk Management Office (NDRMO) and Inter-Cluster secretariat: The NDRMO is responsible for the day to day operations of disaster management and provides leadership, strategic planning, advice, coordination, and the facilitation of Fiji's disaster management system. The inter-cluster forum is the overarching mechanism for humanitarian coordination in Fiji, providing for interoperability between sectoral clusters, sub-national humanitarian coordination and the Fijian Government. *See Annex B for a diagrammatic outline of the relationship between the Fiji National Disaster Risk Management and Cluster Systems.*

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 (or delegate) of the responsible Ministry. The Chair is supported by a permanent cluster secretariat which provides ongoing administrative and operational support services to the cluster function including the preparation of agenda, 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 (i.e. WASH Cluster and Evacuation Centre Cluster) the national disaster management system and regional humanitarian partnership.
- Ensure cross-cutting issues are addressed including gender, disability inclusion, protection, environment, etc and clear community feedback and accountability mechanisms are identified.
- Effective intersectoral damage and needs assessment and analysis are undertaken and timely disseminated and shared with cluster partners.
- Adequate contingency and preparedness planning is conducted.
- Appropriate sectoral standards and guidelines 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.
- Implement knowledge management systems to capitalize on lessons learned and best practices to bring about positive change in Shelter sector policy and practice.

Cluster Co-Leads: The Co-Lead Agencies for the Shelter Cluster are Habitat for Humanity Fiji (with a focus on preparedness) and the International Federation of Red Cross/Red Crescent Societies (IFRC) with a focus on preparedness and response. IFRC, as convener of the Pacific Shelter Cluster (as a part of the Pacific Humanitarian Team), is also a member of Shelter cluster Fiji, and as co-lead, provides surge coordination capacity to the Shelter Cluster coordination team during response as and when requested by the Lead Agency MRMDDM, to the extent required and possible within available resources.

The Co-Leads will provide predictable, timely and 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, coordination team and secretariat in facilitating and achievement of cluster objectives and activities. Co-leads will act as representatives of the Cluster Sector as a whole, rather than representatives of their particular agency.

Shelter Coordination Team: Supported by the Cluster Secretariat and Co-leads, the Shelter Coordination Team is composed of the Shelter Cluster coordinator and roles such as an Information Manager and other Technical Coordinators which may be required to support the day-to-day coordination and function of the cluster, particularly in disaster response times.

Strategic Advisory Groups (SAG): Comprising senior representatives of the Cluster lead and co-leads and other key agencies and partners activity involved in the sector, e.g. the Ministry of Housing, the Ministry of Works, Ministry for Itaukei Affairs Fiji Red Cross and IOM. The SAG can advise the wider Cluster membership on policy decisions, technical topics and overall strategic direction. The SAG will be convened 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 comprise 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. TWGs are time bound, output oriented groups which are disbanded after the achievement of their specific objective.

Cluster Members: Membership is open to other government agencies, national and international NGOs, CSOs and FBOs, the private sector, Red Cross Red Crescent Movement Partners, other UN Agencies and international organisations, academia etc. All cluster members will work together to support cluster functions and deliver the agreed objectives aligned with national priorities. 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 active engagement and full participation by its membership. Membership of the cluster requires:

- 1) Ongoing participation in National Cluster meetings and working groups
- 2) Active participation in any existing sub-national Cluster coordination in the locations in which they are implementing Shelter projects.
- 3) Full commitment to consistently engaging in the collective work of the cluster collective, including joint inter-sectoral assessments of needs and developing plans, policies, monitoring, guidelines and recommendations.
- 4) Strict adherence to the agreed Shelter Cluster principles, priorities, and standards.
- 5) Regular completion of Cluster reporting (i.e., 5Ws) when requested by the Cluster Lead.
- 6) Compliance with the Fiji Code of Conduct for all workers in Emergencies.

8. MEETINGS, AGENDA, MINUTES ACTIONS AND REPORTING

Meeting Frequency:

- During non-emergency times, the Shelter Cluster will meet at least every 2 to 3 months.
- At least one dedicated Cluster meeting focused on preparedness will always be convened in September/October well before the start of each cyclone season.
- When activated for emergency response the Shelter Cluster will meet more frequently as and when required. Other ad-hoc Cluster meetings, Strategic Advisory Group Meeting or Working Group meetings requested by Shelter Cluster partners, may be convened at other times outside of the regular Shelter Cluster meeting frequency as outlined above.
- The Shelter Secretariat, in consultation with the Shelter Cluster Leads/Coordination Team, will endeavour to notify members of a meeting date at least 5 working days prior to the scheduled meeting in non-emergency times.
- The Secretariat will provide an online meeting link for those unable to attend in person.

Agenda:

- The Shelter Cluster meeting agenda will be compiled by the Secretariat in consultation with the Shelter Cluster Leads and the Coordination Team.
- The agenda will be circulated to cluster partners at least 2 working days prior to the scheduled Shelter Cluster meeting in non-emergency times.
- Standing agenda Items will likely include general updates from NDMO, highlights from the latest Inter-Cluster meeting, seasonal forecast and weather outlook, levels of prepositioned stocks in-country, update on the shelter cluster preparedness work plan.

Minutes:

- Minutes will be compiled by the Secretariat with oversight by the Cluster Leads.
- During non-emergency times Cluster full Meeting Minutes will be with the agenda for the next meeting. A summary of the agreed action Items will be circulated prior.
- During emergency response times, draft minutes will be circulated to partners at least 48 hours after the meeting.

Action Items and Reporting:

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

9. AMENDMENT AND REVIEW OF THE TERMS OF REFERENCE

The Terms of Reference will be periodically amended, updated and reviewed to ensure ongoing relevance and accuracy, particularly if there is a change in the situation on the ground or in the mandate, structure or activities of the Shelter Cluster. A comprehensive review is recommended at least every 2 years.

A review of this TOR should be undertaken by the end of 2026.

10. GUIDING DOCUMENTS

- [Constitution of Fiji – Bill of Rights](#)
- [National Disaster Risk Management Act 2024](#)
- [National Disaster Management Plan 1995](#)
- [National Disaster Risk Reduction Policy 2018](#)
- [National Humanitarian Policy 2017](#)

- [Climate Vulnerability Assessment 2017](#)
- [National Adaptation Plan 2018](#)
- [Localisation in Fiji: Demonstrating Change 2019](#)

- [Fiji Code of Conduct for all workers in Emergencies \(30 March 2016\)](#)
- Fiji National Emergency Operation Centre (NEOC) Guideline 2021
- National Emergency Response Team (NERT) Guide 2023
- Community Based Disaster Risk Management Training Manual 2022
- [Fiji Disability Inclusive Community Based Disaster Risk Management Toolkit](#)
- [Fiji Displacement Guidelines and SOP 2019](#)
- [Sphere Standards Handbook](#)

- [A Humanitarian Shelter Terminology Framework 2021](#)
- [Fiji Shelter Handbook: Inclusive and Accessible Shelter Planning for Fijian Communities \(2019\).](#) **Some revision will be required to align with current coordination structures.*
- [Guidelines for Improving Building Safety and Resilience of New Single Storey Houses and Schools in Rural Areas of Fiji, MITT. 2019](#)
- [Supporting Resilient \(Re\)Construction in Remote Fijian Communities, A Holistic Approach To. HFHF 2019](#)
- [Rural Homes Maintenance Manual, HFHF 2021](#)
- [Fiji Home Building Manual 1990](#)
- [HELP FOR HOME Tips to Build Back Safer](#)
- [Fiji Post Disaster Needs Assessment Guidelines: Housing Sector](#)

See the Shelter Cluster Fiji website for additional documents:

<https://sheltercluster.org/geographic-region/fiji>

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

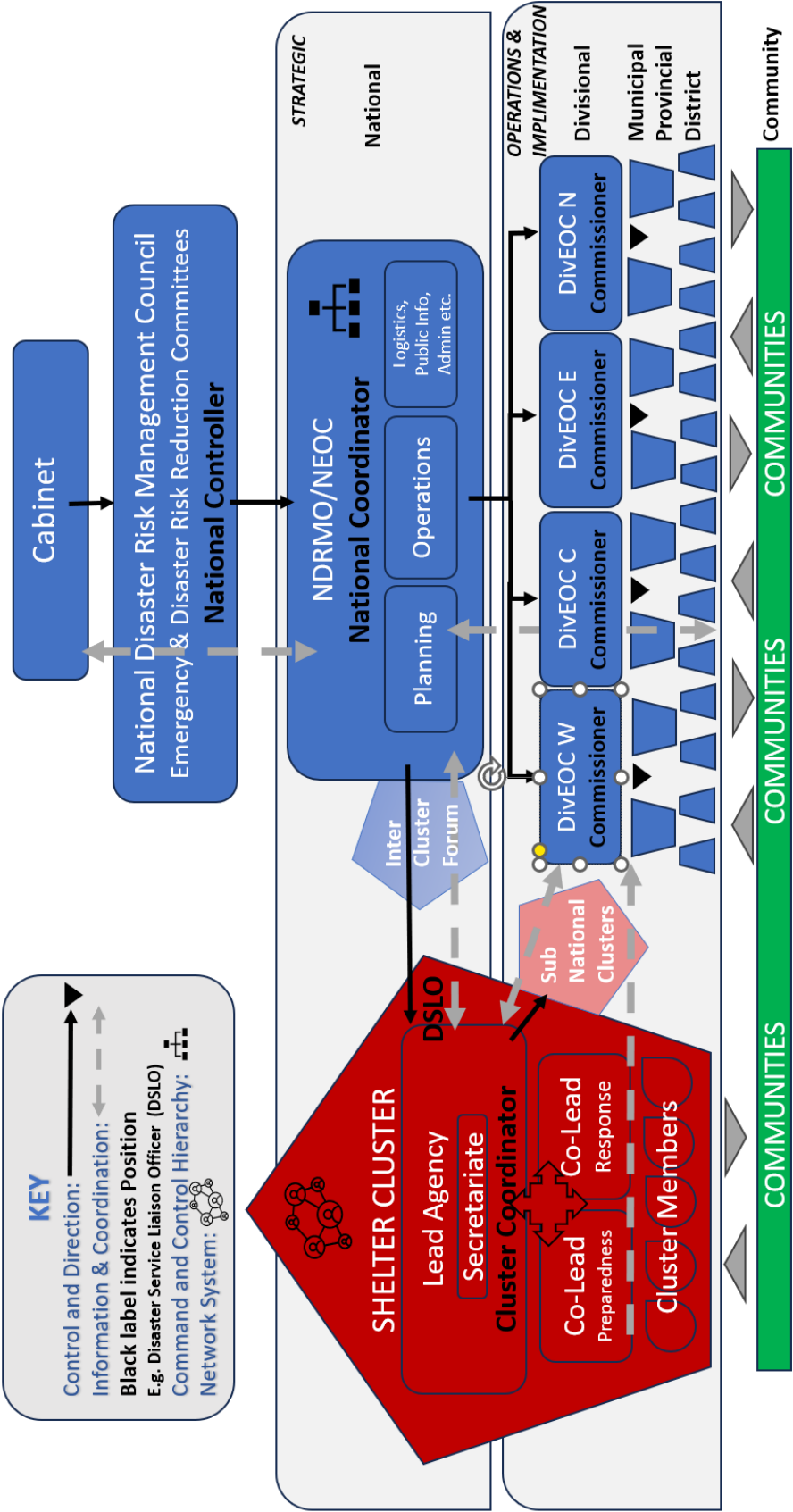
Humanitarian organizations have an ethical obligation to each other to accomplish their tasks responsibly, with integrity and in a relevant and appropriate way. They must make sure they commit to activities only when they have the means, competencies, skills, and capacity to deliver on their commitments. 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.

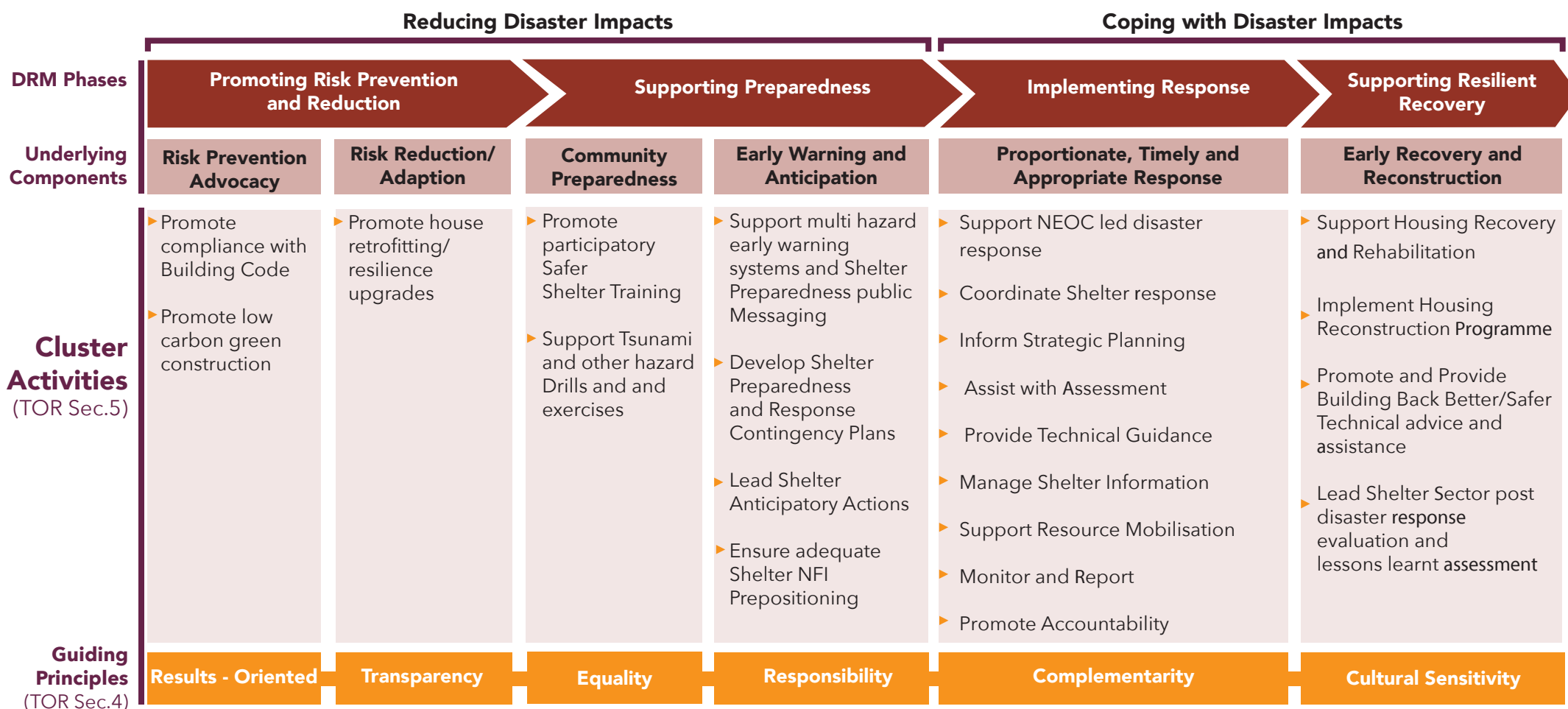
www.globalhumanitarianplatform.org

FIJI NATIONAL CLUSTER SYSTEM



Cluster Purpose

The Fiji Shelter Cluster provides auxiliary support to National Emergency Operations by collectively planning, coordinating and implementing proportionate appropriate and timely shelter responses to disaster to address both the immediate and longer-term needs on the most at risk affected populations while integrating disaster risk reduction activities. The Fiji Shelter Cluster remains operational throughout the full Disaster Risk management (DRM) cycle, strengthening and contributing to prevention, mitigation and reconstruction activity in addition to supporting preparedness, response and recovery in both urban and rural areas.



DRAFT Fiji Shelter Cluster Disaster Response Standard Operating Procedure

This Standard Operating Procedure (SOP) provides a guide for the coordination of the Shelter Cluster disaster response, with a particular focus on the role of the Shelter Cluster secretariate alongside the lead role played by the National Emergency Operations Centre (NEOC).

The scale of the disaster will influence the extent of cluster involvement, partner participation and the level of surge support initiated.

| | Period | NDRMO/NEOC | Shelter Cluster/Secretariat | Cluster Partners |
|-----------------|----------------------------------|--|--|---|
| PREPATORY PHASE | Pre-Cyclone Season (June-Nov) | <ul style="list-style-type: none"> • Updates preparedness 5Ws regarding activities and prepositioned stock • National seasonal preparedness messaging • National Disaster Awareness week (held end October) • Arrange Inter-Cluster meeting/s. • Organises hazard response drills, early warding tests and exercises. | <ul style="list-style-type: none"> • Maintain relationships with Cluster Co-Leads and wider cluster • Hold Cluster Meeting/s dedicated to TC season preparedness • Share Fiji Met TC Seasonal Outlook • Update Shelter preparedness 5Ws • Participate in all Inter-Cluster and NDRMO events • Maintain Shelter Cluster contact list and communication channels (Viber Group) • Promote/Organise Capacity Building? • Maintain and update Contingency Plans • Attend and actively participate in NDAW • Ensure seasonal Shelter Safety and Preparedness messaging • Support Cluster reporting and record keeping of activities • Update Cluster TOR (if required) | <ul style="list-style-type: none"> • Attended Cluster Preparedness meetings • Provided updated 5Ws reports • Promote Shelter safety and preparedness |

| | Period | NDRMO/NEOC | Shelter Cluster/Secretariat | Cluster Partners |
|--------------------|--|--|--|---|
| ANTICIPATORY PHASE | Potential threat detected | Stage 1: ALERT (WHITE) Hazard event detected in the region as potential threat. | Secretariat to actively monitor situation and coordinate any available information | <ul style="list-style-type: none"> Partners to take necessary precautions as per disaster plans |
| | 48-72 hrs out from TC projected landfall | <p>Warning received from Responsible Agency (TC = Fiji Met Services)</p> <p>NEOC setup and placed on standby (initially during office hours) to coordinate information and provide operational support.</p> <p>Emergency Committee (of the NDRMC) convened to review preparedness arrangements and prepare for coordination of response</p> <p>If threat diminishes standby is called off.</p> | <ul style="list-style-type: none"> Monitor Situation particularly Fiji Met reports namely Tropical Disturbance Summary, TC Threat Map and other secondary sources such as Windy.com Monitor cyclone route and intensity Alert cluster leads of potential threat Initiate direct engagement with NEOC? Cluster Chair, as member of NDMC) to attend Emergency committee meeting Circulate any available updates/warnings and information with wider Cluster Track AA triggers Option to call Cluster Preparedness meeting? | |
| | 24 hrs prior | Stage 2: WARNING (Yellow) Hazard event poses imminent threat within 24 hrs | <ul style="list-style-type: none"> Distribute any situation report on the emergency situation Attend any NDMO briefings Visit NEOC to gain insights into developing situation, speaking with both the Operational and Planning Teams | <ul style="list-style-type: none"> Partners to initiate readiness planes Provide updates on response capabilities |
| | | <p>NEOC partially activated on 24hr cycle to coordinate information and provide operational support.</p> <p>Warning issued to general public. Specific communities as risk informed and advised of counter measures Agencies to place resources on stand-by.</p> | | |

| | Period | NDRMO/NEOC | Shelter Cluster/Secretariat | Cluster Partners |
|--------------------|---|--|--|--|
| IMMEDIATE RESPONSE | IMPACT To first 48 hrs- 72 hrs Day 1-3 | <p>Stage 3: ACTION (Red)Threat closing in or has impacted/ Hazard event has started and in progress</p> <p>NEOC Functional Teams fully activated.</p> <p>Committee Assumes full Authority of Disaster Response with emergency operations</p> <p>National Disaster Controller has all government resources at their disposal</p> <p>Division and District EOCs activated</p> <p>Production of initial Incident Action Plan (IAP)</p> <p>Determine whether the national Capacity is sufficient to provide disaster relief for people affected by the disaster</p> | <ul style="list-style-type: none"> • Re/Establish lines of communication • Recirculate TOR/ Brief members, Remind partners of local administrative and reporting channels. • Collate Initial Response Plan • Confirm minimum standards • Participate in any coordination meetings • Schedule initial Cluster response meeting (confirmation of available stock and resources) • Share initial Situation Reports (SitReps) with Cluster membership • Act as focal point for any new Shelter responders • Mobilise Shelter Cluster Team including Information Management • Support Initial Damage Assessment • Monitor incoming IDA results • Remind partners of local administrative existing coordination arrangements and reporting channels. | <ul style="list-style-type: none"> • Conform capabilities and outline assistance available <p>Consider need for funding appeals (Flash etc)</p> <p>Registered Humanitarian Actors initiating surge support must inform the National Coordinator of this these plans. S.112(2)</p> |
| | First Week Day 1 -7 | <ul style="list-style-type: none"> • Maintains 24hr cycle of activation • Provides regular situation reports • Undertakes initial situation assessment • Undertakes IDA • Initiates development of Relief Plan | <ul style="list-style-type: none"> • Organise regular (Daily?) shelter cluster meetings – situation updates • Understand NDMO position on scope of likely response and likelihood of call for assistance. • Remind partners of local administrative and reporting channels. | <ul style="list-style-type: none"> • Implements agreed response • Provides updates and reports on activities • Mobilise additional resources to address emerging sectoral needs – on request |

| | Period | NDRMO/NEOC | Shelter Cluster/Secretariat | Cluster Partners |
|--|---|---|---|---|
| | Week 2-4 Early Recovery? | <ul style="list-style-type: none"> Coordinates Relief distribution NEOC stand down? | <ul style="list-style-type: none"> Assist with development of Sectoral input into Response Plan/ Shelter Strategy Monitor Partner Distribution efforts Coordinate Sectoral into NDRMO lead Recovery Planning | <ul style="list-style-type: none"> Surge support exists after 3 weeks? |
| | Month 2-3 Rehabilitation Reconstruction | Transition to supporting reconstruction lead agency/s | <ul style="list-style-type: none"> Monitoring and evaluation Support pathways to permanence Input into Post Disaster Needs Assessment (PDNA) Organise After Action review and survey of Shelter Cluster Performance Input in to NDMO lead Post Disaster Review | <p>Reevaluate exist Strategy</p> <p>Participate in After Action Review and Shelter Cluster performance review</p> <p>Reconstruction</p> <p>Build back better/safer activities</p> |