### Shelter Projects Inception Workshop – London 11th May 2016

### Meeting Minutes

**Date and venue:** May 11th, 2016 – IOM London

**Participants:**

Miguel Urquia (UNHCR), Joseph Ashmore (IOM),

Alberto Piccioli (IOM), Jake Zarins (Habitat for Humanity),

Brenda Rose Daniel (World Vision), Jamie Richardson (CRS),

James Kennedy (independent/IOM), Tom Newby (CARE),

Charles Parrack (Cendep), Alice Olbrecht (ALNAP),

Oyvind Nordlie (NRC), Victoria Stodart (IFRC).

**Apologies:** Sandra d’Urzo (IFRC), Esteban Leon (UNHABITAT), Charles Setchell (USAID OFDA), Seki Hirano (CRS).

***Decisions and Actions***

* **Decisions on content:**
  + - Main components (book, website and individual case studies) will be maintained;
    - Include more failures rather than just “good examples”/successes
    - Remove section 10 – quotes from stakeholders
    - Improve the Strengths and Weaknesses section: summary, mainstreamed in the text, and “what would you do better?” (lessons learned)
    - Add a context analysis to each case study (and include in collection form);
    - Include more cases on: NFI distributions in conflict scenarios, Cash programs, Rental support and markets, Protection, Coordination examples, Hosting;
    - Consider including research updates and trainings as projects or in opinion pieces;
    - Include more opinion pieces 🡪 ACTION: define topics on the google document;
* **Decision:** define the categorization of each project / enhance the keywords 🡪 **ACTION**: all to revise the suggested list in Annex;
* **Decision:** improve online search ability based on the revised categorization/keywords;
* **Decision**: collect photos in a media gallery under Creative Commons license (ACTION: liaise with Shelter Cluster that is developing a similar media gallery);
* **Decision**: better align and integrate the website to the shelter cluster website, and consider moving to shelterprojects.org domain.
* **ACTION**: select one or two case studies (from past editions) that are well written and can be used as a template, to share as an example;
* **Decision**: ask contributors for tools and resources (and decide later whether to include them or not in the publication). ACTION: add a section in the data collection form;
* **Decision**: Add questions in the project description related to success indicators (specifically on Speed, Scale and Quality, and other factor(s) for success – such as Coordination, Community participation, etc.) 🡪 ACTION: improve section 8 of data collection forms;
* **Decision**: collect more evidence on each case study, where possible 🡪 ask for supporting documents/evidence (section 7 and 8) and allow for extra space if key learnings emerge and are supported;
* **Decision**: cross reference between case studies within the text and/or at the end of each, and include links to relevant sources and documents;
* **ACTION**: apply for funding from the Happold Foundation (and/or others) to fund an external peer review process;
* **ACTION**: Develop an online survey to receive feedback from users of the past editions and others. The **survey** can be found [here](https://www.surveymonkey.com/r/NF87XW9);
* **Decision**: explore ways to review existing case studies to identify trends. For the new edition, define an analysis process to write the introduction of the book. This could be done in coordination with the State of Humanitarian Shelter. 🡪 ACTION: ALNAP and Cendep to suggest possible methodologies / approaches;
* **ACTION**: Translations - Victoria to follow up with Translators Without Borders
* **ACTION**: **all to send comments on the data collection form and follow up on above items by Friday 20th COB.** Call for abstracts will follow on Monday 23rd May, with two weeks deadline.

1. ***Review of past editions of Shelter Projects***

* **Audience**: future proposal writers / programme managers, university students and researchers, national or cluster staff (to receive training), shelter practitioners, local authorities (for capacity building), governments (for advocacy purposes). Policy makers will be targeted more specifically with the State of Humanitarian Shelter;
* **Key learnings:** diversity of responses, no “perfect response” – but trade-offs, focus on wider impacts rather than technical details, learn experiences from similar contexts/climates/regions;
* **Search ability** based on categories can be improved – and include also the opinion pieces;
* More space and importance should be given to **strengths and weaknesses**;
* **Context and external factors** are often missing from case studies – need to improve;
* **Specific project objectives** are often not captured in the case studies (same as above);

1. ***Vision for Shelter Projects 2015-2016 and future editions***

* **Selection criteria**: particular aspect, “why it is relevant to tell this story”
* **How do we learn as a sector**: there is a need for more evaluations of shelter programs outcomes;
* **Improve the evidence base** of case studies. This will also ensure that less distortions occur in the way the narrative is formulates;
* **Analysis:** need for a critical analysis of trends and patterns in shelter humanitarian response in the timeframe that SP 2015-2016 spans, that can be based on the case studies included in the new edition and be written up in the introduction;

The newly proposed **State of Humanitarian Shelter** (project proposal to be shared with the SAG shortly) was discussed at the Donor Consultation meeting, and it was proposed that the first edition of this will include an analysis of the trends coming out of all of the Shelter Projects since 2008.

1. ***Case study methodology and peer review process***

* For content see presentation slides by ALNAP;
* Comparative analysis based on indicators of success / causal factors: can we define these for shelter projects?

1. ***Project organization/management***

* **Translations**: Spanish is essential, French and Arabic less so in practice (as those countries usually have English as working language);
* **Review:** will be done within the Working Group, if no additional funding is secured for an external peer review process;
* **Proof reading and editing:** IOM is responsible as lead agency;
* **Layout:** supported by Habitat for Humanity;

**Next WG meeting will be held in June 2016 (date tbd).**

### Annex 1 – Keywords / Categories for case studies

**Context**:

Climate,

Urban / Rural,

Natural disaster / conflict

**Support Methods:**

Cash / vouchers,

NFI Distribution (household items, construction materials, tools),

Loans,

Advocacy/Legal,

Site planning,

Infrastructure,

Training,

Structural assessment,

Guidelines/materials/mass communications

**Shelter type:**

Emergency shelter,

Transitional shelter,

Host family support,

Rental support,

Core housing,

Housing repair and retrofitting

**Settlement option:**

Non displaced / returns,

Dispersed self-settled,

Short term land/house/apartment,

Unplanned camps,

Collective centres,

Hosting,

Planned and managed camps/relocation sites,

Resettlements,

Urban neighbourhoods

**Aspect**:

Environment,

Gender,

Risk reduction,

Participation,

Coordination,

Protection,

Training/Capacity building,

Advocacy,

Other…