**Construction Standards Working Group**

**Notes of Meeting #1**

**Date and time:** Tuesday, 26 April, 2016. 13h00-14h00 UK time

**Participants:** Dominic Courage [Save the Children]; Andy Powell [Save the Children]; Graham Saunders [IFRC]; Corinne Treherne [IFRC]; Brenda Rose Daniel [World Vision International]; Mario Flores [Habitat]

1. ***Agreement on ToR and Objectives***

The ToR was accepted by all members. There was strong commitment to ensure that this is a successful project that would contribute to the wider sector as well as individual organisations’ ability to advocate internally.

The target date for completion of the working group was the Global Shelter Cluster Meeting in October 2016.

It was agreed that the output should fit the following criteria:

* Light document of 2-5 pages
* Non-technical content to set standards for programme managers who are responsible for construction.
* Content to be specific enough to establish a strong common position to influence the proposals that donors accept.
* Scope to be initially all construction activities that are directly implemented by NGOs and other institutions where there is client control over the building outcome.
* Self-build shelter programming is excluded.

**Decisions and Actions:**

1. ***Stakeholder Analysis***

It was agreed that the engagement of key stakeholders will be in two stages:

* On completion of an initial draft this is to be circulated to the stakeholder group for review and feedback. Stakeholders will include non-shelter cluster members such as UNICEF and informally the Education and WASH clusters.
* The draft document will be presented to the GSC Donor Consultation Group for their input to ensure that is meets their expectations and will serve to set a benchmark for proposals to be taken forward.
* It was suggested that this is to be accompanied by a survey to gauge areas and levels of interest.
* Following presentation at the Global Shelter Cluster, the signed off product is to be offered to other actors and clusters for adoption rather than attempting to get consensus across a very wide group.

Stakeholder consultation group includes:

* SAG Membership – [with formal sign-off]
* UNICEF – Claudia Melani
* Plan International – TBC
* DFID – Julien Mulliez
* ECHO - TBC
* OFDA / USAID - TBC
* WASH Cluster - TBC
* Education Cluster – TBC
* Health Cluster – TBC

1. ***Reference Materials***

It was agreed that the SCI Policies, Benchmark Standards and Tools would be used as the primary reference. The following documents are to be shared at the [shared dropbox](https://www.dropbox.com/sh/kroytc69da4etq8/AADHJwWb3pErfOe1UpnxUHNca?dl=0):

* Towards Safer Schools
* RIBA Indicative Fee Scales
* RICS Guidance *(to be researched)*
* CIOB Guidance *(to be researched)*
* ICRC Guidenance (*pending)*

1. ***Next Steps and Workplan***

The following next steps were agreed:

* DC to provide a generalised version of the SC Benchmarks document with key areas for discussion identified.
* All to share available reference materials and add to the dropbox.
* DC to schedule a meeting to develop an initial draft.
* Workplan attached

Next meeting 10th May.