

Shelter / NFI / CCCM Bhamo Cluster Meeting Minutes

14:00 to 16:00, Wednesday, October 23, 2013

UNHCR office, Bhamo

Attendees: UNICEF WaSH, UNHabitat, UNICEF cluster focal person, KBC Bhamo, Metta, AVSI, RI, SI, KMSS-Bhamo, ICRC & UNHCR

Agenda Item	Discussion	Action / Actor / Date
Introductions and review of previous meeting action points and previous minutes validation	<p>Self-introduction by all partners. Meeting conducted mainly in Myanmar with some English translation.</p> <p>Changes in UNHCR Bhamo office were presented:</p> <ul style="list-style-type: none"> -Lynn Lynn, previously Cluster Focal Point for BMO and UNHCR Acting Head of Field Unit leaves to go to Jordan as a UN Volunteer; -Ms. Seng Pan will be the Head of Field Office and acting as Cluster Focal Point; -The new Shelter Expert for UNHCR and the Cluster, based in MTY but covering BMO, Mr Zaw Win Oo, was introduced.¹ <p>The minutes for previous meeting had been circulated by e-mail as well as distributed in hard copies to all invited to the meeting 48 hours in advance. In the absence of comments the minutes were approved. CCK said that following requests voiced at YGN's October LINGO led strategy meeting regarding coordination, he has tried to adapt the agenda to be more activities and strategy oriented rather than data/information sharing. CCK supports this evolution. However, to be able to carry its work out efficiently the Cluster does need access accurate data, therefore if the coordination meetings are used for strategic discussions, CCK asked that partners make a special effort to share data in-between meetings. For example, the 3W matrix remains only very partially updated by Cluster partners, which is one of the reasons why quite some time is spent during this monthly meeting on data, trying to determine the</p>	

¹ For contact details of the key Cluster persons see *Shelter-NFI-CCCM Kachin State Cluster Lead Contact Details* under **Coordination Contacts** at: <https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/default.aspx>

	overall picture and priority gaps.	
General situation	<p>CCK shared information about the situation in Mansi T/S, and more specifically around Mung Din Pa and Nam Lin Pa Villages. From attendees the situation was as follows:</p> <p>Reportedly, the Myanmar Army entered Mung Din Pa village on October 22, which restricted villagers' movements. Around 300 villagers were gathered in the village's Church. NGOs were unable to access the village to assess the needs. The re-opening of the road between Bhamo and Nam Kham has been part of the peace talks held between the Government of Myanmar and the KIO. At the time of the meeting it is still very unclear whether once the situation stabilizes people will decide to remain/return to their village or move towards existing IDP camps.</p>	
Cluster updates <i>Camp profiling, cross-camp analysis</i> <i>How to improve Cluster coordination?</i>	<p>CCK explained the camp profiling results were available on the Cluster website for everyone to utilise.² Being aware of the difficulties to access the internet in Bhamo, the Cluster will download data onto flash drives and soon made available to all partners. CCK also informed that DRC was in the process of organising a workshop in MTY on the camp profiling results, lessons learned and next steps. It was planned for the beginning of November.</p> <p>Following the recent meeting in YGN where LNGOs voiced that the coordination could be improved in Kachin and Northern Shan States, CCK enquired about existing LNGOs coordination systems and requested advices on how to improve the efficiency of the Cluster coordination. The Cluster's aim includes offer a service to help partners/implementing agencies and if needed must adapt within the limit of its responsibilities and resources. The WaSH Cluster representative suggested having the two cluster meetings one after the other, two days in a row. Cluster partners said this would be more convenient. CCK and the WaSH Cluster promised to try to a maximum to organize future meetings accordingly.</p> <p>Cluster focal points explained how information is relayed from the camp level to the Cluster through implementing partners. CCK mentioned that during the Yangon strategy meeting for</p>	<p><u>Action point:</u> This Cluster and the WaSH Cluster to try and organize meetings in consecutive days.</p>

² See <https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Kachin-campprofiling.aspx>

<p>CCCM and NFI Strategic Operational Framework</p>	<p>LNGOs, it was presented that LNGOs have their own coordination mechanism and that it would be good to avoid having 2 parallel systems. CCK was keen to understand how such coordination was organized in the Bhamo area. Who was in charge? Who could be the contact person for the Cluster to try and harmonize the systems?</p> <p>KBC explained that each LNGO had regular meeting with their camp management focal points in MTY, BMO and Northern Shan State, then mentioned the issue that within camps different organisations had different focal points which makes communication difficult. CCK mentioned that to his understanding the coordination of data/request/issues and reporting at camp level was the purpose of the CCCM focal points, which UNHCR supports through the provision of funds/training. Therefore, his impression was the two systems of coordination were complementary; implementing agencies coordinate within their camps' team and then at the Cluster level all agencies coordinate between each other, hence this forum. The UNHCR Cluster Focal Point for BMO explained that "yes", CCCM focal points come once a month and report on the situation in their respective camps and demographic data, as well as financial expenditures to settle accounts.³</p> <p>CCK explained that for this Cluster it was supposed to be done through the CCCM focal points and within camp committees, apart from very small camps, there were several departments all reporting to the Camp Manager/CCCM Focal Point who in turn consolidates the information and reports to the humanitarian agencies. All agreed that it seemed like a good system. CCK promised to work closely with the CCCM focal points to try to reach this level of coordination at camp level, and that developing a more systematic approach to camp management was part of the CCCM strategy for the last quarter of 2013 and through into 2014.⁴</p> <p>Linked to this topic, CCK presented the CCCM/NFI Strategic Operational Framework (SOF) that has been developed:</p> <ul style="list-style-type: none"> -Drafted by the Cluster Lead after consultation with implementing actors and field visits; -Mid-September draft submitted to Cluster partners in soft and hard copies in Bhamo and 	
--	---	--

³ UNICEF reported that the WaSH Cluster is trying to implement the same system, having one organisation clearly in-charge of WaSH in each camp and supervising the WaSH committees.

⁴ The CCCM and NFI Cluster Strategic Operational Framework Kachin and Northern Shan States v 1.1 12th September 2013 can be located under **Key Documents** at: <https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/default.aspx>

<p>3Ws</p> <p>Boarding schools</p>	<p>Myitkyina;</p> <ul style="list-style-type: none"> -Comments received and integrated, final version circulated end of September; -Workshop in MTY with all partners involved in CCCM activities for final validation. <p>Therefore, the current version would be considered as “accepted” and serve the base for future CCCM activities. CCK encouraged all present to make sure they had a copy of this document, and if not to request one from the UNHCR BMO office. The soft version is also available on the cluster website. This is not a binding document and it can still be adapted but it should be seen as a set of common goals/objectives to be achieved by the Cluster partners.</p> <p>The Cluster focal point for Bhamo raised the issue of updating the 3W matrix. Although already received from Metta and UNHCR direct implementation or implementation partners there are still significant gaps. During previous meeting it was agreed that partners would forward their data monthly for consolidation but so far it has not happened regularly. Together with the invitation to this meeting the Cluster distributed CDs with the database for easier used by cluster members.</p> <p>CCK noted that this cluster had brought the specific issue of boarding schools and/or orphanages to the attention of the Protection and Education sectors in order to obtain more adapted support from the relevant sectors than shelter/NFI/CCCM. Following, CCK requested partners to help him understand which location and/or camps was only boarding school or at least housing a significant number of children without their parents. The following two sites were noted:</p> <p>Shwegu KBC, 143 children (primary & high school);</p> <p>Ma Ja Yang, Pa Kaht Taung, 1091 students in a boarding school.</p> <p>UNICEF mentioned that their education department had a clear list of such boarding schools and can provide it. CCK promised to get in contact with the UNICEF education department and follow-up.</p>	<p><u>Action point:</u></p> <p>CCK to contact UNICEF education department to obtain this clear list of boarding schools.</p>
--	--	--

<p>NFI</p> <p><i>Winter items</i></p>	<p>CCK followed-up on the discussion about winter items coverage, started during the previous meeting. Mainly it concerns winter items standardization for 2014. CCK proposed to organize a short workshop on this subject, as had already been done for the standard NFI items. KBC said that standardization for all kind of NFIs is difficult as the size of the families can vary significantly. CCK answered that it could very well be a point during the workshop on standardization to agree on different sizes of kits. All attendees agreed to meet for a special working group on winter kit standardization. CCK encouraged concerned organisations to start the thinking on this subject and will propose a date for the gathering. For the 2013-2014 winter all (winter) kits have already been purchased by implementing agencies thus it's not an urgent matter as any standard would only apply for the 2014-2015 winter.</p> <p>CCK agreed that reaching a common standard is challenging but the benefit is to ensure that balanced, equitable and useful assistance is provided to all in need and easier to present to donors with costs for covering gaps easier to define and they can be more sure of how their money will be used. UNICEF mentioned they were in the same process, standardizing hygiene kits distributed by different partners. They strongly supported the initiative.</p> <p>SI shared their final distribution list of winter kits to 32 camps. The distribution will start around November 10.</p>	<p><u>Action point:</u> Cluster to organize a Workshop on NFI for standardization of Winter Kits and revision of NFI core kits</p>
<p>Shelter</p> <p><i>WaSH-Shelter coordination</i></p>	<p>CCK underlined the good coordination between SI and UNHCR in Loi Je, duplication was due to happen in regards to gutter installation but avoided. CCK said it should be used as an example of the needs for shelter and WaSH actors to keep each other updated about their activities. The WaSh Cluster requested the list of newest/latest shelter plans between UNHCR and its implementing partners. CCK informed that he had requested this list a few weeks ago but so far has not received it from Cluster partner UNHCR and their program department. Noting that UNHCR is not doing any new construction via direct implementation, another approach is for the WaSH Cluster to approach UNHCR's IPs directly: Shalom, KMSS & KBC.</p>	<p><u>Action point:</u> Cluster to follow-up with UNICEF education and forward information to protection</p>

<p>UN-Habitat</p> <p>Metta</p> <p>WaSH/Shelter coordination</p>	<p>UNHabitat presented their activities. They arrived in September 2013 and have offices in Mansi, Momauk, Shwegu and Waingmaw. Their projects are not in IDP camps but at point of origin. They plan to provide shelter, WaSH and infrastructure. They had first selected 50 villages in each of the T/Ss mentioned but many remain inaccessible up to date due to the security situation. They have started some activities in WaSH but nothing in shelter as they have not been able to carry out full assessments and remain in discussion with the State Government. Following an agreement with the State authorities and assessments, UN-Habitat will then develop a design. The aim is (whenever possible) to renovate and adapt existing buildings that have been abandoned and where necessary build new ones. The Cluster Shelter Expert requested UN-Habitat to share assessment results and designs whenever available. KBC also requested UN-Habitat to remain in close contact with LNGOs as they have some useful information about these areas that could help.</p> <p>Metta will soon submit to donor plans to construct 50 units of shelter, beginning in 2014. The site where these additional shelters will be built has not yet been decided. Metta is open to receive suggestions where the needs are.</p> <p>SI asked how the coordination between WaSH and shelter is and/or should be organized. CCK explained that it has several levels. If everything works perfectly and both Clusters receive regular and precise data from all Cluster partners, the two Cluster Leads are able to have a good overall understanding of the situation and advise their respective Cluster partners. At field level and for day-to-day implementation it is also preferable that actors from both sectors try to acquire a fair knowledge of who is doing which kind of project and coordinate bilaterally.</p>	<p><u>Action point:</u></p> <p>UN-Habitat to share assessment results and designs whenever available with the Cluster Shelter Expert</p>
--	--	--

<p>CCCM</p> <p><i>How to integrate the WaSH committees in the camp committees</i></p>	<p>As the subject of CCCM had been already discussed under the coordination agenda item, little remained to be discussed on this item.</p> <p>SI said that currently they had WaSH committees and inquired how these committees could (in the future) be integrated into the general CCCM system. SI is unsure if they will continue to have a budget to cover these costs. Could it be covered by the CRC? The CCCM Cluster Focal Point explained that the CRC had very specific use and it is for camp functioning, not for salaries or stipends. Also, CRC funds are quite limited and should only be used only for very specific gaps. In conclusion, CCK said that in regards to camp management and sustainability it seems to make sense that the WaSH committees are more integrated into the general CCCM efforts but in terms of costs it cannot be covered by the CRC so other options need to be explored by the two Clusters.</p>	
<p>AOB</p>	<p>-New cross border missions have been approved and will be happening in November. The plan is to have three missions from MTY and three from BMO. CCK had not received exact details at the time of the meeting. A meeting has been organized on Friday October 18 in MTY with international and national organisations to ensure efficiency of activities during these missions.</p> <p>-In terms of the next meeting and as discussed, this Cluster and the WaSH Cluster will try to organize their monthly meetings over two consecutive days. Unfortunately for November the WaSH Cluster meeting is planned just before a holiday on November 26 so <i>this</i> cluster meeting is planned for Thursday November 28 at the UNHCR Bhamo office, 14:00.</p>	

Documents shared in hard copy with the participants at the meeting included:

-Minutes from September Bhamo Cluster meeting