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Shelter / NFI / CCCM Myitkyina Cluster Meeting Minutes

10:00 to 12:00, Friday, December 13, 2013

UNHCR office, Myitkyina

Attendees: KMSS-MTY, Plan Myanmar, DRC, MRCS, KBC, UNHCR

Received advanced notice but did not attend: Shalom, Metta, WaSH Cluster, OCHA, Oxfam & ACTED

Agenda Item	Discussion	Action / Actor / Date
Welcome, introduction and presentation of agenda	CCK presented the agenda, specifying that the structure of the meeting had been modified from previous meeting to answer requests from cluster members, mainly to regroup general and technical meetings to facilitate attendance (for example today general meeting + shelter TWiG) and keep the meetings more action oriented (by working on shelter priorities for 2014).	
Cluster human resources and structure changes for 2014	After the welcome and self-introduction Cluster Coordinator Kachin (CCK) presented the new structure of the Cluster for 2014:[1] -**Zaw Win Oo** will be the Shelter Expert for UNHCR and the Cluster, based in MTY. He joined the team mid-October 2014 but has been mainly travelling since then (crsss-line missions & the Mansi emergency). -**U Myint Maung**, current Shelter Engineer for UNHCR and the Cluster, currently based in MTY. He will move to BMO to provide closer follow-up and technical support in this part of the State.	

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[1] For contact details of the below persons see *Shelter-NFI-CCCM Kachin State Cluster Lead Contact Details 1.1.'14* under **Coordination Contacts** at:
https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/default.aspx

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	-**Maran Tan Nau**, currently in UNHCR MTY's protection section will become CCCM officer from January 1st 2014 (in place of Seng Pan who has not been replaced since her departure at the end of October). CCK took this opportunity to apologise about the weak support the Cluster has been providing to CCCM in the past few months. Replacing Seng Pan was not easy and UNHCR preferred to take time to have the right person in place, with good previous knowledge of the area and the topics. With the arrival of Maran, this is done and a lot of ambitious work can be achieved in 2014. -**Pyae Sone** replaces Phone Thant in the same position, Information Management (IM) -**CCK** will leave on December 18th (end of current contract) and will hopefully come back in the same position, mid-January 2014. The last quarter if 2013 has been challenging for the Cluster due to a high turn over of human ressources and some positions remaining vacant. This situation should now improve thanks to this new structure.	
ECHO & Global Shelter Cluster joint monitoring mission (JMM) to Kachin	CCK gave a short summary of the recent JMM visit to Kachin: -The visitors thought the Cluster was functioning well and providing a high-level of data for Cluster partners use and those on the outside; -The Cluster offers a forum for the Cluster members to express their opinions and difficulties; -However, the Cluster could be more participatory and the active participation of all Cluster partners in decision-making is still not yet achieved; -Data in some areas still needs to be more precisely and systematically updated. This could lead to difficulties to advocate to donors and fundraise if the claim for needs is not supported by solid data	
Strategies	Regarding the improvement of participatory decision making, CCK reminded all participants to have a close read of the strategies that have been developped in the last few months and provide comments.[2] These strategies will serve as a base to design the overall cluster strategy	

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[2] Both strategic documents can be located under **Key Documents** at:
https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/default.aspx

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	for the three sectors in 2014. Even though it can be modified according to how the situation evolves it does clarify the objectives that donors will expect to see tackled in 2014 and to which they will refer to assess the success of the sectors and the work of implementing agencies/Cluster partners in 2014. Therefore, all implementing agencies/Cluster partners should feel comfortable with what is described and proposed in the strategy documents and good strategy documents prove to donors a well-coordinated approach and sensible use of funds. The two documents will be circulated one more time, available in the UNHCR MTY office in soft version, with Maran and Pyae Sone, which everyone to colllect and comment. **All attendees agreed to submit comments by end of 2013**. If there are few comments they will be integrated directly in the revision of the strategies.If there are more and/or important comments, the Cluster will compile and call for a specific workshop in January 2014 for final decisions. One the latest versions of these two documents are finalised, the Cluster Lead is keen to have both translated into Myanmar.	Action points: Cluster partners to (re)read the two strategies documents and provide feedback to the Cluster by end of 2013. The Cluster to organize a Workshop on strategies if needed, depending on feedback received.
Winter Items	With regards to data collection, CCK underlined that an area where data collected by the Cluster was still weak was the winter items. To compensate this weakness CCK presented two matrices and requested Cluster partnres to fill: -One general for winter items; -One more specifically for winter items distributed to new IDPs from Mansi T/S. In this case, due to the emergency, it is even more important to focus and quickly narrow down the remaining needs. Also, in this case due to the quickly evolving situation and many movements of the same IDPs, tracking was particularly challenging. Therefore, for a few weeks it will be important to trace specifically these distributions and once the situation stabilises the two matrices can be merged. Several issus were raised by participants regarding the matrix/matrices:	Action points: Cluster partners to share data regarding their distributions of winter items in the two matrices (as provided). UNHCR IM to compile and cross-check data and follow-up with Cluster partners as needed. Cluster to provide feedback in January 2014 regarding next steps for winter items.

- *Shelter Cluster Strategic Operational Framework Kachin and Northern Shan States v1.4 27th September 2013*;
- *CCCM and NFI Cluster Strategic Operational Framework Kachin and Northern Shan States v 1.1 12th September 2013*.

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	-Danger of overlap of some data, mainly by including mats in winter items, i.e. some agencies distributed mats only as part of winter item kits, so CCK included them to make sure the data was obtained. In absence of standardised winter kit list, the Cluster is trying to track by items. Certainly this heightens the risk of overlap so IM will have to cross-check, very precisely, each entry. -The columns "donor" and "implementing agencies" can be confusing. CCK apologised for this point, specifying that actually what should be understood by "donor" was rather "providing agency". For example if KBC carries out a delivery of blankets received from UNHCR, UNHCR should be in the column "donor" even though it is true that tehcnically the donor might actually be ECHO or OFDA. This matrix is a draft and an effort to try and "catch-up" with some information that has not been collected in the past. Once this is done, for 2014 the Cluster will provide a "cleaner" version that can be updated monthly. Right now, due to the end finishing and the emergency to compile accurate data as soon as possible, the Cluster considered this approach. -What about stocks that some agencies have for which place of distribution has not been yet decided? For this, partners were asked to put a comment under the table, specifying if the stock is definitively available, in which case how many, or a lump sum of money remaining on budgets to be spent on NFIs. -In conclusion it was agreed to use and fill these two matrices for the time being as information needs to be compiled, urgently. Overlap risks and confusion can be avoided by having the UNHCR/Cluster IM reviewing carefully each line of data and if necessary contacting directly each cluster member for clarification. As most LNGOs office will close for a couple of weeks at to the end of the year, **all agreed to return these matrices, completed, to the Cluster Lead and before they close**. Most close December 21st. This will allow the Cluster Lead to continue the analysis of the data during partners' absence and present the results when they return, otherwise two weeks will be lost.	
Shelter	CCK insisted that several Cluster partners have raised during the last weeks difficulties due to the recognised design of 5 family-unit barrack shelter, but *this* design can very well be modified. However, in order to submit modifications the reasons for the modifications need	Action points: All Shelter Cluster partners to participate actively in

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	to be justified and new designs should be presented and discussed. This should come for the implementing partners. A TWiG was organised on that subject in November 2013 but partners had reportedly not had time to discuss sufficiently within their respective organisations and emerge with concrete proposal. Therefore, the TWiG following this meeting will be the perfect opportunity to present their comments and recommendations. Various shelter designs are feasible as long as reasons are justified and there is respect for basic international standards, which includes size and safety, but other issues such as privacy, access and ventilation are also important. Also, the cost should not be too far from the basic accepted standards for temporary shelter (currently estimated around USD750/family-unit in Myanmar). With good justification the cost can be increased, but not too much, it cannot double for example, which would raise huge problems in terms of equity. Conlcuding this agenda item, the Cluster is a support structure and exists to provide members with technical support and advocacy, but it can be done only if members sufficiently participate and attend with strong data.	identification of priority needs and technical discussions in preparation for 2014 projects. All partners to discuss internally the challenges due to design and material and present to the TWiG for technical support, decision and action.
AoB and next meeting	The next meeting will be Friday January 17. Normally, the Cluster meeting happens on the last Friday of the month. However, by the end of January all data needs to be compiled for 2013 and strategies completed. Therefore, it was agreed to organise the Cluster meeting earlier. Attendees confirmed that the format of the meeting with 1 to 1.5 hour for general meeting directly followed by a technical group discussion on a specific subject was convenient. Therefore, it was agreed to pursue like this, but to start meetings at 9.30AM instead of 10AM to allow sufficient time for the technical discussions. CCK also requested all partnes to make a special effort to arrive on time and avoid the meeting carrying on too late. This concluded the general Cluster meeting, that was followed by the shelter TWiG meeting for which minutes will be provided separately.	