

## Shelter / NFI / CCCM Myitkyina Cluster Meeting Minutes

10.00 to 12.00, Friday, November 1, 2013

UNHCR office, Myitkyina

Attendees: DRC, Shalom, KBC, KMSS-MTY, WaSH Cluster, UNHCR

Received advanced notice of meeting but did not attend: Metta, OCHA, Acted, UNHabitat

Agenda Item	Discussion	Action / Actor / Date
<b>Introduction</b>	Cluster Coordinator Kachin (CCK) welcomed everyone and introduced Mr Zaw Win Oo, new UNHCR Shelter Expert, for UNHCR programs AND the cluster. Then, all present introduced themselves. As the meeting had to be cancelled in September and the minutes from the August meeting had been circulated widely and no comments were received, they were considered accepted.	<a href="mailto:ooou@unhcr.org">ooou@unhcr.org</a>
<b>Cluster presentations and updates</b>  a. <i>Camp profiling</i>	CCK informed that all results of camp profiling had now been consolidated and apologised that it took so long to be done. He took the opportunity to thank all partners for their efforts in this process.  Results are available on the Cluster website, but as internet is an issue in Myitkyina it has also been downloaded onto flash drives were distributed during the meeting. In order to take stock of the results, we need to decide how best to use them, analysing what should be the next steps. A Workshop will be hosted by DRC on November 6 and 7 at their MTY office. CCK thanked DRC for hosting and chairing this meeting.  CCK asked if everyone had received the invitation sent by internet on Oct 29. As attendees seemed not to have received it, CCK requested all organisations to provide the relevant contact within their organisation for such communication in order to update the Cluster contact list. He also gave a brief outline of the agenda and underlined the importance of everyone's participation as it is a joint initiative. DRC and CCK asked local partners who in their opinion should be invited. So far, an official invitation has been sent only to the RRD.	

<p>b. <i>Cluster visit to Northern Shan State and Bhamo District</i></p> <p>c. <i>Strategic Operational Framework (SOF)</i></p>	<p>Cluster members mentioned the RRD, and maybe NaTaLa and the General Administration Department (GAD) as they want to be aware of what is happening in relation to the IDP situation. It was also suggested that UNDP would be contacted.</p> <p>CCK informed the participants that together with the Shelter Expert he recently visited Northern Shan State and Bhamo District for monitoring and coordination purposes. He inquired if the Cluster members in MTY would like to receive the minutes and reports in relation to such mission or if they were already receiving reports from their local offices. Attendees said they would be interested to continue receiving these documents.</p> <p>CCK mentioned the <i>CCCM/NFI Strategic Operational Framework</i> that has been developed as follows:</p> <ul style="list-style-type: none"> <li>-Draft designed by the Cluster based on consultation with implementing agencies and field visits;</li> <li>-Draft circulated in soft and hard copies in MTY and BMO for comments over a few weeks;</li> <li>-Some modifications done and final version presented and discussed with implementing agencies in MTY October 7;</li> <li>-The final document resulting from this process has been downloaded onto the Cluster website;<sup>1</sup></li> <li>- CCK underlined that now this document is considered as the base for CCCM activities during the coming months and will also mostly be carried forward for the 2014 strategy, so it is important for everyone to be familiar with it;</li> <li>- Attendees stated that they had not seen this document yet. CCK encouraged them to see with their CCCM departments as CCCM coordinators attended the Oct 7<sup>th</sup> meeting, but also proposed to print some more hard copy of the document and have it ready at the UNHCR office in MTY from November 4 for all/everyone to collect;</li> <li>-CCK concluded saying that what is in this document is not set in stone and can still be adapted to the situation, but it should be regarded as a set of coming goals to reach for the</li> </ul>	
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<sup>1</sup> See *CCCM and NFI Cluster Strategic Operational Framework Kachin and Northern Shan States v 1.1 12th September 2013* under **Key Documents** at: <https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/default.aspx>

<p>d. <i>WaSH/Shelter coordination</i></p>	<p>CCCM activities during the coming months to raise the standards.</p> <p>CCK insisted on the importance of good joint planning between WaSH and shelter, based on regularly updated data. He gave the example of the gutters and drainage systems which are sometimes part of the shelter projects and sometimes part of the WaSH projects, so to ensure efficiency of the assistance coordination is central. This is particularly important when opening new sites/camps that WaSH is involved from the site planning stage to make sure shelter and WaSH are built at the same time.</p> <p>The WaSH cluster representative specified that often it is quicker for shelter to be built than WaSH facilities, and also that the WaSH sector was currently underfunded so it cannot be so reactive and needs to know very early where the needs might appear to fundraise and plan accordingly. Also, it is important that the WaSH sector is involved in the choice of a new site because some places are not adapted for WaSH facilities. CCK took the example of the new contract between the UNHCR and implementing partners. It is important that WaSH receives (as quickly as possible) precise details of what will be built. So, UNHCR needs to forward the agreed plans but also we know initial plans often have to be changed so when there is a change it is important to inform both WaSH and shelter sectors.</p> <p>WaSH cluster specifies that right now the WaSH sector have just enough money to face the needs in existing IDP camps or in case of new emergency, but not enough money to equip new sites as there are still gaps in the existing camps/sites. KBC shared its planning for the coming months and handed-over a detailed hard copy to the Shelter Expert: 155 in 6 camps in BMO, 1 in Loi je and 5 in Bhamo plus considering opening a new camp for 500 IDP/expanding in Pan Khar Gon.</p> <p>The WaSH Cluster said that regarding the current Mansi emergency, the cluster was already following up for construction of emergency latrines with partners. This month KMSS-MTY will build 38 units in Border 8 Camp.</p>	
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<p><b>Cluster and other coordination mechanisms</b></p>	<p>CCK referred to the recent joint strategy meeting in Yangon where it was mentioned that LNGOs had already their existing coordination mechanism before the arrival of clusters and wished to see the clusters better adapting to this. What would be the remarks and advice from participants to do that successfully? According to participants there is no other regular existing coordination mechanism apart from the clusters and the OCHA General Coordination Meeting (GCM). There used to be a LIMG meeting organised by LNGOs. Participants think it stands for Local IDP Management Group, but they were not sure. It has not convened for at least 6 months. CCK welcomed the idea of avoiding parallel coordination mechanisms. The Cluster is to help the implementing organisations/partners and should not be viewed as an imposing mechanism and can/should be as flexible not intransigent.</p> <p>Again CCK asked how could the Cluster be better adapted to the needs of LNGOs? Shalom said that it feels like the information shared at Cluster level does not reach OCHA. KBC raised the question of the education sector that is far too weak. This question has been raised at GCM several times but few improvements have been noticed.</p> <p>CCK mentioned the idea of having a joined MTY-BMO Cluster meeting quarterly to extend the coordination, covering two areas. Partners welcomed the suggestion but voiced their logistical and financial concerns. The UNICEF-led WaSH cluster added that they were also considering this option. Following, to reduce the costs and the logistical issue the two clusters, <i>this</i> Cluster and the WaSH, would coordinate these quarterly meetings. They would also try to approach OCHA to carry out a joined GCM meeting on the same day. It could also be an opportunity for workshops on specific issues to be arranged. Both clusters agreed to look into the matter in more details, mainly on how to support with costs and transportation and to come back to partners, shortly.</p>	<p><u>Action Point:</u></p> <p><i>This cluster and WaSH cluster to develop the idea of quarterly joined cluster meetings covering all Kachin State</i></p>
<p><b>NFI for 2014 and winter kits</b></p> <p><i>Winter kits</i></p>	<p>CCK followed-up on the discussion about winter kits.</p> <p>DRC has a plan to distribute blankets in three camps and in one of these three camps to also distribute warm clothes. They are finishing their planning and will forward it to the Cluster. KBC has submitted a proposal to PLAN Myanmar for winter kits but has yet to receive an answer. As soon as they know they will inform the Cluster. Shalom and KMSS-MTY have no plans for winter kits distribution CCK raised the need for standardisation for winter kits. So</p>	

<p><b>2014 NFI strategy</b></p>	<p>far, each agency distributes different items as part of the winter kits, making it difficult to ensure that assistance is provided fairly and also to analyse and report gaps to donors.</p> <p>The next point of discussion regarding NFI is the need to adapt the strategy for 2014. Quite a lot of NFIs have been distributed during the last 18-months, and some items might not need to be replaced often. Further, mainly in camps close to towns, some of the IDPs have access to livelihoods so it would be important to adapt the NFI distribution to this new reality.</p> <p>Participants said that IDPs would like to receive thermos bottles as it is difficult to keep the water hot for tea through the day, axes to cut firewood and thicker blankets. Participants said that the distribution of sanitary pads could be reduced or stopped because women can access this item. CCK underlined that the idea would be to design a more targeted NFI assistance, and as much as possible reduce the NFI assistance whenever possible to re-direct the money to more needed sectors in 2014. The WaSH Cluster intervened saying they are in the same process for hygiene kits (HK) and asked if there were some clear criteria for NFI distribution, such as HH having income or not, etc. For HK there are no criteria. Currently there are no criteria either for this Cluster's NFIs apart from considering that most items need to be replaced yearly. Analysis of the coverage is solely based on what has been distributed during the past 12 months.</p> <p>KBC underlined that it was difficult to give a clear idea of needs, because in some areas (notably Mansi), IDPs are still in an emergency situation whereas elsewhere the situation has stabilised and they might even have livelihoods. CCK answered that it could be a point to raise this point as part of the strategy, namely keep some stock of emergency full NFI kits and have some other more limited assistance elsewhere. The difficulty is that to present such request the Cluster would need to have some quite precise data to defend this approach.</p> <p>CCK and WaSH cluster coordinator proposed to organise a joined WaSH-NFI Cluster Workshop on this subject since the questions and issues seem to be the same for both clusters. The WaSH Cluster Coordinator specified that some research and preparatory work should be done ahead of <i>this</i> workshop by all involved such that on the day of the workshop decisions can be taken. CCK insisted that the proposition that can be made for modifications of the NFI strategy in 2014 needs to be based on solid/proven data, NFIs are costly and if we want to</p>	<p><u>Action point:</u></p> <p><i>CCK and WaSH Cluster Coordinator to take the preparatory steps for a joined</i></p>
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	approach donors on this subject we need to have strong/clear arguments.	<i>NFI Workshop</i>
<b>Shelter and CCCM</b>	<p>Shalom enquired about what help could provide to face the remaining gaps in shelter. CCK replied that it was one of the main reasons for the Cluster to try and compile accurate data in order to report precisely to donors on remaining gaps and needs and mobilise funds. However, the Cluster can do that only based on solid data. KBC informed that following the recent event in Mansi T/S it had reallocated 97-units of shelter previously planned to be built in Northern Shan with support from the UNHCR. Currently no more is necessary there due to the arrival of MDCG in Hpar Ka Ghon and Momauk, across three camps.</p> <p>Shalom requested some follow-up regarding the tri-sector joint monitoring mentioned during the October 7 CCCM Workshop. CCK does not have all the details on this as the CCCM focal point organised this meeting but promised to follow-up. They also enquired about the possibility of receiving more stationery boxes for 15 camps in Hpart Khan. UNHCR CCCM informed that at this point they had only 6 such boxes remaining but could help with that. KMSS-MTY informed that they were planning to build 200 kitchen units and 120 shelter units.</p>	<p><u>Action point:</u></p> <p><i>CCK to follow-up regarding joined monitoring with CCCM focal point and report, plus the plan for stationery boxes</i></p>
<b>AoB</b>  <b>ECHO visit</b>	<p>CCK informed the participants that a joint monitoring mission (JMM) (ECHO-UNHCR-NRC) to observe the cluster visit will come to MTY from November 24 to November 27. Within the frame of this visit the donors would like to meet with Cluster partners. Note, the Cluster is a support mechanism for the implementing agencies and therefore donors would like to hear directly from cluster partners as to what is functioning or not. The Cluster will organise a <b>meeting Tuesday November 25 at 10AM at UNHCR office</b>. This is a great opportunity for Cluster partners to express their views on the Cluster and how it can be improved to better support them, so presence is very important. The final plan of the donors' visit has not been received yet, but the Cluster will do its best to organise the monthly Cluster meeting at the same time to avoid members having to attend twice.</p>	

**Documents provided in hard copies during this meeting included:**

- Minutes of September Cluster meeting in BMO
- Minutes of last Cluster meeting in MTY
- Kachin and Northern Shan States Shelter Cluster Factsheet 1st September 2013*
- Print out of the summary pages of the *Cluster Analysis Report* for each sector
- Draft camp profiling cross-camp analysis

- Example of camp profiling summary page for one camp
- Update of *Kachin Response Plan*
- Flash drives containing all camp profiling results