

Shelter / NFI / CCCM Myitkyina Cluster Meeting Minutes

9:00 to 11:00, Friday, August 30, 2013

UNHCR office, Myitkyina

Attendees: OCHA, UNHCR, MRCS (U Zaw Moe), UNICEF/WaSH Cluster, KBC, KMSS-MTY & Shalom

Agenda Item	Discussion	Action / Actor / Date
Introduction	The newly appointed Cluster Coordinator from Kachin State (CCK) welcomed the members and introduced himself and his role. He also gave a short presentation of the cluster roles and responsibilities, insisting on the difference between UNHCR and cluster, despite the UNHCR being the cluster lead and a very important member, and the need for the cluster to receive complete information from members, implementing with or without the UNHCR. The cluster main roles are: -Coordinate the efforts of the members -Standardise assistance to ensure that all people in needs receive an even share -Ensure the efficiency of assistance by avoiding duplication and coordinating efforts -Provide donors with detailed needs and gaps analysis to support fundraising -Support the members by providing consolidated data for own analysis and if needed provide technical support.	
<i>a. Cluster roles and responsibilities</i>		
<i>b. Previous Cluster coordination meeting minutes and action points review</i>	The minutes from previous meeting were reviewed and accepted. Actions points from previous meeting were reviewed: -Minutes from July Northern Shan State (NS) cluster meeting were shared in hard copy as not all members could access them by e-mail or online -KBC had proposed to share host families data with Cluster. This had not been done yet, but KBC confirmed they had compiled them and they were available. IM will visit KBC within one week after the meeting to retrieve the data and then cross-check with own data and	<u>Action point:</u> Cluster to visit KBC office to retrieve data and share them with RRD for recognition of these data after cross-check

	<p>approach RRD if relevant for sharing the data.</p> <p>-Regarding action points concerning hygiene kits, CCK explained that it had been decided at national level between the two clusters that this responsibility would now belong to the WaSH cluster, so it would be a better forum to discuss these issues. The national WaSH Coordinator confirmed that it was clearly a responsibility of the WaSH cluster and took this opportunity to re-affirm the importance of thorough data collection for the clusters in order to identify accurately needs and gaps. From now on the WaSH cluster will compile data for Hygiene and sanitary items distribution and share them monthly with this cluster for consolidation with other NFI.</p> <p>KMSS-MTY welcomed this decision and confirmed they would from now on report about this activity to WaSH cluster. All attendees supported this decision.</p>	<p>with IM</p> <p><u>Action point:</u> UNHCR Information Management (IM) to provide WaSH cluster with data collected until June 2013 for collation</p>
<p>Cluster presentations and updates</p> <p>a. <i>Camp Profiling</i></p>	<p>IM presented the template used for data collection comprising 124 demographic and cross-sector indicators. The indicators have been designed to trigger the attention on general issues that might appear in the camps, and then the concerned sector can carry on a more in-depth analysis. Camp profiling has been completed for 126 out of the 150 recognised IDP camps.</p> <p>The raw data have been compiled, a basic camp by camp analysis completed, a short summary document for each camp produced and a basic cross camp analysis is on-going at YGN IM level (should be completed within a couple of weeks).</p> <p>All this data will be released and accessible by all actors for their own analysis. They will be shared in soft copy (CD), placed on the cluster Website and a hard copy “catalogue” will be produced for cluster members</p> <p>The goal of the Cluster, resources permitting, will be to conduct this baseline exercise every six months. Thanks to the extension of the CCCM focal point to 131 camps the next rounds should be easier.</p> <p>KMSS-MTY asked if the exercise was also conducted in NGCA areas and if this exercise was similar to the one conducted by DRC. IM confirmed that within the 126 camp profiled, both NGCA and GCA were included, and presented a map showing which camps had or had not been profiled. In NGCA DRC and RANIR supported the exercise. CCK underlined that the reasons for around 25 camps not having been profiled was logistic and human resources, not problem of access to NGCA.</p>	<p><u>Action point:</u> IM to present final camp profiling at next meeting</p>

<p>b. Cluster Analysis</p>	<p>CCK asked attendees if they were comfortable with the way the data will be shared, including posting on the cluster website. All agreed with the way of dissemination.</p> <p>WaSH National coordinator proposed WaSH cluster help to provide indicators extracted from the cluster 3W to provide monthly update on the concerned indicators. CCK and IM raised concerns that it would be a bit difficult to follow because if not all sectors can provide this kind of updates, the camp profiling will comprise updated and non-updated parts. National WaSH cluster coordinator, CCK and IM agreed that as it was a broader discussion and it should be continued after the meeting in a smaller group.</p> <p>OCHA thanked the Cluster for this impressive and useful exercise and underlined that it needed to be combined with the various sectors' 3Ws to be used to its maximum.</p> <p>CC agreed that indeed this was a living document and a cross-sector working tool, so discussion on how to make the best of it and keep improving it would continue.</p> <p>IM and CCK mentioned that while the camp profiling exercise offered more baseline data, there were several tools published monthly by the Cluster, such as camp master list and cluster analysis (new tool but that will from now on become regular).</p> <p>IM presented the first Shelter/NFI/CCCM <i>Cluster Analysis Report</i> that will be updated every month, aiming at providing detailed data but also easy and quick to visualise summaries presenting coverage, gaps and needs for the 3 sectors, which should make it a useful tool for various stakeholders.¹ To compile this all actors in the three sectors have been contacted repeatedly to collect as comprehensive data as possible.</p> <p>Regarding shelter, the Cluster is confident that for GCA the data are now solid as it conducted a systematic cross-check of data and received support from all cluster members.</p> <p>Regarding NFI, it has been more of a challenge. Indeed, only partial data has been received, and mainly from the UNHCR. However, and even though the UNHCR is a major actor in this sector, it is believed that many actors have distributed NFIs under one form or another since the beginning of the crisis. IM and CCK underlined it was important to receive this data otherwise 1) the important work done by various partners does not appear in the analysis and</p>	<p><u>Action point:</u></p> <p>IM, Wash and this cluster coordinators to meet to discuss best way of updating camp profiling cross-sector wise</p>
----------------------------	---	---

¹ Latest version of this document can be located at: <https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Kachin-DataAnalysis.aspx>.

<p>c. <i>Update about Northern Shan State (NS)</i></p>	<p>2) it will be much more difficult for the cluster to advocate for funds to complete the gaps if the data are not solid.</p> <p>KBC confirmed they have done distribution with DRC funding in the past, mainly in Northern Shan State. KMSS as well, mainly winter items such as blankets and warm clothes.</p> <p>The MRCS confirmed they also did NFI distributions but mentioned they did not have the information with them. UNHCR CCCM asked if these data were available. MRCS confirmed they could be collected at their office anytime. It was agreed that the cluster would visit MRCS office the following week to receive these data. CCK thanked the MRCS for this important contribution to the general understanding of the cluster.</p> <p>UNHCR focal person for NS informed that the second cluster meeting for NS took place first week of August and gave a presentation of the situation in NS:</p> <ul style="list-style-type: none"> -Displacement in this area is recent and mainly happened in 2013 in 3 waves (January, April and June) and is the result of fighting between the governmental army and the Talaung National Liberation Army (TNLA); -3 camps are still at the first emergency stage and IDPs live under tarpaulin; -In several instances lands have been provided to IDPs (for example 80x80 feet square in Garlang camp) to build their shelter and therefore shelter looks more permanent there than in Kachin State, sometimes even with individual latrines; -In terms of CCCM, 3 camps are without management. KBC, with support from the UNHCR, is in the process of setting it up; -In regards to NFI, World Concern and the UNHCR have carried out some distribution, but it is still quite limited and the UNHCR is in the process of addressing this gap; -One of the challenges in NS is that so far no international organisation focuses on the IDP issue. Several are present, but focus is on poppy eradication projects. <p>CCK insisted on the need for good cross-sector coordination for the NS response, for example to design adequate site planning allowing for all activities to happen easily and efficient camp management. As in some cases in NS it is already a transitional or even already assessing possibility of more permanent solutions such as individual housing. In such instances, the need for a rigorous process driven approach to shelter is <i>all</i> the more important.</p> <p>WaSH national cluster coordinator supported this comment and requested that WaSH sector</p>	<p><u>Action point:</u> NFI cluster to visit MRCS to collect data</p>
--	--	--

<p>d. <i>Expansion of UNHCR supported CCCM activities</i></p>	<p>would be involved in the upcoming UNHCR shelter assessment. UNHCR shelter expert confirmed he will coordinate with WaSH.</p> <p>CCK reminded to all involved that good ahead planning was essential for NS due to authorisation and logistic challenges. For example, if WaSH cluster would like to join the next shelter visit, it is already too late to request TA for internationals, so a national expert needs to be designated as a contact person for the Shelter Cluster.</p> <p>UNHCR focal person warmly welcomed this proposition and informed that actually WaSH actors in NS voiced their issues at past NS cluster meetings, saying that they had no WaSH forum to discuss these issues.²</p> <p>WaSH national cluster coordinator informed that more human resources would arrive soon for the Kachin response and therefore it should be easier to cover NS needs in terms of cluster coordination.</p> <p>CCCM cluster presented the extension of the UNHCR activities in this sector:</p> <ul style="list-style-type: none"> -UNHCR will support Implementing Partners (IPs) to recruit and train CCCM Focal Points (FPs) for 131 camps (was 84 until now) and provide Camp Running Costs (CRC) in the same camps. It will cover 112 camps in GCA and 19 in NGCA. -FPs handles the bookkeeping for CRC, demographic data etc. and report difficulties faced in the camp to a CCCM coordinator in each IP. -As there was some funding shortfall issues in July and August, FPs will receive 2-months of salary in September. -Guidelines of the CRC have been adapted to include the specific issue of high cost areas (Hpart Khan, Chipwe and border areas). -During the coming months UNHCR CCCM department will focus its efforts on training for newly appointed focal points and support to develop camp management structures in camps that do not have one yet. <p>KMSS-MTY informed that they had a high turn-over in terms of camp management in NGCA, so training needs to be done again for the concerned camp.</p>	<p><u>Action point:</u></p> <p>UNHCR shelter expert to coordinate next visit to NS with WaSH</p>
---	---	---

² For minutes of these NS Cluster meetings see: <https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Kachin-meeting-minutes.aspx>.

<p>e. <i>Shelter Cluster updates</i></p>	<p>Shelter cluster updates:</p> <ul style="list-style-type: none"> -100 shelters are under construction in Hpart Kant area (UNHCR funded, with KBC as IP). Some renovations are on-going/planned to start soon throughout Kachin State from all sector actors; -Shalom expressed that they felt there was a misunderstanding in the agreement between Shalom and UNHCR. CCK encouraged the two organisations to have a bilateral meeting as soon as possible, which should include as well UNHCR programme in-charge from MTY; -Shelter Cluster insisted that it needed to receive data from all cluster members implementing shelter, with or without UNHCR funding, in order to be able to get a complete picture of the status of shelter construction for Kachin IDPs and identify accurately needs and gaps; -Regarding standards for the temporary shelter phase, there have been 2 Technical Working Group (TWiG) meetings since the last Cluster meeting. The TWiG is working on the new standardised designs for temporary shelters. One of the main goals in this process is to decide if and where international recognised standards might need to be modified due to the local circumstances (availability of materials, location & climate). The work done during the emergency phase was very positive and impressive from all cluster members. However, now that the situation is lasting and we are moving towards a temporary shelter phase, there is a need to standardise the design to 1) offer all IDPs an even assistance and 2) make it easier to fundraise towards international donors who want to see the work being done up to recognised international standards. Specifically, the TWiG is working 2 different designs for kitchens, one attached to the shelter unit and one with communal kitchens regrouped in a separated building. Once discussions are complete, the TWiG through the Shelter Cluster will submit the standards decided upon to the Global Cluster for validation. CCK insisted on the importance of standards and for all members to attend the TWiG to share ideas and difficulties. This forum, and the expertise of the International shelter expert, is one of the supports the cluster can provide to members. CCK also insisted that it was the right time for all shelter actors to share their ideas and actively participate in the designing of standards because once they will be submitted and validated at all levels, the donors will require implementing agencies to follow these standards in the future. Therefore, now is the opportunity to voice concern because once the 	<p><u>Action Point:</u></p> <p>Distribution of leaflet with basic standards on security, comfort and location and international design and present it at next meeting</p>
--	---	--

	process has been completed in a few weeks it will become extremely difficult to obtain modifications on the accepted standards.	
Partners updates and challenges	<p>KBC: construction of shelter in Hpar Kant area is on-going. 14 units have been completed. KBC also built some shelters in NS. Within the frame of their new agreement with the UNHCR, they plan to build altogether 300 shelters before the end of 2013.</p> <p>KBC stressed the importance of good cross-sector coordination between WaSH and shelter. They gave examples of camps in NS and Hpartkant where shelters were completed before any WaSH facilities were installed, rendering the shelters unusable.</p> <p>KMSS-MTY informed that they would have to modify their plans for renovation in some NGCAs. Indeed, in some cases the installation of gutter will not be possible because the roofs have been built in bamboo. They would like to request to the UNHCR to use the money for shelter renovation in Waingmaw area. CCK thanked for the update and encouraged KMSS-MTY and UNHCR programme team to meet bilaterally on this issue.</p> <p>KMSS-MTY will build 704 shelter units with support from DRC. They are about to start 360 ready to start construction.</p> <p>Pang Wa needs for NFI. Mentioned in GCM. Discussion on-going between UNHCR and KMSS-MTY</p> <p>Shalom: Some renovations on-going on shelters with support from UNHCR. Within the same agreement they plan to construct 80 units in Hartkan and 35 in Bhamo. They reported no major challenge and mentioned they will contact UNHCR shelter expert bilaterally to discuss planned renovations. Mentioned a gap of NFI for 16HH in Nyaung Min Camp</p> <p>MRCS informed that they had no shelter or CCCM activities, but only NFI distribution, in Hpart Kan and Kam Pai Di areas.</p>	
AOB	<p>OCHA provided an update about the upcoming humanitarian convoys. Naypidaw has confirmed they were authorised but the State level has not validated the convoys yet. 5 convoys are planned between September 5th and 26th planned (including 3 from MTY to Laiza area and 2 from Bhamo to Majayan).</p> <p>There is not more space on the first 2 planned convoys, but some sits are still available on the</p>	

	<p>others, mainly the 2 departing from Bhamo. If any organisation is interested to join, it needs to approach OCHA. However, for international staff only people whose names have been submitted to Myanmar government in the original list can join.</p> <p>OCHA asked if the Cluster could provide the camp profiles of the camp that the convoy will visit beforehand.</p> <p>CCK will check with IM and cluster and is confident it should be possible for the raw data, but not for the analysis</p> <p>OCHA informed that the next GCM meeting was planned for Tuesday 3rd. An official invitation will follow.</p> <p>CCK specified that the convoys were in no means a way to replace regular assistance provided by local NGOs to this area, but a one shot opportunity to 1) deliver large amount of material assistance that is normally very challenging to send to these areas (mainly food and NFIs) and 2) an opportunity to carry out thorough assessments to analysis gaps and needs in order to plan and budget further actions through local partners.</p> <p>OCHA confirmed that the convoys were an emergency response that does not substitute to any durable solution and on-going humanitarian projects.</p> <p>The national WaSH cluster leader raised the issue of the population that have moved and ended stranded in almost impossible to access in Pang Wa area.</p> <p>CCK and OCHA mentioned that it was probably more a GCM discussion and head of offices discussion.</p> <p>Everyone agreed to plan the next cluster coordination meeting for September 27th at 10AM at UNHCR Office. An official invitation for confirmation will be circulated at least one week ahead.</p>	
--	--	--

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

- Minutes of Northern Shan Shelter/NFI/CCCM last meeting
- Minutes of MTY Shelter/NFI/CCCM July meeting

Attendees:

Name	Organisation	E-mail	Contact Number
Vinothraj	UNHCR	ratnaraj@unhcr.org	09450064729
Brang Mai	KBC	Mwijang007@gmail.com	09400038969
Seng Pan	UNHCR	pan@unhcr.org	09421162950
Mung Song	UNHCR	jm@unhcr.org	09421162951
La Seng	KMSS-MTY	ulasign@gmail.com	09400026127
Justin	KMSS-MTY	juslovemoe@gmail.com	0949735457
Mg Houn Zay	KBC-ERC		0947028491
Le Guillou Olivier	UNICEF/WaSH cluster	oleguillou@unicef.org	
U Zaw Moo	MRCS		07423501
Paul Knudsen	UNHCR	Knudsen@unhcr.org	
Armin Daeweritz	OCHA	daeweritz@un.org	0973246138
Maran Hkam Aung	Shalom	hkamaung@gmail.com	09400044501
Lahkye Bauk Nu	Shalom	lahkyebauknu@gmail.com	0947138842