

**INFORMAL EMERGENCY SHELTER COORDINATION  
CYCLONE GIRI, MYANMAR**

**MEETING MINUTES**

<b>Date</b>	10 November 2010, - 1400-1530hrs
<b>Venue</b>	Meeting Room, IFRC Office, Yangon
<b>Chair</b>	Paul Davenport
<b>Note taker</b>	Phyo Wai Kyaw (ESC Information Manager)
<b>Participants</b>	Myat Thu Aung & Win Htay (Solidarites International), Malar Win (MRCS), Christopher Reltien (ECHO), Maciej Pieczkowski (IOM), Maximus Aung San (FRC), William Dufourcq (ACF), Aung Win (Partners NGO), Maung Sein & Ye Min Aung (NCV), Kyaw Win Maw (Save the Children), Eben Forbes, Maung Maung Myint & Zin Aung Swe (UN HABITAT), Claas Morlang (UNHCR), Liasson Hrppclieu (MSF-H), Dr. Sital (Action Aid), Ben Hemingway (USAID/OFDA)

**Agenda item # 1: Agenda**

Meeting chair welcomed the participants and introduced himself and the new Information Manager. Phyo Wai Kyaw as the formal the ESC Information Manager. He also informed the participants that the ESC Coordinator is planned to arrive over the weekend.

**Agenda item # 2: Introduction of new participants**

A round of introductions was made by the new participants to the meeting.

**Agenda item # 3: Situation Update**

<b>Discussion</b>	<p><b><u>Paul Davenport (on behalf of UN OCHA)</u></b></p> <ul style="list-style-type: none"> <li>- Informed the release of Situation report #6</li> </ul> <p><b><u>Meeting Chair (on behalf of MRCS)</u></b></p> <ul style="list-style-type: none"> <li>- Presented the list of MRCS assigned areas at Village Tract (VT) level together with number of Beneficiaries per VT</li> <li>- MRCS/IFRC is currently reaching its optimum level in terms of capacity for stock and distributions</li> </ul> <p><b><u>Meeting Chair</u></b></p> <ul style="list-style-type: none"> <li>- The Chair enquired whether agencies knew of instances where they were being assigned to certain VTs in the affected region to work by the Authorities</li> <li>- MSF informed that to their knowledge there hasn't been such allocations being directed by the Authorities. He advised that they were aware of other agencies being assigned in their area of implementation. Which potentially could lead to duplication.</li> <li>- MSF will be contacting these agencies soon</li> <li>- Paul advised that the ESC will approach both OCHA and the Authorities to confirm if there is a central list that contains information regarding where an agency is to be implementing</li> <li>- A presentation of the coverage overview (Updated as of 10/11/10) was shown to the participants</li> </ul> <p><b><u>MSF-H</u></b></p> <ul style="list-style-type: none"> <li>- Selection process on way</li> <li>- 1300 Shelter kits and 300 tool kits to be distributed</li> </ul> <p><b><u>ACF</u></b></p> <ul style="list-style-type: none"> <li>- Currently distributing shelter and food items as part of their implementation</li> <li>- Have distributed to 1000 Households (HH) with another distribution for 3000 (HH) being planned</li> </ul>
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	<p><b><u>Save the Children</u></b></p> <ul style="list-style-type: none"> <li>- Only tarps were distributed in the first distributions. However for the next distributions they will be adding all the items that are included in a standard IFRC Shelter tool kits</li> <li>- 8,000 NFI Kits are being planned as part of the CERF submission</li> <li>- Indicated they plan only to provide community tool kits for 50% of their NFI distribution, targeting the most vulnerable people</li> </ul> <p><b><u>UNHCR</u></b></p> <ul style="list-style-type: none"> <li>- Provided an update on the CERF application process and the potential for funding to be less than the combined sector total requested</li> </ul>
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**Agenda item # 4: Information Management**

<b>Discussion</b>	<p><b><u>Information Manager</u></b></p> <ul style="list-style-type: none"> <li>- Made a request for all agencies to assign a IM focal person who will be responsible for reporting to the Shelter Cluster for Information Management</li> <li>- A new template will be circulated among the agencies and this is to be used for information sharing.</li> <li>- IM urged that information sharing from the agencies in a timely manner is crucial for deeper analysis as currently there hasn't been any data received from the agencies expect for MRCS</li> </ul>		
	<b><i>Action Items</i></b>	<b><i>Person Responsible</i></b>	<b><i>Deadline</i></b>
	-Participants to assign IM focal person	<b>Agencies and Information Manager</b>	11/11/10
	-ESC IM to distribute reporting template on 11/11/10	<b>ESC IM</b>	11/11/10
	-INGO / NGO IM to provide information on 15/11/10	<b>Agencies and Information Manager</b>	15/11/10

**Agenda item # 5: Discussion on recovery options, semi permanent housing etc**

<b>Discussion</b>	<p><b><u>UNHCR</u></b></p> <ul style="list-style-type: none"> <li>- Informed the group that UNDP is considering repairs and permanent solutions</li> </ul> <p><b><u>UNHABITAT</u></b></p> <ul style="list-style-type: none"> <li>- Ready to commit to repairs</li> </ul> <p><b><u>Others</u></b></p> <ul style="list-style-type: none"> <li>- Generally the meeting agreed that while a recovery program would include some housing component the members were currently focusing on the emergency distribution. It was agreed that the agenda item would be discussed again at the next meeting.</li> <li>- The Chair also discussed the TOR of the ESC and that UN Habitat would become the Cluster lead as operations moved into the recovery phase over the coming months.</li> </ul>
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**Agenda item # 6: Technical WG**

<b>Discussion</b>	<p><b><u>Chair</u></b></p> <ul style="list-style-type: none"> <li>- Asked the participants whether another TWG may be needed</li> <li>- The general consensus is that everything is in place and another meeting is not needed for the time being</li> </ul>
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**Agenda item # 6: AOB**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>- One of the participants enquired if the format can show whether a planned distribution has been fully funded (committed) or is just a pledge for the time being as this could make a difference in actual coverage.</li> <li>- During the meeting a local NGO indicated that they have distribution capacity in the effected areas. On this basis the ESC agreed to maintain a registered of such NGO's and circulate the ESC members on a fortnightly basis with their details beginning next week.</li> </ul> <p><b><u>Chair</u></b></p> <ul style="list-style-type: none"> <li>- Brought up a question as to whether agencies thought there was a need to establish coordination mechanisms in the field. He stressed that additional levels of coordination need to add value to the operation.</li> <li>- He asked participants to consider nominating 1 agency (well represented) in each township to be assigned as a shelter coordination focal Pont.</li> <li>- Majority of the participants felt that coordination at Yangon level was enough at this time, but agreed to re-evaluate again at the next meeting. Also many felt the field offices had enough tasks to perform and communication would be difficult</li> <li>- Local NGOs were also urged to have a representative attend the Shelter Cluster meetings</li> </ul>
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**Agenda item # 7: Next meeting**

<b>Discussion</b>	It was agreed that the next meeting will be on <b>17 November 2010 (Wednesday) at 1400hrs at IFRC office.</b>
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**Meeting conclusion: 15:30hrs.**

<b>Emergency Shelter Coordination Contacts</b>			
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