

## Shelter / NFI / CCCM Myitkyina Cluster Meeting Minutes

27 July, 2015

UNHCR Office, Myitkyina

**Attendees:** Shalom, KMSS-MKN, KBC, IOM, DRC, Plan-Myanmar and UNHCR (ten persons in total).

### Meeting Agenda

1. Review of last meeting's minutes.
2. CCCM:

*Capacity building, development of camp management agencies and CMC by IOM.*

3. NFI:

*Finalise NFI monitoring format.*

4. Shelter:

*Updated shelter gap analysis.*

*Tool kit distribution (identifying camps, finalising manual guidelines and logistical procedures for distribution).*

5. AOB:

### Meeting Minutes

Agenda Items	Action points
<p><b>Review of the last meeting's minutes</b></p> <p>Cluster meeting is usually organized in three locations; Northern Shan State, Bhamo and Myitkyina. This meeting, in Myitkyina, on 27th July 2015 marks the last meeting for this round (July) in which action points must be finalized. These are action points that were made after the meetings in Muse on</p>	<p><b>The winter NFI assessment tool, which was presented in the last meeting, is due to be finalized in this meeting. The shelter tool kit distribution guidelines were finalized in the last meeting. CM agencies will propose a target camp</b></p>

<p>10th July 2015 and Bhamo on 23rd July 2015.</p>	<p><b>distribution list and will then proceed with the supply and logistic procedures regarding stock release/distribution of tool kits. Continue the review of the consolidated shelter gap analysis.</b></p>
<p><b>CCCM</b></p> <p><i>Capacity building (CB), development of camp management agencies and CMC by IOM.</i></p> <p>Two weeks ago IOM conducted a basic coordination training and presentation of monitoring tools. The target participants were CCCM focal persons from camp management agencies (CMAs). The objective of the training was to build upon strong coordination and provide data sharing. At the same time it was an effective referral of services. At the coaching session, IOM will follow up on the practical use of monitoring tools with CM agencies so as to offer a more practical application of tools in the camps. IOM will conduct routine monthly training sessions. The training sessions will range from basic to advanced, with a combination of one day training and follow up coaching sessions. The same training session series will be for both Bhamo and Northern Shan State.</p> <p>Other CB sessions conducted by IOM;</p> <ol style="list-style-type: none"> <li>1. There will be further/separate training sessions on protection monitoring and the application of tools within the camps. These will take place at the continuing CB sessions.</li> <li>2. IOM put forward a proposal for there to be a training, for humanitarian actors, on emergency assessment and on the tools for tracking newly displaced populations as well as to prepare for new camp set ups.</li> <li>3. CCCM training of trainers (ToT) is a CB plan for this year.</li> <li>4. Based on continuing discussions regarding CCCM CB for non-CCCM actors by DRC and Plan-Myanmar; IOM will consider a training session that takes into account the CCCM concept and the interaction and coordination between all agencies.</li> </ol>	<p><b>IOM will share information on CCCM training and coaching session plans with cluster partners for their interest and participation.</b></p> <p><b>CM agencies and others will make a proposal to IOM for a training session on emergency assessment.</b></p> <p><b>IOM and UNHCR will have bilateral discussions on DTM; this will complement the camp profile.</b></p> <p><b>As of now CCCM agencies should consider the nomination of a suitable candidate to participate in ToT.</b></p>
<p><b>NFI</b></p>	

<p>Plan-Myanmar has considered distributing winter NFIs for children in six KBC camps in NGCA. Funding has not yet been secured.</p> <p><i>Finalise NFI monitoring format.</i></p> <ul style="list-style-type: none"> <li>Cluster members agreed to propose a format to use as an assessment tool. Assessment will target only the priority camps one and two. Cluster will share camp lists, divided into prioritised categories, and CM agencies will choose which of these camps will be used for the assessment.</li> <li>In the assessment form only winterisation items are to be listed and the three additional spaces (boxes) are to be filled by the beneficiary for the winterisation items they consider most important. This assessment is designed to capture the general mapping of winter NFI needs and gaps. The assessment form will be translated into Myanmar and circulated to all Cluster members. Assessment is to start in August; the CM agencies and the Cluster will release the assessment report in early September 2015.</li> <li>A detailed assessment will be conducted before the procurement of winter NFI to ensure accurate data has been obtained before distribution takes place.</li> </ul>	<p><b>Plan-Myanmar will share any further actions, regarding winter NFI distribution, to the cluster.</b></p> <p><b>Cluster will share the Myanmar language translation of the winter NFI assessment with all NFI partners. CM agencies will conduct a winter NFI assessment from early August 2015. The winter NFI assessment report will be released by the Cluster in September 2015.</b></p>
<p><b>Shelter</b></p> <p>Potential partnership with IDRS for shelter construction in Kachin.</p> <p>International Department of Relief Service (IDRS) is seeking a partnership with a local NGO, regarding shelter construction. Metta has been nominated by IDRS. Currently, the total proposed budget of IDRS construction in Kachin is within the region of CAD\$75,000 to CAD\$100,000. Shelter partners have been encouraged to propose their interest in the project in order to build a partnership with IDRS based on their capacity.</p> <p><i>Updated shelter gap analysis.</i></p>	<p><b>On the request of IDRS the Cluster will share shelter gap priorities as well as the local partners' capacity to form a future partnership with IDRS. Local Shelter partners are encouraged to demonstrate their commitment and capacity in building a direct partnership with the donors.</b></p>

<p>500 shelter units have been proposed to both CERF and the WaSH Cluster, for the first phase of 2016 construction. CM agencies to prepare shelter construction within priority camps one to three.</p> <p><i>Tool kit distribution (identifying camps, finalising manual guidelines and logistical procedures for distribution).</i></p> <p>Shelter tool kit pilot distribution is to be launched by the end of July. UNHCR engineers and CM agencies' engineers will conduct a joint field visit, within the time stated, to present the tool kit sets, and to brief on the objective of tool kit distribution. Once the distribution list is received from CM agencies, Shelter Cluster will propose UNHCR program and supply for stock release.</p>	<p><b>Following the proposal of 500 shelter units to CERF, CM agencies will prepare a construction plan within priority camps one to three. CM agencies will propose a target distribution list for tool kits and proceed with the supply/logistics procedure for stock release and distribution.</b></p>
<p><b>AOB</b></p> <p>Next Cluster meeting is scheduled for the first week of September 2015.</p>	