

Shelter / NFI / CCCM Myitkyina Cluster Meeting Minutes

28 September, 2015

UNHCR Office, Myitkyina

Attendees: KMSS-MKN, Shalom, KBC, IOM & UNHCR (seven persons in total).

Meeting Agenda:

1. Review of last meeting's minutes.
2. CCCM:
Update of camp profile round four data collection.
CMC ToR and CRC to be revised.
CCCM capacity building (CB) update to be given by IOM.
3. Shelter:
Review of the Cluster Analysis report and the Shelter gap analysis.
CERF shelter needs/priorities for 2016.
Shelter monitoring findings.
4. AOB:
WFP hot line.

Meeting Minutes

Agenda Items	Action points
<p>Review of last meeting's minutes</p> <ol style="list-style-type: none"> 1. KMSS-MKN completed the collection and assessment for the winter NFI distribution. 2. Shelter tool kit distribution: KMSS-MKN has distributed all their kits. CMC managed the set-up of the kits in one of the camps whilst carpentry groups set-up the kits in the two remaining camps. Shalom has two kits which still need to be distributed. KBC has no update at present. 	<p>Shelter tool kit guidelines need translating into the local language. Shelter tool kit distribution needs to refer to the guidelines and distribution records in order to share with UNHCR.</p>
<p>CCCM</p> <p><i>Update of camp profile round four data collection.</i></p> <p>KMSS-MKN: All the data collection has been completed except for the Laiza area camps which will be completed during the week.</p> <p>Shalom: except for Hpakant Camp, all of the data collection, concerning Shalom's camps, has been collected.</p> <p>Cluster Focal Point (FP): There will be a data entry training session, held in Bhamo, between the 6th and 8th October; it will be targeted at KCA CCCM staff working in Northern Shan (NS).</p> <p><i>CMC ToR and CRC to be revised.</i></p> <p>CCCM ToR was developed in March 2015, based on recommendations from the <i>Evaluation on the Performance of CMC in 2014</i>. This document was to provide basic guidelines as well as learning materials for CMC. CMA was encouraged to use the CMC ToR as a basic guideline to prepare for the CMC structure; this is to ensure that the roles and responsibilities of each CMC member is clarified; that the main committee and subcommittees help to improve CMC capacity in camp management, focusing their skills on service monitoring, safety and security in the camp compound as well as on the mitigation measures of hazards such as fire. After more than six months of CCCM training along</p>	<p>CCCM TWiG meeting is to be held on 30th September 2015. There will be a review of the CMC ToR and the CRC guidelines.</p>

with the practical application of CCCM, it is a good opportunity to review and upgrade the current guidelines in line with what is actually being practiced in the camp. IOM have been responsible for reporting and monitoring capacity building sessions. It's important to include the newly adopted tool and format in the revised version of the CMC ToR. **KBC:** The camp management structure and communication channel will be included between CMC and the sub-committee. **Shalom:** The camp FP, who received an honorarium, has a JD attached.

Cluster FP, CCCM FP and WaSH FP have their own JDs. The CMC members, however, should have a JD which has common roles and responsibilities in regards to camp management. Since the camp management approach is different from one camp to another, based on their individual backgrounds (such as differing social structures, e.g. a religious pastoral management structure), the most relevant CMC structure should be adopted for each camp. In reference to this, a sample structure layout, based on CCCM concept, should be adopted. This should represent the community as well as the accountable management and transparency of finances.

The CRC guideline was developed in 2012 to guide CMC on how to manage small cash grants; and to adjust the spending on prioritized needs for the camp, with the conditions in place so that effective and accountable management can operate in the camp. As protracted displacement reaches its fifth year, the CRC guidelines should be reviewed in favour of ownership and a sustainable approach to camp management as well as camp maintenance costs. There are a number of factors that need to be considered from those IDP totally dependent on outside assistance, to community participation, to the mobilization of IDP towards self-reliance and ownership of their situation. The guidelines should strive towards avoiding the negative aspects of the situation such as exacerbating a dependency syndrome.

Cluster FP: There are immediate issues that need to be addressed such as some camps having to cover WaSH expenses from CRC. CRC budget headings need to be reviewed; such as the budget for WaSH running costs, electricity bills and the general repair and upkeep of the shelters. Some border camps have to settle their electricity bills by using almost all of their allocated budget. There is an

The upcoming joint WaSH/shelter meeting will be held between the 6th and 7th Oct 2015. WaSH running costs covered by CRC will be addressed.

urgent need to consider a sustainable substitution for such high cost expenses.

IOM: WaSH expenses should not be charged to the CRC. Solar paneling is a sustainable solution for high cost electricity and IDP can transfer them easily to their village of origin.

KBC: CRC guidelines should be updated to add accounting and financial procedures. All the camp income (from different sources) should be registered in the camp treasury account. It should be checked that every expense is recorded properly in line with the financial procedures of the advanced request, procurement and settlement.

KBC: camp management could be improved by introducing an accountant into the CMC structure. There is still the challenge of finding a volunteer to fill the accountant position. If possible KBC would like to request an increase of FP numbers for the accounting task in the camp.

CCCM capacity building (CB) update to be given by IOM.

Two training and coaching sessions, with follow-up monitoring sessions, were completed in Myitkyina, Bhamo and NSS. The objective of these sessions was to learn how to use the tools and to replicate the information sharing and coordination that was used as a measure to fix some issues in the camp. CCCM basic training is designed to cover a five day period. Target participants will be a maximum of two staff from each CCCM agency. The participants selected need to consider senior staff, from CMA, who will manage and support CCCM activity. The aim of the training is that staff will then be legitimate for CCCM ToT.

IOM is also planning to conduct Information management, capacity-building training and a DTM pilot. The training date has not yet been fixed. DTM is not a duplication of the camp profile but will support the displacement tracking database.

To reinforce the CCCM cluster, NRC and Trocaire will soon be joining the Kachin operation to support capacity building in the camps. There should be a common CCCM joint strategic approach to support the Kachin CCCM cluster.

IP need to consult with the program to increase the FP number in the next PPA.

IOM will give advanced notice of the CCCM training dates.

National Cluster Coordinator will set the guidelines for CCCM joint strategic intervention.

<p>Shelter</p> <p><i>Review of the Cluster Analysis report and the Shelter gap analysis.</i></p> <p>Unfortunately UNHCR Shelter Engineer is on medical leave, so there will not be a detailed discussion on the technical side of Shelter, except for information sharing. Still, participants were encouraged to see the attached file, <i>September 2015 Field Monitoring report of Bhamo and NSS</i>.</p> <p><i>CERF shelter needs/priorities for 2016.</i></p> <p>Half a million USD was secured for 365 shelter and kitchen units. Shelter partners are to review their camp priorities list within the budget allowance. Budget period will run from October 2015 to May 2016.</p>	<p>UNHCR Shelter Engineer will compile and consolidate shelter data; updates will be published in the <i>Cluster Analysis Report</i> and the shelter gap analysis report.</p> <p>Shelter priority will be focused on two sources; CMA prioritized list and field monitoring data.</p>
<p>AOB</p> <p><i>WFP hot line.</i></p> <p>A request was made to WFP to share the hotline communication channel with all the camps, in order that a line of direct contact, with them, is open.</p> <p>Next round of Cluster meetings will be in November. The date will be confirmed by the Cluster.</p>	<p>CMA will distribute the hotline contact information (in an A4 size print out) to all of the camps.</p>

Reference Documents;

- 1) *September 2015 Field Monitoring report of Bhamo and NSS.*
- 2) *WFP hotline.*