

**Shelter/NFI/CCCM Cluster Meeting Minutes**  
**29 July 2016**  
**UNHCR Office, Bhamo**

**Shelter/ NFI/CCCM Cluster Meeting, 29 July 2016, UNHCR Bhamo**

**Meeting participants**

Metta, KMSS, KBC, DRC, NRC, SI, IOM & UNHCR

**Meeting Agenda**

- 1) Review over last meeting minutes
- 2) Updates
- 3) Shelter design Review
- 4) Coordination with WASH for new construction
- 5) Returns activities
- 6) Capacity building / training
- 7) AOB

## Meeting minutes

Agenda Items and discussion points	Action points
<p><b>Updates: Shelter</b></p> <p><b>Sub-National Cluster Coordinator(CC)</b> shared overview of the draft Shelter Gap Analysis for July-December 2016</p> <p><b>Solidarites International</b> shared information from Save the Children on 2 new camp-like sites, Namtu and Hsipaw, that may require shelter support</p> <p><b>Metta</b> updated that they are conducting small repairs for 40 shelter units in Momauk KBC</p> <p><b>UNHCR</b> conducted a shelter assessment of camps around Loije, Bhamo and Momauk. Most shelters constructed in 2011 now in poor condition and most need care and maintenance, major repairs or minor repairs. Some camps already have plans for repairs. Encourage shelter actors of collect data and request received from CMC on shelter needs for the sector to decide the prioritisation.</p> <p><b>KMSS</b> confirmed that 85 new shelter units in Man Win Gyi are nearly completed. Plans for new units in Lana Zup Ja, 40 new units in AD2000, 60 new units in Maing Kawng RC and 30 units of care and maintenance in Man Win Gyi RC1 are ongoing. Funding received from Irish Aid for 29 Units in Na Pang.</p> <p><b>DRC</b> shared that assessments are currently ongoing for Lisu Loije, Maga Yang, and Seng Ja. 40 new units under construction in Ja Yang Kha and 100 new units in Pa Kha Tawng.</p> <p><b>KBC</b> noted that the shelter needs for new arrival in Maing Kawng camp have been met and new construction is completed.</p> <p><b>Metta</b> had some budget remaining for July to December 2016. Will request for construction of new units for the relocation of IDPs in Momauk due to jubilee celebration. 13 households have requested to move to Aden camp.</p> <p>Loije Lisu has applied for relocation land with the government for a new site but don't know when they will respond. Loije RC was informed by the church that they have to relocate by Oct 2016 due to construction in the church compound. UNHCR has met with the Loije GAD and now awaiting information from the Kachin State Government. UNHCR shared that the parish priest has identified a</p>	<p><b>CC to share soft copy of shelter gap analysis</b></p> <p><b>SI to share assessment report</b></p> <p><b>DRC Myitkyina to share shelter plans and assessment reports</b></p> <p><b>UNHCR to follow up on protection concerns</b></p> <p><b>Metta to share shelter plans</b></p> <p><b>CC to share Shelter Priorities and gaps</b></p>

<p>potential relocation site but precise location to be confirmed. The relocated is being led by the church initiative for emergencies and expenses will be covered by the church. Technical assistance for relocation and site planning may be requested. UNHCR suggest a coordination meeting once the date and location of relocation is confirmed. KMSS confirmed that they are doing some returns preparation and relying on the parish priest and community to define the ways forward.</p> <p>Following summit in Mai Ja Yang, GAD claims that returns may happen. UNHCR to meet with Bhamo GAD to follow up.</p> <p>KMSS is supporting 20 families returning to Seng Lum from Loije camp through shelter renovation assistance.</p> <p>UNHCR noted that many camp management committees are not clear on which organizations provide which assistance. More regular communication is needed to address the lack of communication between the camp management committee and the camp management agencies.</p>	
<p><b>Updates: CCCM</b></p> <p>Cluster partners discussed the need for a 3Ws in the camps, how often they should be revised and how they should be presented. Recommendation for any 3W to be harmonized with those of other clusters. Some agencies share potential challenges such as for CMCs in smaller camps to update 3Ws on a regular basis, that implementation is based on funding available rather than specific focal agencies and therefore there is less predictability. It was agreed that it could be feasible and useful; therefore CC will draft a cluster 3W.</p> <p><b>UNHCR</b> requested, as the Cluster lead agency, for Camp Management Agencies to invite UNHCR and other agencies to monthly coordination meetings with camp managers. KBC agreed to invite UNHCR, KMSS confirmed that it does not have monthly meetings and SI confirmed that they had been previously invited.</p> <p>Seng Lum village seems to be safe for returns, and a number of IDPS from Loije has already identified the village as a return location but some risk factors remain. Limited possibilities for livelihoods and children left in the camp during the day are risks and limit the scope for families to be able to spend time in the village. Tatmadaw is asking to organize a monthly meeting with the returnee families and UNHCR suggested that the Protection Sector needs to invite the GAD to mediate.</p>	<p><b>CC draft cluster 3W</b></p>

<p><b>NRC</b> have been unable to conduct any CCCM training in the last month due to availability of camp mangers and CMCs. Planning to conduct some trainings on information management and human rights. NRC is conducting assessments in camps as follow up to training and will refer identified need to relevant humanitarian actors.</p> <p><b>KBC</b> highlighted the need for referral mechanisms in camps and improved information management. <b>CC</b> shared that the Protection Sector has an existing referral mechanism for protection incidents called Protection Incident Monitoring (PIM).</p>	<p><b>UNHCR to follow up with Momauk GAD</b></p>
<p><b>Update: NFI</b></p> <p><b>UNHCR</b> shared NFI needs in Tharpaygone for 160 flood affected families. UNHCR to distribute tarpaulin, dignity kits, plastic sheeting and mosquito nets. In addition, UNHCR will distribute 100 tarpaulins to Loiye Lisu camp.</p> <p><b>SI</b> has a new strategy for NFIs; will stop distribution of hygiene kits and focus only on latrine cleaning kits and soap for hand washing stations.</p>	
<p><b>Shelter Design</b></p> <p><b>UNHCR</b> presented the UNHCR shelter design from 2013 that is currently being updated and was discussed at the Shelter TWIG in July 2016, and sought feedback from partners on the suggested adjustments to the design.</p> <ul style="list-style-type: none"> <li>• Wind bracing: suggestion to place wind bracing in corners of shelter units rather than diagonally across</li> <li>• Gutter: Use an elbow pipe/ L-bend rather than a straight pipe</li> <li>• Flooring: directing of bamboo weave to be changed according to customary practice of a vertical direction in Kachin and horizontal in Shan.</li> <li>• Roof bracing: no agreement among partners whether it should be horizontal or diagonal</li> <li>• Partitions: Include privacy partitions, such as use of curtains or bamboo interior wall if budget allows.</li> <li>• Kitchen: Width to be increased to 7 feet</li> </ul>	<p><b>UNHCR and CC to follow up with KBC</b></p>

<p><b>SI</b> suggested for wind bracing to remain diagonally across as placing braces in the corners only would not adequately support shelters from wind damage. Suggest adjusting middle units of the barracks only.</p> <p><b>KBC</b> suggested removing flooring of the shelters to reduce costs as many local residents live on the ground with mats. CC highlighted the need to prioritize safety standards and structural integrity of shelter units for dignified living condition and quality of life.</p> <p><b>SI</b> noted the need to discuss and coordinate emergency shelter standards as some agencies include 1 piece of tarpaulin per emergency shelter toolkit, whilst others provide 2 pieces of tarpaulin. SI has been providing shelter kits for shelter renovation and repair, as well as returns preparation, though it has been a challenge to get feedback on how the kits can be improved. For example, should bamboo be included in the kits as it cannot be procured everywhere. Request if there are any cluster design for shelter that can be constructed using shelter kits.</p> <p><b>KBC</b> requested that ICRC and MRCS should consult and inform local NGOs prior to distributions.</p>	<p><b>CC to re-share NFI core kit.</b> <b>CC to share Shelter Build Back Better and explore if further guidance required.</b></p> <p><b>CC to follow up with MRCS</b></p>
<p><b>Returns</b></p> <p><b>SI</b> not providing assistance for returnees</p> <p><b>KMSS</b> providing localized assistance of housing repairs only</p> <p><b>KBC</b> is in the process of asking GAD about the resettlement of IDP camps. Met the KSG in March but no information received yet.</p> <p><b>UNHCR</b> involved in protection monitoring and creating guidance such as the durable solutions checklist. Protection Sector could look at case by case interventions for possible resettlement.</p>	
<p><b>Training</b></p> <p><b>IOM's</b> plan for capacity building in Northern Shan on hold due to internal staffing capacity. UNHCR and CC offered support if needed.</p> <p><b>SI</b> conducts training focused on WASH though shelter could potentially be included. A training in Lashio in September is likely, and UNHCR noted that they would be happy to contribute.</p>	

### Coordination with WaSH

SI proposed for all shelter agencies to invite wash agencies on assessment to allow time for planning and to share plans for new shelter before construction, so WASH agencies can define how to support.

It was noted by several agencies that the feasibility depends on the area and whether it is planned or emergency shelter assistance.

Partner agreed for CC to share shelter interventional plans with WASH for planned shelter assistance.

Partners agreed to coordinate multi-sector assessment in emergencies based on an area wide response, including and led by actors present in the geographical area.