

Shelter/NFI/CCCM Cluster Meeting Minutes

11 September 2015

KMSS Office, Bhamo

Meeting attendance:

The meeting was attended by six organizations (UNHCR, DRC, KMSS-BHO, Metta, KBC and CESVI), 10 individuals.

Meeting Agenda:

Review over last meeting's minutes;

Protection; (1) Civilian Character of the camp.

CCCM; (2) Preparation for camp profile round four.
(3) Preparation for CCCM workshop (CM agencies and RRD with GAD).

NFI; (4) Winter NFI assessment.

Shelter; (5) Review of *Cluster Analysis Report*, regarding shelter.
(6) Review of the *Shelter Gap Analysis* and 2016.
(7) Shelter monitoring findings.
(8) CERF shelter needs/priorities.

AOB; (9) Shelter tool kit distribution.
(10) WFP hot line.

Meeting Minutes:

Agenda Items	Discussion points	Action points
Protection	<p>Protection</p> <p>(1) <u>Civilian Character of the camp</u></p> <p>Protection Sector felt it was necessary to produce the attached advocacy and guidance notes due to continuous reports received, regarding protection</p>	

	<p>concerns/incidents, as a result of the close proximity of armed forces and armed groups to the IDP populations and camps.</p> <p>Document has been in development since May 2015 and is the product of discussions (as well as consultations) between the Protection Sector and CCCM Cluster. A workshop was held on 7th July 2015 with participants from Kachin and Northern Shan where the document was finalised. It touched on particular issues and potential activities that could be undertaken to address concerns relating to the civilian character of the camps.</p> <p>Before circulating it more widely the document was presented to the senior management of CMA in order that they review it and offer an in depth feedback.</p>	
	<p>CCCM</p> <p>(2) <u>Preparation for camp profile round four</u></p> <p>9th September 2015, the Camp profile file round four preparatory workshop, including data entry, was completed in Myitkyina with the agencies KMSS-MKN, Shalom and KBC. For KMSS-Bhamo, KMSS-Lashio and KBC-NSS there will be a separate data entry training conducted in the second week of October. Camp profile questionnaires, for the Bhamo area, will be reviewed, by CCCM staff in the last agenda of this meeting. See attached form <i>Camp profile round four questionnaires</i>.</p> <p>(3) <u>Preparation for CCCM workshop (CM agencies and RRD with GAD)</u></p> <p>Objectives: Organise a formal meeting intended to be held twice a year between CCCM Cluster and the local authority. Create a platform of coordination between CCCM and the local authority.</p> <p>Proposed Agenda:</p> <ul style="list-style-type: none"> ✓ Presentation on the CCCM concept. 1. What is CCCM? 2. Role and Responsibilities of CA, CC and CM/international practice. ✓ Presentation of camp profile round four is expected to be completed by end of year. 	<p>Action point: Data entry training date to be confirmed.</p>

	<ul style="list-style-type: none"> ✓ Presentation will be given by RRD and GAD on the existing coordination mechanisms and service provisions for IDPs. ✓ Presentation on UDOC and IDP tracking (registration). ✓ Presentation by CM agencies regarding their expectations of protection services, assistance from the local authority and that of public services. ✓ Identify common issues to address as well as group discussions regarding solutions. ✓ Presentation by the groups. ✓ Final remarks on the workshop and the action plan addressing the way forward. <p>Participants selection:</p> <ol style="list-style-type: none"> 1. CCCM Cluster member; CM agencies, UNHCR, IOM, NRC and Trocaire. 2. Government departments; RRD, GAD, Health and perhaps Police? And which level of department, Township or District? 	
	<p>NFI</p> <p>(4) <u>Winter NFI assessment</u></p> <p>Data collection for winter/NFI assessment commenced in the Myitkyina area camps. Category I and II camps have been targeted. See attached document <i>Category I and II</i>. A review of the winter NFI assessment for the Bhamo area will continue as the last agenda of this meeting. See attached document <i>Winter NFI Assessment Form (Myanmar)</i>.</p>	<p>Action point: KMSS-BHO and KBC will conduct a winter NFI assessment in category I and II camps.</p>
	<p>Shelter</p> <p>(5) <u>Review of the Cluster Analysis Report regarding shelter</u></p> <p>(6) <u>Review of the Shelter Gap Analysis and 2016</u></p> <p>Cluster Analysis Report database and <i>Shelter Gap Analysis</i> database are updated and shared with Shelter partners every two months. See document <i>Shelter Gap Analysis</i> report.</p> <p>(7) <u>Shelter monitoring findings</u></p> <p>See document <i>Shelter Gap Analysis</i> and <i>September 2015 Field Monitoring report of Bhamo and NSS</i>.</p> <p>(8) <u>CERF shelter needs/priorities</u></p> <p>Half a million USD secured for 365 shelter and kitchen units. Shelter partners to</p>	<p>Action point: Shelter partners to be updated on the Shelter Gap Analysis report every two months.</p>

	<p>review their camp priorities list within the budget allowance. Budget period will be from October 2015 to May 2016.</p> <p>(9) <u>CERF shelter tool kit distribution</u></p> <p>See Shelter Tool Kit Distribution Guidelines at: http://www.sheltercluster.org/library/standards-and-guidelines-shelter, available in English and Myanmar.</p> <p>(10) <u>WFP hot line</u></p> <p>CMA to distribute hotline contact information (in A4 size print out) to all camps.</p>	
--	--	--

Reference Documents

- *Camp profile round four questionnaires;*
- *Winter NFI Assessment Form (Myanmar);*
- *Shelter Gap Analysis report.*
- *September 2015 Field Monitoring report of Bhamo and NSS.*
- WFP hotline.