

Shelter / NFI / CCCM Cluster Meeting Minutes

10:00 – 12:00, Friday, February 22, 2013

UNHCR YGN

Attendees: Malteser International, UNHCR, OCHA, UN-Habitat, IFRC, Myanmar Red Cross & The Lutheran World Federation

Unable to attend: Save the Children, WASH Cluster & DRC

Absent: ACTED, Solidarites & Care

No contact made: CDN, Cluster Coordinator to follow-up directly to encourage cluster participation at next YGN meeting.

Agenda Item	Discussion	Action / Actor / Date
Introductions / Update	<p>Introduction by Cluster Coordinator (CC) of new Information Management Officer for UNHCR to be based in Sittwe, Alicia Ortega: ortega@unhcr.org</p> <p>Alicia Ortega and her role in terms of information management will be critical in terms of support for the Shelter / NFI / CCCM Cluster across Rakhine.</p> <p>Meeting also gave opportunity to introduce Kelly Ryan, UNHCR's Information Management Officer based in YGN: ryank@unhcr.org</p> <p>On a more general point in terms of utility of the Cluster at a YGN level, noting that operational coordination was and must be done at the State level, CC reiterated that particularly the YGN Cluster can focus on the following four areas:</p> <ol style="list-style-type: none"> 1. Donor relations; 2. Information analysis; 3. Standard setting; 	<p>Alicia Ortega to depart for Sittwe w/end of February 22nd, in due course she will be supported by one national staff (to be recruited) also based in Sittwe.</p>

	4. & Political linkage.	
NFIs Kits	Explained that since the last meeting there had been further engagement with the WASH Cluster around setting minimum standards around NFIs. Agreed that while issues that needed to be resolved were comparatively small, there was still debate around some issues. These differences were reflected in four variations on the same theme: a list of items relevant for a family of five, a list relevant for a family of seven. The WASH Cluster has been working on a family size of seven, the Shelter/NFI/CCCM Cluster five. Additionally for each of these family sizes there was a full list and a reduced list, the reduced list for both family sizes having less core sanitary items for women and less hygiene items.	Agreed that there were insufficient Cluster members at this particular meeting so CC confirmed that following this meeting he would send out the four variations electronically and then request comments so that hopefully lists could be finalized by the next meeting and placed on the Cluster website. ¹
Shelter Designs	Two designs were shared with the Cluster, a permanent shelter design of 18'x17'x8', which includes rain water harvesting (RWHS) designs, and temporary shelter design of 45'x30'x9', also with RWHS designs.	Like NFIs, CC confirmed that following this meeting he would send out the designs electronically and then request comments by the next meeting.
Rakhine Update		
The CC welcomed Richard Tracey (tracey@unhcr.org) the Shelter Cluster Coordinator for Rakhine	RT drew attention to various documents as circulated, which included one that gave an	CC to continue to think of suitable field based Cluster members to attend and CC welcomed

¹ <https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/default.aspx>

<p>to this meeting, stressing that he was keen to have key Cluster actors attend YGN meetings to give their insight and reflections. This was symptomatic of the vision that the Cluster <i>must</i> be focused on what is trying to be achieved and delivered at the <u>field level</u>. YGN efforts should be there to support field efforts. The CC was keen <i>not</i> to have a ‘top down’ Cluster structure. On this occasion the focus would be shelter in Rakhine but other meetings could have relevant persons from NFI and/or CCCM.</p>	<p>overview of the temporary shelter progress in Sittwe Township.²</p> <p>Considerable amounts of the discussion centered on the Turkish Development & Cooperation Agency (TIKA) and their planned donation for \$US\$15 to \$US\$20 million, which in addition to building 4,959 permanent shelters, would involve 19 schools and 24 health centers. A copy of the permanent shelter design was shared and considerable concern was raised in terms of its size (15x12x8’-6’). Cluster members UN-Habitat and IFRC noted that these TIKA designs, which it was suggested were prepared in NTP, were notably smaller than permanent shelters built for example in the Delta after Nargis. Others also expressed concern regarding to what degree had there been sufficient consultation and rigor in terms of the process. Also, if this were this to go ahead it would utilize up to 50 contractors, which would deplete temporary shelter resources.</p>	<p>suggestions from other Cluster members and their respective field based colleagues.</p> <p>Noting the concerns expressed in terms of the design, process and timing in terms of building permanent shelters the view was that the Cluster needed to engage directly and quickly with TIKA, which the CC confirmed he would try to do.</p>
<p>Information Management: Camp Lists</p>	<p>Noting the key element of CCCM and the considerable challenge of coordinating the response across two very different states, the pressing need for a starting point in terms of camp lists was emphasized. Two camp lists (for Rakhine & Kachin) were shared (in hard copy). Very preliminary information, including: camp codes, name of camp and</p>	<p>UNHCR’s Information Officer Alicia Ortega explained that upon deployment to Rakhine, clarifying a camp list to achieve general agreement across the humanitarian community on the camps was a priority. Part of the pressing need was that MIMU was keen to activate its ‘twice a year’ gathering of information in relation to who is doing, what and</p>

² See foot of table for specific documents circulated.

	<p>Township. The need for a camp code was stressed since there was considerable confusion over various names being used and if each camp has a code then it can help to resolve misunderstanding.</p>	<p>where in the camps in Rakhine and Kachin. Agreed between the CC and MIMU that the latter would wait to utilise the camp list as provided by the CCCM Cluster, generated from the field. In the longer run this should support greater coherency around what information is gathered, managed and disseminated.</p> <p>Alicia Ortega also stressed the utility of <i>Google Earth</i>, which once installed on a computer can aid those interested in working in the camps, considerably. Part of the information gathered in this first cut of a camp list would include information to support the use of this tool.</p> <p>Also stressed that key pillars of IM for this Cluster would focus on:</p> <ol style="list-style-type: none"> 1. Camp lists / population data; 2. 3W Matrix (for camps); 3. Camp profiles; 4. NFI tracking.
Engagement with Government of MYN: YGN / NTP	<p>Lengthy discussion on the pressing need for GOM engagement with the Cluster. While acknowledged that in shelter for example in Rakhine there was now a well-established weekly forum and mechanism to engage with the GOM (at the state level), nothing had been formalized at the YGN / NTP level. Noted for example that WASH cluster in YGN was seeking to have regular attendance from key GOM counterpart at YGN WASH cluster meetings.</p>	<p>Consensual view was that there must be engagement but that it should be done in NTP. Some suggestion that a smaller group made up of <i>some</i> members of the Cluster should go to NTP, as appropriate/needed. Suggested that members of the SAG (see below) could be the appropriate group to attend.</p> <p>Clarity also needed in terms of which Government Ministry would be the best to engage at the NTP level, noting that the Cluster was</p>

		activated for Rakhine and Kachin. Nataka and Ministry of Social Welfare were both mentioned.
Strategies	CC noted that considerable time had been spent with the Shelter Cluster coordinator in Rakhine discussing a suitable strategy for the state. CC noted that time was pressing in terms of developing a strategy but that there should be one that if focused on Rakhine and another for Kachin. While there were some elements (notably standards) that would apply to both states, potentially too simplistic to have a 'one size fits all' approach.	CC would continue to consult key stakeholders on the strategy and produce a 1 st draft for further consultation with the Cluster. Also noted that CC would be spending the week following the 3 rd March in Rakhine in the field, visiting various sites, and this should provide further input and understanding of the context for the strategy. CC also stressed that much of the displacement had occurred more than six months ago and that unlike in many other contexts, this strategy would be drafted after significant amounts of humanitarian activities had already been delivered, notably the building of temporary shelter.
Strategic Advisory Group (SAG)	CC explained that following arrival of new DRC Country Director and Deputy Country Director there was a meeting between CC and DRC and discussion around ways to mobilize DRC's <u>welcome</u> interest to support the cluster. Suggested that they lead a vital part of the cluster called the Strategic Advisory Group (SAG), a tried and tested method used in clusters elsewhere.	CC and DRC to meet bilaterally to initiate activation of the SAG.
AOB	CC explained that he had been approached by donors who wanted to attend Cluster meetings. CC wanted to gauge other member's view on this possibility.	General view by Cluster members was that they would rather have specific meetings when donors are invited rather than attend on a regular basis. Some members expressed concern that donor attendance might stifle debate. Acknowledged by CC that donors needed to be invited but that

	<p>CC appreciated that coordination across other clusters (WASH & Health) was also another important need, namely inter-cluster coordination.</p> <p>Mention was made of the IASC recent mission, which had included visits to Rakhine and NTP, plus meetings in YGN. The CC had attended two sessions in YGN, one before their field missions and one after. While there were some general coordination issues that had some relevance for this Cluster, in the meetings there was negligible specific reference to this Cluster.</p>	<p>when they were all members should be aware before the particular meeting. Another alternative would be to organize a Cluster briefing for donors.</p> <p>CC noted that he had attended the Health Cluster w/shop in NTP (7th – 8th February) and following shared a note on the event at this meeting, provided by OCHA. CC would also investigate the possibility of arranging some form of ICC gathering, formal or informal.</p>
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Next YGN meeting: 13th March, 10.00, UNHCR YGN Office: http://themimu.info/Meeting_Schedule/index.php

Documents shared in hard copy with the participants at the meeting included:

Standard NFI list including hygiene & sanitary kit, 5 & 7, 16.2.'13 - draft

BoQ Permanent Shelter (PS) Design with (RWHS), 18'x17'x8' - draft

PS Floor Plan Design with RWHS 22.02.13 - draft

PS Front View with RWHS 22.02.13 - draft

BoQ and DM Rain Water Harvest (RWHS) (Temporary Shelter) (TS) (45'x30'x9') - draft

TS Design with RWHS 18.02.13 dwg1 - draft

TS Design with RWHS 18.02.13 dwg2 - draft

TS Design with RWHS 18.02.13 dwg3 - draft

TS Design with RWHS 18.02.13 dwg4 - draft

Copy of Kachin Camp List, 22.11.'12 - draft

Copy of Rakhine Camp List, 20.2.'13 - draft

Shelter Progress Matrix for Sittwe Township (22-02-13)

Copy of TIKA shelter Proposal (against UNHCR Data from Jan 2013)

HH Members for different Floor Areas per Person

Summary of Cost Different Shelter Designs

Note on Health Cluster Workshop 7-8th February '13