

MEETING MINUTES

Basirma Camp Coordination Meeting	
Meeting Subject:	Bi-weekly meeting on Basirma Camp Coordination
Time & place of meeting:	11am, Sunday 15 December 2013
Meeting Chaired by:	Mayor of Basirma, Co-Chairing Woja John (UNHCR)
Minutes prepared by:	Anna Bittman (KURDS)
Present:	1- The Mayor of Basirma 2- Mayor's Representative in the Basirma Camp 3- Camp Council leader 4- Director of Fire Department 5- The Barzani Charity Foundation 6- UNHCR 7- UNICEF 8- KURDS 9- NRC 10- ACTED 11- ACF 12- Intersos 13- DRC 14- PWJ 15- Save the Children (Please find contact details for all meeting attendees appended to minutes)
Absences/Additional Distribution:	1- UNFPA 2- WFP 3- UNESCO 4- ERC 5- Terre des Hommes (TDH)
Additional distribution:	N/A

Objectives & Agenda

1. Action Items from previous meeting
2. Current Status (Reports by Sector)
3. Issues/problems
4. Next steps
5. AOB

Details

Updates on action points from previous meeting

- Action Point 1 - Refugee council and IPs mobilize community to be aware of this issue
 - Nothing to report
- Action Point 2 – Meeting of Save the Children, PAO, and Mayor's Office to create distribution schedule for hygiene supplies
 - Meeting will occur 16 December
 - UNHCR emphasizes agencies should use ACTED distribution schedule
 - Shojaat says all agencies should send him planned distributions for January to put on schedule and inform administration and camp council

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- Action Point 3 - Compile list of students that are entitled to attend university and send to Mayor and ERC
 - List compiled and shared with Barzani Charity Foundation
- Action Point 4 – Coordination between all child protection actors to make operational plan for Baserma Camp
 - Two days ago there was a meeting between NRC, Intersos, and TDH about their activities in order to brief Mayor Swara and prevent overlaps
- Action Point 5 – TDH invited to coordination meeting
 - TDH did not attend, Ali will follow up
- Action Point 6 – Provide list of vulnerable families to Mayor Swara
 - Given to Mayor during meeting by UNHCR
- Action Point 7 – Provision of additional information to Mayor regarding status of Hepatitis A in Baserma
 - Remain as rumors, nothing confirmed
- Action Point 8 – Determine numbers of high school students in Baserma Camp
 - List of high school students not prepared, will coordinate with UNHCR

Sector Updates

WASH

- ACF
 - Plan to reopen some communal latrines / Stress on community mobilisation
 - First week of activities including draining water points and reopening latrines (Focus groups)
 - Three blocks of latrines reopened (2 female, 1 male)
 - Mayor says on 2 opened – ACF is investigating this issue
 - Focus groups to conduct to set up a sustainable system of latrines cleaning managed by the community itself; **as a last resort**, ACF ready to pay for 1-2 weeks of latrine cleaning
 - Community will monitor this communal cleaning system
 - ACF has all keys to 15 communal latrines in camp: the objective is to conduct focus groups for the blocks of communal latrines to open with own cleaning system
 - Plan includes individual latrines, conducting rapid assessment now
 - Will finalize recruitment today for the project
- KURDS will assist in the repair of the latrines where issues of cesspool design are concerned
- UNHCR raises issue of lack of water in some areas of the camp for more than 20 days. Refugees in these areas have been requested to inform camp management so that action can be taken. Camp management says this is impossible, maximum possible is three days due to climate
- UNICEF – water tanker unable to reach school for several days due to road conditions
- UNHCR urges Mayor to push MoDM to hasten work in camp. Mayor states he is already doing this.
- Issue of length of ACF contract which ends 31 December. Mayor requests this contract be extended.
- Discussion about transition from paid to volunteer system – NRC shares experience of difficulties with this in Kawergosk and encourages starting from a volunteer system
- Question about electricity for latrines and showers – Mayor says they will connect the communal latrines that have been cleaned. Coordinate with Mr. Suleiman, the camp focal point.

Site Planning/Camp Development

- MoDM started work two weeks ago, delayed due to severe weather
- Sites allocated to NRC, UNFPA, Intersos
- UNHCR requests all agencies use minimal space required for activities due to severe space limitations
- Any further requests for space should be directed to Mayor and UNHCR (Shojaat Ali)
- Market space allocation – UNHCR will discuss with Mayor after meeting
- NRC – offers their prefab as space for focus groups and other community based activities. Call or email to coordinate a suitable time.

Protection

- Protection sector meeting postponed due to weather, will occur today
- Level 1 registration was completed two weeks ago (covered a few new arrivals and those missed at Bekhma)
- Level 2 registration – date of completion unknown

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- NRC – 4 cases of intimate partner violence in the last 2 weeks, of those four one was referred to UNHCR. Emphasizes that the information shared about cases is only done in cases where the woman gives permission.

Food and CRIs

- Mayor has question about kerosene, emphasizes unusually cold winter. UNHCR states the current plan is to supply 400 litres for the winter months. Forty litres will be distributed every two weeks, next distribution is 19 December (Thursday)
- UNHCR details origin of these amounts through national standards, others welcome to supplement if they see the amount planned as insufficient
- Mayor also applying to Governor for additional support
- Issues about quality of foods. UNHCR emphasizes these items are chosen for reasons necessary for large scale food distribution (such as shelf life). Voucher systems should be introduced in the first quarter of 2014.

Health

- At present, the PHC is very late, nothing has been accomplished, only site preparation
- UNHCR – contractor waiting for road design to determine levels. Impossible to complete earthwork while raining.
- Mayor asks about support for administration of camp – how to cover staff (salary support) and potentially also pay volunteers. UNHCR states that most activities are voluntary, some get remuneration. If government capacity is insufficient then official letter can be submitted.
- Mayor emphasizes that if there is a program to compensate volunteers than all people who are supporting the refugees should be covered, not only some. UNHCR emphasizes that services are covered by relevant department, for example the PHC is covered by the DoH.
- UNHCR will further examine and discuss issue
- Cases of measles – request for feedback from health focal point. Public Health Officer states not confirmed cases will report back if these cases are confirmed.
- Question about obtaining health data – Shojaat (UNHCR) will follow up on this issue and invite UNHCR health person to next meeting

Winterization

- KURDS (in cooperation with UNICEF) will distribute winter clothes for children (with boots)
- KURDS distributed and installed 260 winterization kits for tents
- Save the Children clothing distributions will cover children ages 6 – 17
- Mayor requests status updates on these programs. UNHCR encourages partners to inform and involve mayor outside of CCM as needed
- Mr. Suleiman (Mayor's representative in camp) – erection of tents difficult, purchases steel rods to reinforce tent poles. The clay ground in the camp is insufficient to support tent poles alone when it rains.
- Possibility of KURDS supporting in this issue. KURDS distributed 100 kg. of rope according to Shojaat's (UNHCR) approval
- Mayor requests emergency stockpile for use as needed
- UNHCR – possibility of longer pegs, however accounts are close for 2013, this will be impossible until 2014. References ShelterBox experience in Qushtapa where they had custom tent pegs made.

Education

- UNICEF states they made agreement with Shojaat to have their partners in their coordination meeting
- PWJ planned to complete school by 1 November but faced issues with weather and connecting all cabinets. School design from UNICEF changed numerous times. Will finalize within one week. Faced issue of heavy rain for school and leakages which require investigation and propose solution of roof to cover all classrooms with slope to prevent rain entering cabinets.

AOB

- UNHCR encourages all partners to communicate regularly with Mayor, send as few representatives as possible to CCMs

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Next meeting, Tuesday 7 January at 11 am in Baserma Mayor's Office (regular location)

ACTION ITEM	ACTION / DECISION	ASSIGNED TO	DUE DATE
1.	Follow up on camp health data	UNHCR	Next CCM
2.	Invite UNHCR health focal point	UNHCR	Next CCM