



**Minutes of Shelter / NFI / CCCM National Cluster Meeting**

**10:00 – 12:00, Wednesday, 13<sup>th</sup> July 2016**

**UNHCR Office, Yangon**

**Attendees:** Malteser, IFRC, Trócaire, IOM, ECHO, Myanmar Red Crescent Society, Qatar Red Crescent, OCHA, DRC, Care, UNHCR Myitkyina, UNHCR Yangon, UNHCR Global Shelter Cluster & sub-national Shelter/CCCM/NFI Coordinator for Kachin and Northern Shan State, UNFPA & BRAC

**Apologies:** ADRA, WaSH Cluster Coordinator, NRC & LWF

Agenda Item	Discussion	Action / Actor / Date
1. <b>Introductions</b>	<ul style="list-style-type: none"> <li>• Introductions were made. Particularly a warm welcome to the sub-national Shelter/CCCM/NFI Coordinator for Kachin and Northern Shan State, Jade Chakowa <a href="mailto:CHAKOWA@unhcr.org">CHAKOWA@unhcr.org</a>, who would be giving an update on various pressing issues.</li> </ul>	
2. <b>Clear Minutes &amp; Actions from Previous Meeting</b>	<ul style="list-style-type: none"> <li>• Minutes of 8<sup>th</sup> June were discussed; cleared/uploaded to Cluster website: <a href="http://www.sheltercluster.org/library/national-cluster-meeting-minutes-2016">http://www.sheltercluster.org/library/national-cluster-meeting-minutes-2016</a>.</li> <li>• The following actions remain outstanding: <b>OUTSTANDING</b> <ul style="list-style-type: none"> <li>• OCHA to share ODI report on cash assistance - <b>outstanding</b>;<sup>1</sup></li> <li>• Camp profiling in Rakhine - <b>outstanding</b> (action required at Sittwe level); Post for a Camp Profiling Coordinator to be advertised on DRC's website;</li> <li>• SOPs for Camp Management Committees – a discussion paper in draft had already been shared and discussed at the last meeting meanwhile SOPs were work in progress;</li> <li>• Rakhine: still a shelter gap of over US\$1 million, - close to 20,000 IDPs in need of adequate shelter – <b>outstanding</b>;</li> <li>• CC to Cluster Coordination Performance Monitoring share CCPM exercise findings on Cluster website and to organize national workshop to discuss results and agree on actions to be taken to improve weak areas - <b>outstanding</b>.</li> </ul> </li> </ul>	

<sup>1</sup> Subsequently emerged that OCHA had already shared this document with the National Cluster Coordinator (CC). Should any partners be interested to receive a soft copy of either *Cash-Coordination in the Philippines* or *ODI-DFID High-level Panel, Doing Cash Differently (FINAL REPORT)* contact the CC directly.



<p><b>3. Kachin &amp; Northern Shan State</b></p> <ul style="list-style-type: none"> <li><b>Temporary Shelter Analysis &amp; Gaps</b></li> </ul>	<p>Update by Jade Chakowa:</p> <ul style="list-style-type: none"> <li>Current Shelter Gap for Kachin/Northern Shan State stands at US\$4.5 million which includes: construction of 4,636 new temporary shelters, 3,289 new attached kitchens, renovation, maintenance and repair of 797 existing shelters.</li> <li>Main challenges: Shelters beyond their life span (2+ years old) in need of maintenance and renovation or full reconstruction; Overcrowding, sometimes two or more families sharing shelter space in some cases due to limited camp space or shortage of new shelter construction.</li> <li>Shelter/NFI/CCCM Cluster exploring distribution of shelter toolkits as a modality for shelter maintenance – possibility to be paired up with training – to reduce maintenance costs, enhance ownership and build capacity in IDP communities.</li> </ul>	<p style="text-align: center;"><b>Temporary Shelter Analysis and Gaps</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #2c3e50; color: white;">INTERVENTION</th> <th style="background-color: #2c3e50; color: white;">TOTAL NEEDS (Units)</th> <th style="background-color: #2c3e50; color: white;">TOTAL BUDGET REQUIRED</th> </tr> </thead> <tbody> <tr> <td>New Shelter Units</td> <td>4,636</td> <td>\$3,567,000</td> </tr> <tr> <td>New Kitchen</td> <td>3,289</td> <td>\$843,000</td> </tr> <tr> <td>Renovation</td> <td>557</td> <td>\$119,000</td> </tr> <tr> <td>Care and Maintenance</td> <td>240</td> <td>\$10,000</td> </tr> <tr> <td><b>Total</b></td> <td><b>5447 shelter units</b></td> <td><b>\$4,539,000</b></td> </tr> </tbody> </table> <p style="text-align: center;"><b>Care and Maintenance</b></p> <ul style="list-style-type: none"> <li>11,188 units constructed before 2014</li> <li>2 year life span - repairs now needed</li> <li>Estimate 9,700 units need care and maintenance</li> <li>\$415,000 total budget required</li> <li>Shelter toolkits as possible modality modality</li> <li>485 Shelter toolkits; \$38,800 total</li> </ul>	INTERVENTION	TOTAL NEEDS (Units)	TOTAL BUDGET REQUIRED	New Shelter Units	4,636	\$3,567,000	New Kitchen	3,289	\$843,000	Renovation	557	\$119,000	Care and Maintenance	240	\$10,000	<b>Total</b>	<b>5447 shelter units</b>	<b>\$4,539,000</b>
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<ul style="list-style-type: none"> <li><b>Camp Registration &amp; Data Management</b></li> </ul>	<ul style="list-style-type: none"> <li>Increased interest from State and Township level authorities in Cluster-collected camp data.</li> <li>2 types of lists: camp list (monthly aggregate data on camp population collected by Cluster partners), and camp resident list (household level data collected at camp level by CMCs).</li> <li>Need for harmonization of <b>Camp Resident Lists</b> with this new government involvement.</li> <li>Equally need for harmonization of <b>Camp Lists</b> between Cluster and government authorities.</li> </ul>	<p style="text-align: center;"><b>Camp Lists and Data Management</b></p> <ul style="list-style-type: none"> <li>Increased interest from State and Township level authorities</li> </ul> <div style="text-align: center;"> <pre> graph LR     A[Camp List] --&gt; B[Aggregate data]     B --&gt; C[Cluster Analysis Report]     C --&gt; D[Cluster Level]     E[Camp Resident Lists] --&gt; F[Household level data]     F --&gt; G[Camp Management]     G --&gt; H[Camp Level]             </pre> </div> <ul style="list-style-type: none"> <li>Standardization of Camp Resident Lists</li> <li>Harmonization of Camp List between Cluster and authorities</li> </ul>																		
<ul style="list-style-type: none"> <li><b>Other Key Areas of Interest for 2016</b></li> </ul>	<ul style="list-style-type: none"> <li>Humanitarian access concerns raised: Partners report difficulties to access travel authorization for most agencies, no explanation provided (by authorities) on travel restrictions;</li> <li>OCHA sent two staff members to Naypyidaw to advocate with authorities.</li> </ul>																			
<ul style="list-style-type: none"> <li><b>Camp Profiling Round Five Update</b></li> </ul>	<ul style="list-style-type: none"> <li>Questionnaire has been reviewed before Round 5 together with partners/stakeholders;</li> </ul>																			



	<ul style="list-style-type: none"> <li>• Camp Profiling Round 5 (Kachin/Northern Shan) has been completed – April-June 2016, 93% of camps profiled;</li> <li>• Camp Profiling report provides disaggregated camp population data and sector-specific information;</li> <li>• Camp Profiling Report will first be presented in Myitkyina - <b>outstanding</b>;</li> <li>• Final report to be shared at the next national Shelter/NFI/CCCM Cluster meeting and uploaded to <a href="http://www.sheltercluster.org/hub/kachinshan">http://www.sheltercluster.org/hub/kachinshan</a>;</li> <li>• To be considered as to whether a request to JIPS to prepare a comparison report between Round 4 and 5 (similar to the one available for Rounds 1 to 3) - <b>outstanding</b>;</li> <li>• Camp Profiling in Kachin/Northern Shan has been performed every six months since 2013 – provides an excellent cooperation exercise for/with cluster partners and is self-sustaining and now well-embedded.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Training Strategy</b></li> </ul>	<ul style="list-style-type: none"> <li>• IOM: provision of CCCM Training (with NRC); ECHO-funded CCCM Trainings (1,392 participants trained); IOM continues to support CCCM ToT; OFDA also funding IOM CCCM trainings;</li> <li>• Increased interest/requests by the State Authorities in Kachin to receive training from UNHCR and the Shelter/NFI/CCCM Cluster – expenses and funding to be discussed further - <b>outstanding</b>;</li> </ul>	
<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>➤ <b>Cluster Leadership in Natural Disaster</b></li> </ul>	<p>Now confirmed that were a large natural disaster to strike either Rakhine or Kachin/Northern Shan, UNHCR as current leader of the shelter/NFI/CCCM Cluster will be the lead at the national and sub-national level. Were the disaster to strike <b>elsewhere in Myanmar</b>:</p> <ul style="list-style-type: none"> <li>• Emergency shelter/NFI Cluster at the national and sub-national level would be led by IFRC;</li> <li>• CCCM Cluster at the national and sub-national level would be led by IOM.</li> </ul> <p>However, and this is particularly stressed with regards to IFRC/IOM scaling-up the required resources, UNHCR would seek to support where they could as IFRC/IOM become established. Equally, were the disaster to strike in Rakhine or Kachin, IFRC/IOM would look to support UNHCR.</p>	
<ul style="list-style-type: none"> <li>➤ <b>Cluster Performance Monitoring Tool (CPMT)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Short update by UNHCR on CPMT – 22 respondents at national and sub-national level. Preliminary Report to serve as a basis for workshops to reflect on Cluster performance, contextualize and produce a Final Report, draft Action Plan with cluster partners to address coordination areas in need of improvement - <b>outstanding</b>;</li> <li>• One possibility is to arrange a w/shop. This can provide Coordinators with a forum to address some of the issues flagged and provide an opportunity for other partners to bring their issues around the six core functions to the table. SEVEN key benefits of such an exercise:             <ol style="list-style-type: none"> <li>1. All partners can contribute to the outcome, even if they didn't complete the survey;</li> </ol> </li> </ul>	



	<ol style="list-style-type: none"> <li>2. Issues discussed will be more specific to the relevant sphere of the Cluster, i.e. sub-national and national levels may have very different view of the performance of the Cluster – which means that action plans could be specific and partners might be able to come up with an easy fix for a commonly faced problem at their operational level;</li> <li>3. Partners who participated in this very long survey can see how their effort is followed up on and provides real input and basis for further discussions;</li> <li>4. A workshop can be a good preparation and a demonstration of the process when the time for the next CPMT comes and with a view to see even wider participation;</li> <li>5. Action plans and agencies taking responsibility for one or more action points to create a sense of shared ownership of the process;</li> <li>6. UNHCR’s commitment that with the leadership of this Cluster responsibility it MUST always be open to constructive criticism; we can always improve;</li> <li>7. A workshop may also have an impact at the Global level. <ul style="list-style-type: none"> <li>• Next round of CPMT to be rolled out by OCHA/Global Clusters (late 2016);</li> <li>• UNHCR Myanmar seeking support of the Global Clusters on revising/simplifying the tool questions - <b>outstanding</b>.</li> </ul> </li> </ol>	
<p>➤ <b>Recent Flooding in Rakhine State (as of 8<sup>th</sup> July)</b></p>	<ul style="list-style-type: none"> <li>• Most affected are is Mrauk-U District (see photo right/top) and RSG is not asking centrally/in Sittwe any support from the international community and wants international actors to coordinate with TAs. Coordination with RSG taking place at the Township Level;</li> <li>• Response is expected to use Clusters to coordinate sector responses; Clusters should see whether any of their actors are present at the Township level and task one of these actors/this actor to represent the Cluster for coordination purposes;</li> <li>• OCHA will continue to coordinate/consolidate information in Sittwe from international actors, even without a central RSG inter-face;</li> <li>• Some reports of discrimination of access to safe areas;</li> <li>• For this Cluster, NFI is the most pressing need;</li> <li>• IFRC – assessment showed needs in planting seeds and food security assistance;</li> <li>• IOM – two assessment teams – focus on damage to WaSH infrastructure, looking at evacuation structures but most people have returned;</li> <li>• DRC starting distributions in Mrauk U with Oxfam.</li> <li>• The photo right/bottom shows victims in Bhamo, Kachin State. Note other areas affected and information continues to be consolidated.</li> </ul>	
<p>➤ <b>Characteristics/Traits</b></p>	<p>Tangential to his regular position the CC was doing an Innovation Fellowship with UNHCR. As part of his research he was interested to hear the views of partners as to what characteristics or traits did they believe made an effective coordinator? He distributed a list of 40 different but all positive characteristics. Each person was asked to highlight around ten that they viewed as the most</p>	



	important to be an effective Coordinator? The input was anonymous but would be much appreciated. For more details on this fellowship contact the CC directly ( <a href="mailto:benson@unhcr.org">benson@unhcr.org</a> ).	
	<ul style="list-style-type: none"> <li>• Next meeting will be held in second half of August; date/time TBC.</li> <li>• CC noted that as of tomorrow he would be on home leave for a month. The three critical operational persons for Rakhine, Kachin and Northern Shan would all be in place during the period. Serious issues he would be notified of, wider information circulations would continue (in the normal way) and in due course the Cluster would be benefitting from the arrival of Jonathan Bruenggel (JB) (<a href="mailto:BRUENGGE@unhcr.org">BRUENGGE@unhcr.org</a>) in Yangon. Some may be familiar with JB from Bhamo, Kachin State, where he worked for UNHCR in a protection capacity. JB would be joining the UNHCR office in YGN to support the Protection Sector plus <i>this</i> Cluster.</li> </ul>	

**Documents shared in hard copy with the participants at the meeting or in soft copy to all Cluster partners:**

*Shelter-NFI-CCCM YGN Cluster Meeting Minutes, 8.6.'16.*

**Camp Profiling (Round 5) Kachin & Northern Shan States**

*Camp Profiling (Round 5) Kachin & Northern Shan States, Analysis*

*Example of Camp Profiling (Round 5) Kachin & Northern Shan States, Dashboard*

*Camp Profiling (Round 5) Kachin & Northern Shan States Map Showing Place of Origin by T-ship*

*Camp Profiling (Round 5) Kachin & Northern Shan States Map Showing Place of Origin by Village Tract*

**Shelter & CCCM**

*Kachin & Northern Shan National Cluster Meeting Presentation, 13.7.'16*

*CCCM Kachin & Northern Shan States Workshop to Review CMCs ToR 2016*

*2015 Shelter Achievements & 2016 Priorities, 18th July 2016*

**Protection Sector Kachin & Northern Shan**

*Analysis of Main Protection Concerns & Risks in 2015-2016, Protection Sector*

*Minimum Standards Checklist for Durable Solutions in Kachin, Protection Sector June 2016*

*Protection Referral Pathways-IDP Camps (Myitkyina and Waimaw), Kachin State, July 2016*

*Solution Terminologies for Kachin, Protection Sector, June 2016*

*WaSH-CCCM-Protection Workshop, Myitkyina - Protection Mainstreaming, 5th July 2016*

**OCHA**

*HCT Meeting in Kachin, 13th June 2016*

*HCT-General Access Review, Kachin-Shan, January to March 2016 (Draft 1)*



**Myanmar Shelter Cluster**  
ShelterCluster.org  
Coordinating Humanitarian Shelter



*ICCG Yangon Meeting Summary, 27th July 2016*  
*OCHA Myanmar Humanitarian Bulletin, April-June 2016*