Myanmar Shelter Cluster
ShelterCluster.org
Coordinating Humanitarian Shelter

CAMP COORDINATION
AND CAMP MANAGEMENT
CLUSTER

Rakhine (CCCM and) NFI Cluster Coordination Meeting

Date: Wednesday 25th May 2016
Time: 14.15 -15:30
Venue: UNHCR FO, Sittwe
Chair: Richard Tracey (CCCM Cluster Coordinator)
Participants: NRC, IOM, DRC, LWF, UNHCR & CERA
Minutes: Danish Refugee Council (DRC)

Agenda item	Discussion	Action/Actor	Due date
Introductions	• The meeting was opened by CCCM / NFI Cluster coordinator (CC), Richard Tracey who warmly welcomed participants, led roundtable introductions and presented the agenda.		
Minutes of last CCCM Cluster Meeting (4th May 2016)	• CC Richard Tracy will send round meeting notes from the previous meeting along with this month's meeting notes.		
Updates	JIPS Profiling exercise • JIPS arrived in country last week and after several meetings in Yangon they arrived in Rakhine Monday 23rd May. Purpose of JIPS is to define the TOR of the profiling exercise, defining the scope and methodology. They have had many bi-lateral meetings this week with various agencies/sectors involved; they also met the JIPS technical working group and have discussed and finalised indicators. Once finalised DRC CCCM Coordinator will share the final TOR with the Cluster. CMC Reform Process • CMC reform process is currently on hold, as the State Minister is in Yangon. • To drive the process forward, CC will work together with OCHA in the absence of the UNHCR HoO as it was felt that the presence of a HoO would add weight to discussions. • LWF reported that ANY CMCs are being selected from the community. LWF CCCM offered their support to the TA to facilitate the upcoming community selection process. However, they will not get involved unless their support is request by the TA.	UNHCR/DRC to share finalised TOR CC to contact OCHA HoO	

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	SoPs for Infrastructure Construction • CC has drafted SoPs for infrastructure construction in the camp. Draft is based on the experience the CCCM Cluster has had recently supporting agencies in construction discussions. Both the Security Minister and State Secretary have been clear that agencies must engage with CMCs but the level of engagement has not yet been defined. • Currently agencies are all engaging in different ways, some contract CMCs and others do not. The SoP is designed to clarify in a standardized way the approach that agencies should take with regards to infrastructure construction. If there is agreement within the Cluster the CC will present to the Security Minister and State Secretary so they can endorse and push out to CMCs. • Many of the challenges regarding land ownership/use faced by SI are to an extent being mediated by LWF in discussions with CMC. However, this is really the role and responsibility of the RSG who own the land so it should be referred up to RSG. • Current protocol requires the approval of DRD, LRD (Land Records Department) and GAD who will then together with the TA get the final approval. Shelter Cluster Coordinator should be able to provide support in setting up meetings with these various departments. Standard protocol does not involve the CMC or the land owners in order to get approval. • The new SoP (once approved by the CCCM Cluster) will need to be presented to ICCG and approved as an inter-cluster document which CC Richard Tracy can then present for RSG approval. If they approve the SoP the RSG would then disseminate back to agencies and the CMCs. **Reporting rainy season damage to infrastructure** • TCC commended partners for effective reporting on storm damage after the heavy rain. CC was able to send a compiled report from all 3 CCCM CMAs to the Shelter Cluster and OCHA within 48 hours. • Current reporting format was discussed and agencies agreed that the current format is fine, simple and effective. However, it was agreed that two columns should be added to report displacement as a result of storm damage (HH / Pop). • LWF suggested the Cluster consider using the reporting format from last year. • CC reminded agencies to follow current lines of communication during responses and reporting, and to share updates with CCCM CC and the Shelter CC and not directly to OCHA. This is to improve the quality of information i.e. Partners report to CCCM; CCCM reports to Shelter Cluster; Shelter Cluster reports to OCHA.	CC to share the SoP guidelines with CCCM agencies, for their review and feedback. CC to improve reporting format for storm damage and circulate to partners. LWF to share the reporting format form 2015.	

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Harmonizing Camp-Based Monthly meetings with Service Providers	• DRC CCCM coordinator is looking to improve DRC coordination and make it *more* effective. As result DRC has created a survey that it will send out to its service providers to improve programming. The survey is designed to get feedback on levels of communication and coordination and to better understand the current gaps. • Whilst the current camp level coordination meeting are good for accountability with direct interaction between IDPs and service providers there are gaps in communication back to decision makers and programme managers at the Sittwe level. • It was discussed that other CMAs would be interested in the surveys finding so DRC will extend the survey to their service providers and DRC will share the results at the next Cluster meeting. • DRC also raised the issue of standardising camp monthly reporting in order to increase their utility and to better harmonise data across CMAs. There is a need to re-examine and standardize reports across cluster with set key indicators so the Cluster can improve knowledge and data management across the Rakhine response. • DRC propose that IOM could support with designing a standardized reporting format that would be used, similar to DTM.	IOM to share DTM database as well as any tools and reporting formats developed for Rakhine. DRC will review the DTM and previous tools from IOM Rakhine and present to the Cluster.	
Non-Food Items (2016)	Updating NFI stock lists • CC requests all agencies to update of NFI kits – particularly major items such as mosquito nets, tarpaulin, kitchen sets, tents so that the cluster has a working lists which can be regularly update. Strategies for targeting (harmonization) There was discussion on target NFI distributions, and harmonizing distributions cross this Cluster. It was raised that since raining season is approaching the Cluster should hold off on distributions and maintains stocks to be able to respond to those affected. However, of the 23 priority camps, 10 /or 11 received a distribution last year so the cluster could do distributions in the remaining camps, working with the PWG t target the most vulnerable based on their assessments/ criteria. Cash based interventions vs. NFI distributions were discussed, as a way to best respond to IDPs needs. The need for market assessments and an in-depth study into cash based interventions was discussed which could be a discussion for the ICCG	All CMA's to review CC NFI list. Cash-based intervention market study to be raised at the ICCG.	
AOB	**Capacity Building Working Group** • Currently the Capacity Building Working Group (CBWG) run trainings on an *ad hoc* basis when requested. However, DRC suggests that CMA's discuss with service providers and compile a list of topics that staff need capacity building on. For planning purposes the CBWG would then be able to	CMA's to compile a list of service provider needs with regard to training to share with the CBWG.	

	design a rolling programme of open trainings from which service providers could select which to attend. IOM were happy to facilitate.		

Next CCCM Cluster Meeting:

Date: Wednesday 15 June 2016

Time: 14.00 -16.00

Venue: UNHCR Field Office, Sittwe

Chair: Richard Tracey (CCCM/NFI Cluster Coordinator)