Myanmar Shelter Cluster
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Coordinating Humanitarian Shelter

Rakhine NFI & CCCM Cluster Coordination Meeting

Date: Friday 9th January, 2015

Time: 10:00 AM – 1:00 PM

Venue: UNHCR's Office, Sittwe

Participants: UNHCR CCCM/NFI/IM, DRC, LWF, RI, SCI, OCHA, UNICEF, AGE, NRC & ICRC (12 participants in total)

Agenda item	Discussion	Action/Actor	Due date
Welcome & Introductions	• National CCCM/NFI/Shelter Cluster Coordinator (CC) chaired the meeting and welcomed participants. • Self-introductions made before starting the meeting. • CC said based on latest reports in terms of visa issues, it was unlikely that the new CCCM/NFI Coordinator Richard Warren would arrive in Yangon next week. Either way he would continue to provide remote support and would more than likely return to Sittwe in two weeks to chair the next meeting, hopefully alongside the new Rakhine Coordinator. • Introduced new information management focal point for this Cluster, based in Sittwe, Chit Thal Wint (wintc@unhcr.org), tel. 09 4027 039296. • CC noted that partners operating at the Rakhine State level were always welcome to engage/attend national meetings: https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Meeting_Minutes.aspx. Some were already on the national mailing list and others could be added if they wished. CC stressed for those at Rakhine State level to contact him should there be a particular meeting they wished to attend, issue they wanted to raise. He would seek to facilitate.	CC to load IM contact details to website	By next meeting
1. NFI Minutes 5th December 2014. a. Correction/Acceptance b. Actions/Issues Arising	• No correction on the minutes and all participants accepted. Would be available at: https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Rakhine-Meeting-Minutes.aspx LWF provided the list of vulnerable cases to MAUK for the distribution of children clothes. However, no meeting with MAUK since December 2014. For more updated information LWF Program Coordinator is the focal point/contact person with MAUK.	CC to load December minutes UNHCR CCCM will contact to LWF Program Coordinator for more information.	ASAP By next meeting

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	Following concerns about lack of winterization items in the camp; CC followed-up with TIKA in YGN. Confirmed that they did provide in December mosquito nets, garments and rain coats. What detail they had would be plugged into the NFI Tracking Sheet, found within the Cluster Analysis Reports available at: https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Rakhine-DataAnalysis.aspx. In brief summary, mosquito nets – 5,000; garments (for men, women and children) – 25,000 pieces (10,000 longyis for men, 5,000 longyis for women and 10,000 (tops and shorts) for children); rain coats (for adults and children) – 15,000 (10,000 for adults and 5,000 for children). Caseload was described as "IDPs in camps though not official IDPs" and "some host families". Not given on 50/50 basis.	Cluster Lead to update Tracking Sheet	By next meeting
	MAUK and AGE to supply details of recent or planned distributions.	Cluster Lead to follow-up with partners	By next meeting
	Noting NFI strategy in *2015 Humanitarian Response Plan*, determining vulnerability is a central issue. CC had consulted other responses, most recently Philippines. In Rakhine, noting the very similar conditions that most IDPs lived, HH characteristics would be one area to consider since housing conditions, access to services etc. were so similar. Fully recognised that determining vulnerability in such contexts as the camps would be challenging. Stressed that UNHCR Community Services *must* be part of these discussions.	On-going .	
i) Assistance Monitoring in camps-SOPs	CMAs met service providers about SOPs and DRC had created some draft SOPs. These were shared today, in hard copy and comments/feedback from partners requested by/before next meeting.	Partners to feedback their comments, *if* any	By/before next meeting
ii) Market Survey/ 2015 Strategy	CC explained that as discussed at OCHA's ICC, market survey in terms of NFI utility was being suggested. This afternoon CC plus WaSH Cluster would meet with UNDP to garner expertise. Another issue that needs to be considered being life-span of items.	CC to report back at next meeting On-going	By next meeting
iii) Determining Vulnerablity	See above.		
C. NFI Operational Issues - All partners			
DRC	Unable to do any distribution other than consumable, hygiene kits, since June 2014.		
ICRC	Shared information about fuel stick distribution in Myebon and camps in Paunktaw, filling gaps. Additional distribution in discussion.	ICRC to update	When possible

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SCI	Noted that IDPs are selling hygiene kits and NFIs. Requests from IDP that they need them should be seen in this context.		
AGE	Shared information that their 2014 NFI distribution project will finish second week of February 2015.	AGE/Cluster Lead to update NFI Tracking Sheet	By next meeting
d. AOB	OCHA raised the need for analysis of the humanitarian impact on cessation of NFI core items distribution. CC fully agreed this would be useful and should be done. Needs to be concise.	Cluster Lead to provide analysis of humanitarian impact of not distributing NFIs	Within one calendar month, 9 February
2. CCCM Minutes 5th December 2014.			
a. Correction/ Acceptance	No correction. All participants accepted the minute of last meeting. Would be available at: https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Rakhine-Meeting-Minutes.aspx		
b. Actions/Issues Arising of 5th and 8th December Meeting			
i.) Focal Point Coordination Meetiing	CMAs (DRC, LWF, SCI and RI) agreed to organize focal point coordination meeting at Sittwe level once a month to raise key issues from the camps because some issues, including matters concerning CMCs, can't be raised at camp level coordination meetings. They need to be raised at the Sittwe Town level. Cluster Lead was supportive but some concern if this would generate too many/more meetings? Consensus was this was necessary. First such meeting would happen in February. Could be hosted by any of the four partners/rotate.	1st CCCM Focal Point Meeting in February	February '15
ii.) Incident Motality Matrix	CMAs agreed to share the accident/mortality matrix to service providers/as suitable. The matrix should be useful to track mortality rates (see AOB below).	Cluster Lead to share mortality matrix	By next meeting
iii.) Access to Services Monitoring	CMAs had shared the access to services monitoring form agreed with other services providers: food, education, WaSH and shelter all already done or underway. Health was more of a gap but this would be discussed as a more general point (see AOB below).		
iv.) HH survey	Agreement between four agencies as to how this should happen and when, three times a year: January-February; July-August and November-December. In an effort to address access issues in Myebon, support by Cluster Lead was offered to deliver HH survey in this T-ship.	Cluster Lead and RI to liaise	On-going

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v.) Camp Factsheet (& other IM issues)	A lengthy discussion on various pieces of IM. DRC produced a new form, which they are calling a factsheet. Noting this a summary of the IM products available from/on this Cluster being: 1. **Cluster Analysis Reports**: https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Rakhine-DataAnalysis.aspx 2. **Maps & Satellite Imagery:** https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Rakhine-Maps.aspx 3. **Camp Site Plans** https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Rakhine-CampSitePlans.aspx 4. **Meeting Minutes** https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Rakhine-Meeting-Minutes.aspx	DRC to update on factsheet	By next meeting
	Additionally, **Camp Profiles** for most of the camps had been done across Rakhine State and would be online. Sample hard copies were shared today. The four key CMAs each got a full-set of the 23 priority camps.	CC to upload camp profiles	ASAP
	Word documents, produced by previous CCCM/NFI Cluster Coordinator were to be called "factsheets" but a new name would be needed if the DRC document were to materialise. Hard copies had been shared with CMAs and OCHA noted the value of these documents. Likely though they would be updated once, perhaps twice a year.	Word document to be renamed	ASAP
	Camp 3Ws are also available, and have been circulated at the national level. Partners to contact CC directly if they wish soft copies.	Partners to contact CC for 3Ws	On-going
	UNHCR's key IM person for the Cluster would be here week of 19th to address issues/points on this or other products partners wanted to address.		
c. NRC Myanmar CM/CCCM Training Unit	NRC's Veit Vogel (veit.vogel@nrc.no), tel. 09 2522 26082 was introduced. Strong background in CCCM, key author of the *Tool Kit* and was here as part of NRC's increasing efforts to support the CCCM Cluster. Intention was he would be Rakhine based. Strong training credentials. NRC soon to circulate document outlining some of the support it can offer.	NRC to circulate service document CC to upload NRC's details to website	By next meeting By next meeting
	Noting the minutes from the last meeting, 5 December, two references to training needs: 1. CCCM role and responsibility training for service providers – proposed by LWF-DRC-RI 2. IOM was to see what support it could offer RI capacity needs. It had also been stressed that general awareness and understanding of "what is CCCM" at Head of Office level in Rakhine could do with support. CC noted that these were *clear* areas where NRC could add huge value, offer their expertise and relieve demands on CMAs such that they can focus on their CMA responsibilities.		
d. CCCM Operational			

Issues – All partners			
DRC	Noted that the government is constructing "some kind of building for cyclones". Staff will find out when they go to field. DRC also raised the issue of health in the camps, citing the mortality matrix.	DRC will update.	By next meeting
SCI	Mentioned the issue between CMCs of Set Yoe Kya-1 & Set Yoe Kya-2, which concerns imbalance of staff in the camps by the service providers. Relating to these issues, IRC was not allowed to construct a women's centre in the camp.		
LWF	Planning to meet/advocate with District Commissioner to restructure CMCs due to major concerns over host community influence. Also suggested to conduct pond mitigation awareness raising campaign/training to try and reduce the likelihood of accidents. On the wider issue of CMCs, CC stressed this had to be a central focus of the Cluster's work in 2015. To quote the last sentence verbatim from the CCCM section of the HRP: *"A vital objective for this Cluster is to support the Government's leadership, particularly with regards to camp administration and the selection and role of camp management committees, including setting up and support to women's committees."*[1] CC noted this was also an area that he had discussed with NRC as something they may wish to lend their expertise/support.	LWF will update	By next meeting
RI	No update.		
UNICEF	Like DRC, they have some information that the government plans to construct cyclone shelters in the camps but they are not sure if this building is specifically for IDPs?	UNICEF & DRC will update.	By next meeting
e. AOB	**Pond Mitigation** Views were expressed: • In Pauktaw camps **LWF** had discussed water sources and fencing ponds to avoid reach of children and animals. In that situation Solidarities International agreed to fence the pond area(s). • **UNICEF** noted that some ponds were built by landowners before camps were established. They could be removed but consent would be needed. Stressed that they should be addressed on a case-by-case basis. • **DRC** noted the assessment as discussed at the last meeting. Conclusions were that if a particular pond was noted as a serious health and safety issue, bring it to the attention of Cluster Lead. Also, overall priority should be on software/education, unless extreme situation fencing was likely to have limited impact.	Cluster Lead to follow-up with Education Sector	By next meeting

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[1] *Myanmar 2015 Humanitarian Needs Overview* and *Humanitarian Response Plan* can be located at:
https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Humanitarian-Country-Team-Strategies-and-Response-Plans.aspx

	GENCAP CC noted two documents shared: *CCCM Commitments to Gender Equality* and (as an example) *Gender Mainstreaming Checklist for Camp Managers in South Sudan*. GENCAP's key priority is establishing GenCap focal points, two per Cluster/sector per location, YGN, Rakhine and Kachin. CC was not convinced there would be the appetite for so many, with a possible compromise of one per Cluster/sector per location. GENCAP was also suggesting two-day w/shop for these focal points. Thus far only LWF, at the national level, had suggested some modest interest in being a focal point. More generally and following WaSH's comments, CC fully agreed with efforts to have gender assessments/evaluations of Cluster's activities.		
	HEALTH Since last meeting CC noted there had been considerable exchanges around health issues and particularly mortality reporting from the camps. Central themes emerging: 1. Should CMAs report on health issues, particularly mortality? 2. If so, in what format and to whom? 3. Assuming correct reporting was done, what recourse or pathways were there to address concerns as they emerged? 4. Immediate tangible examples being clinics in the camps having no antibiotics or closed when they say they should be open. To whom should they report and what action might be taken? Immediate Actions: ✓ On the matter of reporting, to avoid mass communications on these technical areas, WaSH Cluster was developing SOPs. CC welcomed these and looked forward to them being operationalized so CMAs know to whom and what they should report. ✓ Following, mortality matrix developed by this Cluster should be discussed with Health Cluster before being put into action. ✓ CC to follow-up with national health counterpart, articulate concerns in writing and report back at next meeting, which includes mortality matrix. CC stressed that moving things forward in this area would not be easy and would take time. OCHA noted some of the wider challenges around the health Cluster/sector and reporting on health issues.	WaSH or Heath Cluster to share reporting SOPs	ASAP
	SCI Shelter Data This shelter data was shared in hard copy with CC.	CC to scan and forward to Shelter Cluster Coordinator	ASAP
8. Date/Place/Time for next meeting	Consensus was partners wanted a meeting every two weeks. Next meeting will be on 21st January 2014, UNHCR office, likely 15.00hrs.		

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

- *Rakhine CCCM (& NFI) Cluster Meeting Minutes 5th December '14*.

- Examples of CCCM *Camp Profiles*, 3Ws & what was also labelled *Camp Profile* but will most likely be called *Camp Factsheet*.

- *2015, Humanitarian Response Plan* (just CCCM & NFI sections) *FINAL.*

- Unofficial translation document of ToR for government appointed CMCs in the camps;
- ToR for camp management (from Kachin/Shan);
- *Standard Operating Procedures For Core Relief Items (including NFIs and hygiene kits).*

- CONCEPT NOTE Shelter Repair, Maintenance & Improvements Partnership, Rakhine State, 2015
- *Summary - Costs of Care-Maintenance & Improvements for* Temporary *Shelters;*
- *Myanmar - 2012 – Conflict* article on shelter response, published in *Shelter Projects 2013-2014*: http://www.sheltercasestudies.org/shelterprojects2013-2014.html

- *CCCM Commitments to Gender Equality;*
- Example - *Gender Mainstreaming Checklist for Camp Managers in South Sudan*.