

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

**10:00 – 12:00, Wednesday, September 4, 2013**

**UNHCR Office, YGN**

**Attendees:** Lutheran World Federation, FSD, HelpAge, Handicap International, UNHCR Information Management Officer, Shalom, Malteser, ACTED, Save the Children, UNOPs, UN-Habitat, AusAID, UNOCHA, USAID, Shelter Cluster Coordinator for Rakhine State & Relief International

**Unable to attend:** DRC & UNHCR

Agenda Item	Discussion	Action / Actor / Date
<p><b>Actions from Previous Meeting</b></p>	<p>Cluster Coordinator (CC) read out all five outstanding actions from the previous meeting, August 14. Three were done, two were outstanding:</p> <ol style="list-style-type: none"> <li>1. SI mentioned the problem of putting gutters on shelters in Rakhine and whether this was being done by Cluster partners in Rakhine, notably UNHCR. Agreed this would be followed-up with the relevant persons in Rakhine State.</li> <li>2. FSD to share copy of their proposed transitional shelter design with Cluster.</li> </ol> <p>The CC also noted that pictures of the various shelter responses emerging in Northern Shan were included at the foot of these August 14 minutes. These would also be available to view online via these minutes, available at the following link:</p> <p><a href="https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Meeting_Minutes.aspx">https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Meeting_Minutes.aspx</a></p>	<p>The Shelter Cluster Coordinator for Rakhine who was present at <i>this</i> meeting confirmed that this had been done.</p> <p>At the time of the meeting this had still not been obtained and the Cluster Coordinator was continuing to follow-up with this action.<sup>1</sup></p>

<sup>1</sup> Since this meeting, FSD designs have been obtained and there have been consultations between the Kachin based Shelter Expert for the Cluster and FSD.

Information Management		
<p>a. <i>Rakhine and Kachin Cluster Analysis Report – 1<sup>st</sup> August '13</i></p>	<p>The UNHCR Information Management Officer (IMO) and the CC gave an overview of the Cluster Analysis Report, which was now finalised and available online for Kachin and Rakhine at the following two links, respectively:</p> <p><a href="https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Kachin-DataAnalysis.aspx">https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Kachin-DataAnalysis.aspx</a></p> <p><a href="https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Rakhine-DataAnalysis.aspx">https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Rakhine-DataAnalysis.aspx</a></p> <p>It was fully acknowledged that this had taken a long time to generate but now the baseline was finalised, the ambition was to produce it once a month. Despite the delays, noting ECHO's request from the Shelter-NFI-CCCM YGN Cluster Meeting Minutes in July, where they stressed that it needed to be available by September, the Cluster was pleased to have met this deadline.<sup>2</sup> It is an extensive document containing 11 different data sheets relating to shelter/NFI and CCCM baseline data, needs, response and gaps. The Cluster Lead hoped partners would find it had utility.</p>	
<p>b. <i>Kachin Camp Profiling Cluster Feedback</i></p>	<p>Since the last meeting, the IMO and CC noted that there had not been significant feedback on a request for partners feedback on the one page infographic that would be generated for each and every of the 126 camps profiled across Kachin and Northern Shan States. However, where there had been feedback this was being taken on-board. Overall the objective remained the same, to make the data widely available via the Cluster website, through CD-ROMs or flash drives and a printed booklet. The website and CD-ROMs/flash drives would contain details on each and every camp, including a one page infographic for each camp plus some cross-camp analysis. The printed booklet would just contain the one page infographic per camp plus the cross-camp analysis. The Cluster remained intent on finalising this as soon as possible; otherwise the data would fast lose its utility.</p>	
<p>c. <i>Rakhine &amp; Kachin Shelter Cluster Factsheets</i></p>	<p>In hard copy the CC shared latest versions of these two documents, <i>Rakhine Shelter Cluster Factsheet</i> dated 15 August and <i>Kachin and Northern Shan Shelter Cluster Factsheet</i> dated 1 September. The template had been prepared at the Global Shelter Cluster (GSC) level and they were keen to see it completed for Rakhine and Kachin. At the GSC level there had been some suggestion to merge the two states into a single document but the CC was of the view that merging would blur rather than</p>	

<sup>2</sup> For details of this meeting see: [https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Meeting\\_Minutes.aspx](https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Meeting_Minutes.aspx)

	<p>consolidate one’s understanding of the two situations, which were so different. The CC welcomed any feedback partners may have but otherwise said they would be uploaded to the website. Partners suggested these had utility in giving an overall picture of the situation, helpful to those who knew little of the details but certainly for those operating at the field/state level the value was modest.</p> <p>Analytically perhaps the most interesting issue was the temporary shelter coverage in Kachin. Based on a crude reasoning of number of shelters built and the total IDP caseload, <b>only</b> 44% of the needs had been met. However, the CC noted that still all the shelters built by various actors since 2011 had not been recorded; many built by churches and/or private organisations. Citing the <i>Factsheet</i>, “due to these reasons plus the dispersal of sites and access issues, the total number of shelters built is <u>not yet deemed exhaustive and remains work in progress</u>. Results of the Cluster’s camp profiling exercise of 126 camps indicate the shelter gap is significantly lower. Cluster estimates suggest 2,500HH in need of temporary shelter.” For those who were not at the meeting, these two factsheets would soon be available at:</p> <p><a href="https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/default.aspx">https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/default.aspx</a></p>	<p>CC to upload Factsheets to Cluster website.</p>
<p><b>Update on Strategies</b></p> <p>a. <i>CCCM (NFIs), Cluster, Strategic Operational Framework, Rakhine State, v 1.1, September 2<sup>nd</sup> 2013</i></p>	<p>With CCCM becoming the increasing priority for <i>this</i> Cluster now the majority of temporary shelter needs had been met and the camps clearly defined, it was important to solidify the strategic direction of this element of the Cluster for Rakhine. As with <b>all</b> elements of this Cluster the CC had been keen to see a bottom-up approach. Noting this, the strategic planning had started back in June/July and had come through the CCCM/NFI Cluster and in-part during the <i>Rakhine Response Plan</i> planning for the rest of the year. Leaning on this process and wider Cluster efforts at the Rakhine State level, the latest version of the <i>CCCM (NFIs), Cluster, Strategic Operational Framework, Rakhine State</i> version 1.1 was complete. Hard copies were circulated at the meeting and national Cluster partners were asked to digest and revert with any comments they may have.</p> <p>Giving a quick overview, the CC noted that it contained some 15 different sections, plus a CCCM Cluster Log Frame with objectives, outputs, verifiable indicators, risks and assumptions and activities. The CC</p>	<p>Cluster partners to feedback to CC on any comments they had on the <i>CCCM (NFIs), Cluster, Strategic Operational Framework, Rakhine State, v 1.1, September 2<sup>nd</sup> 2013</i> plus CC to upload to the website</p>

	stressed that it remained a live document, open to being updated as necessary. This week it would also be made available via the website. <sup>3</sup>	
<i>b. Shelter Cluster, Strategic Framework, Rakhine State</i>	<p>Naturally with shelter have been in such a chronic state in Rakhine and with the prospect of the rains and over 100,000 IDPs under emergency and/or makeshift shelter for many on flood prone lands, strategic thinking had been going on for many months. Due to the feared impending disaster, much of the work of the Cluster since March had been centred on a series of <u>action plans</u>. With over 90 per cent of the critical needs now met, in the last two months, July-August, more space had been given for strategic thinking at least till the end of the year. Like the CCCM/NFI Cluster, <i>this</i> strategic planning had started back in June/July and had come in-part during the <i>Rakhine Response Plan</i> planning for the rest of the year. Leaning on this process and wider Cluster efforts at the Rakhine State level, the latest version of the <i>Shelter Cluster, Strategic Framework, Rakhine State, v 1.1, September 1st 2013</i> was complete. Again this had been a bottom-up process and the CC welcomed any comments national Cluster members had and it remained a live document. This week it would also be made available via the website.<sup>4</sup></p> <p>Like the CCCM/NFI strategy, the aim was to keep this document concise, an overall road map that had utility for all partners. The document was only 7 pages in total and likewise contained a Cluster Log Frame. Encouragingly, and as the aforementioned <i>Rakhine Shelter Cluster Factsheet</i> showed, there were some eleven operational Shelter Cluster partners that had contributed to the temporary shelter response in Rakhine, evidence of consensus-building, despite the enormous challenges and sensitivities around the provision of shelter in Rakhine.</p>	Cluster partners to feedback to CC on any comments they had on the <i>Shelter Cluster, Strategic Framework, Rakhine State, v 1.1, September 1st 2013</i> plus CC to upload to the website
<b>Update on (Shelter Situation in) Rakhine</b>		
<i>a. Richard Tracey (RT), Rakhine Shelter Cluster Coordinator</i>	RT focussed his brief on three areas: camp infrastructure (CI), care and maintenance and what was termed a “development plan”. In terms of CI, the focus for the rest of the year included the provision of temporary structures to support the functionality of the high priority camps. Noting the document	

<sup>3</sup> A copy of this document can be located at: <https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/default.aspx>

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	<p><i>Needs for Supporting Camp Infrastructure, Rakhine, 14.6.'13</i>, shared at the July 10 national Cluster meeting, efforts were focussed at meeting these needs.<sup>5</sup> The sector remained well-funded and now fewer resources consumed through building temporary shelters, more efforts could be focussed in <i>this</i> area. On the matter of care and maintenance, divisions of responsibility needed to be drawn-up between what the provider of the temporary shelter should be expected to do versus other sectors/Clusters plus the responsibility needing to be shown by the beneficiary in terms of ownership. The latter would include the provision of a tool kit, by the Cluster Lead, for each five-unit block of shelters. This also required the input of CCCM and roles and responsibilities between these two elements of this tri-Cluster needed to be clarified at the state level and likely some <b>standard operating procedures</b> generated. RT fully acknowledged that were there serious structural problems with the shelters, the responsibility should fall to the provider of the shelter. On the wider issue of wear and tear on shelters, RT was keen to stress that they were deliberately designed in view of the fact that they are <b>temporary</b>. While this may mean they degenerate faster, the more durable they were they more permanent they could be viewed and hence undermine the fact that the Cluster's response was based on an agreement with all stakeholders that they were temporary in nature, purpose and design.</p> <p>In terms of a "development plan", specific reference could be taken from the latest version of the aforementioned <i>Shelter Cluster, Strategic Framework, Rakhine State, v 1.1, September 1st 2013</i>. Specifically this concerned what was outlined in the Log Frame at the bottom of page 4:</p> <p><i>Pilot transitional/permanent housing at points of origin. Target selected villages. Minbya, Kyawtaw, Mrauk U and Rathedaung are most likely to be the first locations where transitional/permanent housing could be piloted in point of origin (unlikely scenario before end of 2013/early 2014).</i></p> <p>The CC welcomed the fact that two key donors were present and this next stage in shelter, beyond temporary, was something the Shelter Cluster wanted to target, not least around the issue of standard setting. While the CC, admittedly sitting at the national perspective, was keen to see inroads this year, RT was of the view that tangible progress would be unlikely before the start of 2014.</p>	
<p>b. nRS - Rathidaung</p>	<p>As part of this Rakhine update both the CC and RT were keen to update the national Cluster on issues</p>	

<sup>5</sup> For details of this meeting see: [https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Meeting\\_Minutes.aspx](https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Meeting_Minutes.aspx)

	<p>relating to Rathidaung:</p> <p>Chien Kat Li / Koe Tan Kau (408 HH) – 2 camps in need of WaSH and CCCM. Latrines are needed particularly urgently and authorisation from the Government is outstanding to build these latrines;</p> <p>Athet Nan Yar (250 HH) – this is a camp-like setting within a host community and IDPs are facing forced relocation to Chien Kar Li, far away from their place of origin. The key advocacy point that the Cluster was keen to stress was that state authorities would support the construction of temporary shelters, along with latrines, close to Athet Nan Yar and their village of origin. This advocacy point needed to be backed-up with a strong WaSH and CCCM commitment by the humanitarian community;</p> <p>Nyan Bin Gyi (62 HH) &amp; Anauk Pyin (57 HH) – IDPs displaced within their own isolated villages. Here the key advocacy point to stress was for greater freedom of movement and IDPs to be able to return to their own “plots of origin”, which includes the construction of latrines, whose location depends on whether return is possible.</p>	
<p><b>Pressing Issues</b></p>		
<p>a. <i>Myebon Update – Extraordinary Strategic Advisory Group Meeting</i></p>	<p>Immediately following the last national Cluster meeting there was an <i>Extraordinary Strategic Advisory Group (SAG) Meeting</i> on the situation in Myebon. Attendees to that meeting were the CC, Relief International (RI), DRC and Solidarites. Hard copies of the minutes of that meeting were circulated. That meeting has sought to clarify some of the key issues and dilemmas facing efforts to address the chronic humanitarian situation in Myebon. Following that meeting there had been a specific working group on Myebon set-up in Sittwe and Yangon, the CC attended the latter, which was hosted by RI. In summary, greater donor funding and international presence in Myebon is critically required, which includes more humanitarian space. Currently progress on both was negligible and while the CC acknowledged that the issues were wider than this Cluster’s remit, for this Cluster there was a desperate need for more resources to be made available to address CCCM needs.</p>	
<p>b. <i>Aung Mingalar</i></p>	<p>The latest update on Aung Mingalar was <b>depressing</b>. In brief, the Shelter Cluster at national and state level had repeatedly raised their concerns to relevant partners that the numbers of shelters being requested seemed excessive, they were not needed and the worst case scenario was that they could be occupied by non-IDPs, perhaps those living in Aung Mingalar in urban Sittwe. As the minutes of the</p>	

	<p>previous meeting highlighted, “[t]he Cluster is taking this concern very seriously and therefore requested some actors to put their shelter construction on stand-by until the situation can be clarified. The CC appreciated the support they were receiving on this matter from Cluster partners.” Since this, while one partner ceased building, another continued. It was not the role of the Cluster to point fingers but it appeared as if some recently constructed shelters had been occupied by people living in Aung Mingalar and who had not had their homes destroyed during the violence last year. The CC said it was <b>not</b> the role of the Cluster to act as a pseudo shelter construction “police force” and ultimately individual partners took responsibility for the work they did.</p>	
<p><b>AOB</b></p>	<ul style="list-style-type: none"> <li>- The CC welcomed the presence of HelpAge and Handicap International stressing that their areas of expertise were important cross-cutting issues that the Cluster was increasingly keen to raise awareness of and where possible, address.</li> <li>- CCCM training, to be delivered by NRC, was being rolled out in Sittwe this coming week. This would include one day solely dedicated to working with the Rakhine State Government.</li> </ul>	

For next YGN meeting partners were encouraged to check the [http://themimu.info/Meeting\\_Schedule/index.php](http://themimu.info/Meeting_Schedule/index.php). Also nearer the time the CC would send an email confirmation and as usual, an agenda.

**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 14.8.'13* – also shared in soft copy following the meeting

*Rakhine Shelter Cluster Factsheet, 15 August '13* – also shared in soft copy following the meeting

*Kachin and Northern Shan Shelter Cluster Factsheet, 1 September '13* – also shared in soft copy following the meeting

*CCCM (NFIs), Cluster, Strategic Operational Framework, Rakhine State, v 1.1, September 2<sup>nd</sup> 2013* – also shared in soft copy following the meeting

*Shelter Cluster, Strategic Framework, Rakhine State, v 1.1, September 1st 2013* – also shared in soft copy following the meeting

*Extraordinary Strategic Advisory (SAG) Meeting on Myebon, 14 August '13*

*Aung Mingalar, Advocacy Note, FINAL, 28th August '13* - also shared in soft copy with Cluster partners

*General Coordination Meeting-Sittwe, DRAFT - OCHA, 6th August '13 - forwarded to Cluster in soft copy*

*General Coordination Meeting-Sittwe, DRAFT - OCHA, 13th August '13 - forwarded to Cluster in soft copy*

*Myanmar Advocacy and Comms Strategy - v6, TL feedback - forwarded to Cluster in soft copy*

*Myanmar HC Statement on 2013 WHD 19th August '13 - English - forwarded to Cluster in soft copy*

*Myanmar HC Statement on 2013 WHD 19th August '13 - Myanmar - forwarded to Cluster in soft copy*

*Statement of the Special Rapporteur on the Situation of Human Rights in Myanmar, 21st August '13 - forwarded to Cluster in soft copy*