

## Shelter / NFI / CCCM National Cluster Meeting Minutes

09:30 – 12:00, Wednesday, 22 October 2014

UNHCR Office, Yangon

**Attendees:** Australian Embassy, CESVI, Cordaid, DRC, ECHO, IFRC, LWF, REACH, Save the Children, UN Habitat, UNOCHA, UNHCR Public Information & Information Management & WFP

**Apologies:** FSD, Senior GenCap Advisor & NRC

Agenda Item	Discussion	Action / Actor / Date
<b>Introductions &amp; Cluster Capacity Updates</b>	<p>Self-introductions initiated by National Cluster Coordinator (CC), followed by an introduction of the new <b>UNHCR Representative</b> in Myanmar, <b>Giuseppe De Vincentiis</b> (GdV) to the forum. GdV shared some thoughts based on his first two months in-country.</p> <p>Candidate had been selected to succeed Olivia Wellesley-Cole (OWC) to lead the CCCM Cluster in Rakhine. However, this person, <b>Richard Warren</b> (RW), would not be arriving in Myanmar till the week 12<sup>th</sup> January. Between OWC's departure, 22<sup>nd</sup> November, and RW's arrival, there would be a 7-week gap. CC fully accepted that this was <i>not</i> ideal; he would provide remote support but also in December look to spend at least a week in Rakhine, helping to fill the gap. However, it was positive that RW had committed for 2015 and the position, provided by DFAT, was funded for all of 2015. CCCM Cluster in Rakhine <i>needed</i> leadership continuity.</p> <p>Amina SAOUDI, provided by IOM to support the capacity of the Cluster was originally intended for Kachin. However, Rakhine person falling through had meant she was prioritised for Rakhine and was now located within Save the Children in Sittwe to capacity-build in the area of camp management. Early reports were that this arrangement was working well. Following week CC would be on mission to Rakhine and follow-up in person.</p>	
<b>Actions from Previous Meeting</b>	<p>Citing the previous month's minutes in regards to agreed actions:</p> <p><b><u>Shelter Designs</u></b></p> <ul style="list-style-type: none"> <li>Shelter Cluster still keen to receive from SCI occupant's views on houses, plus designs &amp; BoQs of permanent houses built in Meikthila.</li> <li>CC to feedback on pros and cons of steel versus wooden structures, former now increasingly evident in Kachin/Shan.</li> </ul>	<p><b>SCI to supply</b></p> <p><b>CC still to circulate</b></p>

	<p><b><u>Kachin/Shan</u></b></p> <ul style="list-style-type: none"> <li>• CC to upload minutes of joint shelter/WaSH Cluster meeting in Kachin.</li> <li>• CC to upload 2<sup>nd</sup> round of camp profiling data to website.</li> </ul> <p><b><u>Rakhine</u></b></p> <ul style="list-style-type: none"> <li>• Solidarites to give an update at next Cluster meeting on addressing pond issues in Pauktaw.</li> <li>• No comments/feedback from DFID on what action they may have taken to raise the matter of cooking-fuel. CC had met FAO's Andreas Thulstrup to offer all and any support, not least connecting him with relevant actors in Rakhine, where he was now on mission. He would be producing a strategy paper and there would be de-brief in Yangon, to which all and any would be invited.</li> <li>• Basic overall analysis on IDPs <u>place of origin</u> in Rakhine, using data from LWF, DRC and SCI. Setting Myebon T/ship and Sat Roe Kya (1 &amp; 2) aside, the dataset covers 80% of the 23 priority camps, 15,400HH (based on a principle of 5HH/family) in Sittwe &amp; Pauktaw T/ships: <ul style="list-style-type: none"> <li>▪ 65% of the caseload is from Sittwe T/ship;</li> <li>▪ 50% of the caseload are from Sittwe Town and Bu May Village Tract, Sittwe T/ship;</li> <li>▪ 11,700HH are displaced but within their T/ship of origin;</li> <li>▪ 3,700HH are displaced in another T/ship from their T/ship of origin: <ul style="list-style-type: none"> <li>➤ 1,498HH place of origin is Pauktaw;</li> <li>➤ 1,406HH place of origin is Kyaukpyu;</li> <li>➤ 374HH place of origin is Sittwe;</li> <li>➤ 180HH place of origin is Myebon.</li> </ul> </li> </ul> </li> </ul> <p>Overall, striking issue is that <b>75% of the 15,400HH are displaced within their T/ship of origin.</b></p> <p><b><u>Disaster Response</u></b></p> <ul style="list-style-type: none"> <li>• CC to feedback at next Cluster meeting on SIMEX at Inle Lake with GoM and ASEAN.</li> <li>• CC to upload Emergency Response Plan to website.</li> </ul> <p><b><u>AoB</u></b></p> <ul style="list-style-type: none"> <li>• WaSH data to be made available on Cluster website. Agreed with Cluster Lead, UNICEF can be online. Now available at:</li> </ul> <p><b>Kachin/Shan:</b> <a href="https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/WaSH-Cluster-Data-and-Analysis.aspx">https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/WaSH-Cluster-Data-and-Analysis.aspx</a></p> <p><b>Rakhine:</b> <a href="https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/WaSH-Cluster-Data-and-Analysis-Rakhine.aspx">https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/WaSH-Cluster-Data-and-Analysis-Rakhine.aspx</a></p>	<p><b>CC still to upload</b> <b>CC still to upload</b></p> <p><b>Solidarites did not attend meeting/no update received to-date</b></p> <p><b>See below</b> <b>CC still to upload</b></p>
<p><b>Updates from last Cluster meeting</b></p> <p><b>Yangon Meetings</b></p>	<ul style="list-style-type: none"> <li>➤ CC meeting new <b>ECHO Technical Expert</b> with Protection Sector lead to give an overview of the situation.</li> </ul>	

<p><b>Training &amp; Global Shelter/CCCM Gatherings</b></p>	<ul style="list-style-type: none"> <li>➤ CC met <b>German Embassy</b> and briefed on the shelter situation in Rakhine.</li> <li>➤ CC met <b>Arche Nova</b> to discuss NFIs in Rakhine. In Rakhine Arche Nova works with local NGO “AGE”.</li> <li>➤ CC met <b>CESVI</b> to discuss their shelter programme in Kachin/Shan.</li> <li>➤ CC with Cluster Coordinator for Kachin/Shan (KS) attended weeklong w/shop/training in Budapest organised by UNHCR on Coordination &amp; Leadership, which followed three-month online course. CC welcomed space to meet and share ideas/lessons learned with people working in coordination (shelter, CCCM and protection) from HQ (Geneva), Iraq, Syria, Central African Republic and Southern Sudan.</li> <li>➤ Also attended Geneva for annual Global Shelter gathering. CC spoke on panel with coordinators from Haiti and Philippines on coordinating a technical sector, shelter, as a non-technical person, neither architect or engineer. This discussion covered by Shelter Cluster (twitter: @ShelterCluster).</li> <li>➤ KS remained for Global CCCM gathering the following week plus manned a market stall covering the Shelter Cluster’s work in Myanmar, namely Kachin/Shan and Rakhine.</li> </ul>	<p><b>CC still to write to CESVI following meeting, as agreed</b></p>
<p><b>Disaster Response</b></p> <p><b>a. Feedback from SIMEX at Inle Lake with Government &amp; ASEAN, September 23-25</b></p> <p><b>b. Division of Responsibility between UNHCR, IOM and IFRC</b></p> <p><b>c. Communication with Communities</b></p>	<p>Led by UNOCHA, CC was very positive as regards to spending two days with GoM and ASEAN and other sector/Cluster Leads. In addition to establishing individual points of contact within the GoM, helped to understand the national RRD structure, NDPCC, various working committees and 11 sub-committees. For this Cluster key persons are located in the “Coordination &amp; Research Division”. CC will follow-up with these individual points of contact. Any Cluster partners that wanted specific copies of presentations given by the following should contact the CC: speeches by Union Minister for Social Welfare, Deputy Director of Ministry of Social Welfare, UNOCHA (international humanitarian architecture), IFRC (legal issues in international disaster response) and a presentation by Ministry of Social Welfare on the NDPCC.</p> <p>In answer to a question from ECHO, CC was of the view that second simulation (Inle Lake) was better for the primary/key reason that it was <i>more</i> integrated with the GoM.</p> <p>18 September meeting between UNHCR, IOM and IFRC on agreeing roles and responsibilities in the event of a large natural disaster. Verbal agreements were that unless the event occurred in Rakhine and/or Kachin, responses in CCCM and shelter/NFI would be led by IOM and IFRC, respectively. However, noted that in the early stages UNHCR would support as much as they could till IOM and IFRC had deployed capacity as needed.</p> <p>Presentation given by Jonathan Bugge, UNOCHA’s Communication with Communities person (<a href="mailto:bugge@un.org">bugge@un.org</a>). As part of preparedness and in collaboration with BBC Media Action, aim was to generate through Cluster system messages that could be used before, during and/after a natural disaster struck. Messages needed to be “clear”, “practicable” and “actionable” and not get confused when translated. Less was more and the rhetorical question was posed, what would be the top three to five messages this Cluster</p>	<p><b>Cluster partners to contact CC as needed</b></p> <p><b>ASAP CC to concretise this discussion in writing/email</b></p> <p><b>By next meeting Cluster to share first</b></p>

	would like to get across to affected communities? The timeline was to have a consolidated list for the humanitarian community by 28 November.	<b>draft of messages</b>
<b>Rakhine Camp Profiling</b>	Due to the pressing need to produce a first cut of camp profiling data, at least for the 23 priority camps, the IM Focal Point would be travelling to Rakhine the following week to talk through the proposed template with CCCM partners. The template (similar to the one used for Kachin/Shan) was discussed. Debate centred on the scope for trend analysis, over-time, and to what degree would the data displayed highlight that standards were being met or not? The target was to produce this first cut for next month's national meeting, in November.	<b>1<sup>st</sup> cut of camp profiling data by next meeting</b>
<b>Shelter Situation in Rakhine – current strategic thinking for 2015</b>	<p>CC asked that now the end of the rainy season was there an appetite for separate shelter brief/meeting, particularly with donors? ECHO response was affirmative.</p> <p>CC then posed two questions to the Cluster to stimulate debate:</p> <ol style="list-style-type: none"> <li><b>1. Should care and maintenance be continued for temporary shelters and should it be done/funded by humanitarian community?</b></li> <li><b>2. Furthermore, if the temporary shelters need to be rebuilt should the humanitarian community fund/rebuild?</b></li> </ol> <p>Lengthy discussion ensued with key themes emerging:</p> <ol style="list-style-type: none"> <li>1. The humanitarian imperative must remain a key driver in the decision-making process, which must go “hand-in-hand” with advocacy, a point stressed by ECHO;</li> <li>2. Lack of real knowledge of “where we were going” and avoiding “building in the dark” remained an incalculable concern;</li> <li>3. The need for scenario planning was imperative, namely build a plan around possible/likely but NOT assumed scenario(s).</li> </ol>	<b>ASAP CC &amp; ECHO to liaise on viable dates/location</b>
<b>Humanitarian Needs Overview (HNO)</b>	<ul style="list-style-type: none"> <li>➤ UNOCHA led two sessions, one in Kachin last week and one in Rakhine today, on HNO;</li> <li>➤ 25 September CC shared for comments from Cluster partners – no feedback to-date;</li> <li>➤ 1 October CC shared Cluster Lead comments with UNOCHA (22 comments), many being statistical/demographic issues;</li> <li>➤ 14 October CC shared latest version for comments from Cluster partners – no feedback;</li> <li>➤ HNO was being finalised but could still be revised.</li> </ul>	
<b>Planning dates for 2015 Humanitarian Response Plan (HRP)</b>	<p>The deadline for sector submission to UNOCHA, one for shelter/NFI and one for CCCM was 11<sup>th</sup> November, three weeks yesterday. Consistent with vision of Cluster, initial strategic objectives, and indicators and costing would be generated from field-based Cluster Leads in Rakhine and Kachin/in consultation with field-based partners. Yangon would then blend. CC would also personally be in Rakhine next week to hear Cluster partners/leads views. Drafts would be shared across Cluster for comments.</p> <p>LWF stressed for Rakhine that the political situation and its realities and impact on the humanitarian</p>	<b>CC to follow-up with</b>

	response should be reflected in the HRP. Also, actors were keen to understand the early recovery (ER) strategy. Also noted a need for CCCM in 2015 to think about moving beyond the 23 priority camps.	<b>ER and share by next meeting</b>
<b>AoB</b>	<p>Link to the <b>INGO Forum's</b> website can be found at <a href="http://ingoforummyanmar.org/">http://ingoforummyanmar.org/</a> plus the <i>INGO Forum Strategy</i> (July 2014 – June 2016) would be circulated with minutes of this meeting.</p> <p><b>DRC</b> camp management in Rakhine stressed the need for:</p> <ul style="list-style-type: none"> <li>Complaint mechanism (CM) to be unified amongst <i>all</i> CCCM partners in order to apply the same mechanism across all the camps. Plus stressed it would be very useful to arrange a training related to CM for all field staff.</li> <li>IDPs moving from STMG to OTM West due to security reasons are without shelters (about 48 HH). Although they have been approaching the CMCs asking for a temporary shelter, CMCs rejected their requests. Families are living in DRC women's centre/community building; solution is needed.</li> <li>Township Administrator stopped recreational activity in one camp (football-match). Important to understand why?</li> <li>Incentive based volunteering: need for clarity over incentive rates – for each sector and ensure that all partners will follow it. SoPs should be modified and shared before 2015.</li> <li>Food remains a serious concern. Agreed action points with WFP at Rakhine State level but also waiting for MRF's focal point to be in Rakhine to determine a new way to monitor the distribution of food rations.</li> <li>CMCs' ToRs need to be shared among partners, serious concerns over abuse and total lack of trust with IDPs.</li> </ul> <p><b>LWF</b> noted they had a new person leading their camp management responsibilities in Rakhine, <b>Yadu Lal Shresta</b> (<a href="mailto:yadulalshresta@gmail.com">yadulalshresta@gmail.com</a>). Sub-agreement signed with UNHCR such that they were now expanding activities to cover three camps in Pakutaw T/ship. In addition to usual camp management responsibilities their focus included fire safety and education.</p> <p><b>ICRC</b> is meeting their stated winter items commitments in Kachin/Shan. On the issue of cooking fuel in Rakhine, further to what has been done in three camps in Pauktaw T/ship, they are looking to extend their assistance to Myebon camps. This will be done in close collaboration with Relief International.</p> <p><b>CC would be visiting Rakhine</b> for most of following-week. Planned to meet individually all four key CCCM partners plus discuss shelter strategy with field actors, now rainy season was ending.</p>	<p><b>CC to update at next Cluster meeting</b></p>

The next meeting would be scheduled for either 12 or 19 November. 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, 10.9.'14.*

**INGO Forum**

- *INGO Forum Strategy (July 2014 – June 2016).*

**Kachin & Northern Shan**

- *Findings on construction activities for the proposed areas of return Sein Lone, Sein Lone Gabar, Pang Wu, Kachin State, 1st September 2014;*
- *Second round of Camp Profiling Data – available on flash drive;*
- *Peace Update, 21 September-7 October 2014;*
- *Peace Update, 7 October-27 October 2014.*

**Rakhine**

- *Shelter-NFI-CCCM Rakhine Cluster Analysis Report, 1st September 2014;*
- *Proposed/draft camp profiling template for Rakhine;*
- *DRC Record of Information for Programme Locations in Rakhine State, September 2014;*
- *LWF Camp Situation in the Month of September 2014;*
- *Transparency Meeting with EEC Elders (26th Aug 2014);*
- *FAO Joint Strategy on Safe Access to Fuel and Energy for Rakhine State, v.2.*

**Livelihoods**

- *UNDP Affordable Technology Innovations, Request for Proposals;*
- *UNDP Affordable Technology Innovations, Proposal Submission Form, Sections 4-7.*

**Disaster Response/Contingency Planning/Emergency Preparedness**

- *OCHA Note on Government Simulation Exercise, 23rd-25th September 2014;*
- *OCHA Final Report on SIMEX Exercise;*
- *Emergency Response Preparedness Working Group Meeting 9 October 2014 – Summary Action Points;*
- *Cluster Focal Point for Communications with Communities Messaging, DRAFT v6;*
- *Community Participation in Programming, October, 2014;*
- *Emergency Shelter Specifications & Guidelines, v. 1.0 10th September '14.*

**UNOCHA**

- *HCT Meeting Note, 2nd Oct '14;*
- *HCT Meeting Note, 17th Oct '14;*
- *HCT Meeting Note, 3rd Nov '14;*

- *OCHA ICC Meeting, DRAFT - 19 September '14;*
- *OCHA ICC Meeting, 10 October '14;*
- *OCHA ICC Meeting, 24 October '14.*
- *Myanmar 2014 Strategic Response Plan Funding Update, October 2014;*
- *Myanmar Emergency Response Fund Strategy Paper.*