INTER-AGENCY COORDINATION MEETING

MINUTES   JULY 5, 2018   02:00PM - 03:45PM   UNHCR KAMPALA SITA BOARDROOM

MEETING CALLED BY	PHOEBE GOODWIN – SECTOR LEAD WORKING GROUP
TYPE OF MEETING	SITE PLANNING AND SHELTER/NFI SECTOR WORKING GROUP (SSSWG)
FACILITATOR	PHOEBE GOODWIN
NOTE TAKER	PHOEBE GOODWIN
TIMEKEEPER	PHOEBE GOODWIN
ATTENDEES	See Attached List

Discussions

AGENDA ITEMS
1. Introduction.
2. Updates from SSS actors –recent achievements, ongoing activities + gaps/challenges in the field.
3. New 5W reporting matrix for Site Planning, Shelter + NFI Sector.
4. Presentation by Humanitarian OpenStreetMap Team (HOT) on pilot project in Kyangwali.
5. 2018 RRP Progress Indicators.
6. AOB.

ITEM 2.	Updates from SSS actors –recent achievements, ongoing activities + gaps/challenges in the field.

CARE;
- completed construction of 806 semi-permanent (S-P) PSN (Persons with Specific Needs) shelters in Imvepi + Omugo. Some are still awaiting construction of S-P latrines by designated WASH actor.
- will construct 100 – 150 SP PSN shelters in Omugo for a new upcoming project.
- <u>FIELD CHALLENGE</u>; in Kyangwali, PSN lists are not being generated by Protection (as is status quo in all other settlements) but instead OPM has community service officers who determine the refugees that may be considered as PSN. This is not satisfactory + requires urgent follow up with relevant staff.

Cordaid;
- new member of SSSWG + recently secured funding to implement shelter support in West Nile.

DRC;
- completed 1098 emergency PSN shelters in Kyaka II.
- gap for certain items within NFI kitchen sets + so distributing incomplete sets.
- provides PSN referrals to AIRD for their PSN shelter support in Kyaka II.
- <u>GAP</u>; comprehensive PSN database to share between agencies at settlement level to monitor who has received PSN support or not.

Finn Church Aid;
- ongoing works to 11 classroom blocks (3 rooms per block) in 6 ECD centres in Bidibidi.
- completed temporary bamboo-framed classrooms in Imvepi, while construction is ongoing for such temporary classrooms in Omugo, as well as staff accommodation.
- in Rwamwanja, constructing an ICT lab, temporary classrooms + 5 stance latrines.
- CHALLENGES; project monitoring teams stop works + slow progress in the field. Often budgets are not released from donor until late, making it very difficult to finish on time (NB – agencies must take responsibility for accepting terms + conditions of contracts). Rates set by donors for materials + equipment are not accurate with prices often too low compared to reality, resulting in budgets that are too small to achieve full scope.

HOT;
- supporting host communities in Arua with paper maps to obtain feedback on any missing services or other gaps.
- capacity building on mapping techniques to students + teachers in Arua.

NRC;
- completed 141 emergency PSN shelters in Omugo in June.
- ongoing works for SP PSN shelters in Rhino + Omugo, using improved PSN design as approved by Arua District Engineer. Each shelter costs approx. 3.5 million UGX.

UNDP;
- development planning at District level in Arua, Moyo + Yumbe with current data + map reviews to inform future hazard analysis.
- use of drones in West Nile is still to be determined, pending outcomes of current data analysis + remaining gaps.

ITEM 3.	New 5W reporting matrix for Site Planning, Shelter + NFI Sector

The process for completing this 5W matrix is as follows;

1. Sector Lead in Kampala sends the request for inputs to the UNHCR field SSSWG focal point on a quarterly basis.

2. UNHCR field SSSWG focal point will reach out to IPs and OPs for figures / updates on the relevant activities.

3. UNHCR field SSSWG focal point will send back completed 5W matrix to Sector Lead.

4. Sector Lead and Information Management Unit analyse data and produce various IM products; sector dashboard, gap analysis etc.

ITEM 4.	Presentation by Humanitarian OpenStreetMap Team (HOT) on pilot project in Kyangwali

Key points raised by Rupert during the presentation;
- HOT has captured over 8000 points of information in Arua using motorbikes for community suveyors to map out data in the field. HOT continues to provide mapping support to host communities in Arua District.
- HOT has a Memorandum of Understanding (MoU) with UNHCR to coordinate data on Open Street Map (OSM) + ensure software compatibility (e.g. with AutoCAD 2D).
- 75,000 OSM members around the world who voluntarily hand draw maps remotely + can receive recognition for such contributions (appealing for Corporate Social Responsibility in private sector).
- OSM is a free, open source wiki map + anyone can log in with a username/ID.
- All OSM features/points have hidden attributes that are additional layers of information.
- Mapathons are a fun, interactive way to contribute data to OSM.
- HOT provides capacity building + trainings to local partners, govt bodies, refugees + host community members to ensure project sustainability.
- Refugees can use OSM on their smartphones to support their businesses (locate boda stands, supermarkets etc.).
- Data collection with motorbikes meant the boda drivers provided local language + terrain knowledge, plus security + increased efficiency (knowing where to go to refuel etc.).
- Data collection teams used WhatsApp for monitoring mapping progress + any issues that arose in the field.
- Ongoing mapping of needs/gaps in settlements could continue (e.g. non-functioning tap stands) if communities are provided a smartphone + transferred mobile money once a month (or whenever a mapping survey is required).
- Kyangwali pilot project – 3.5 days of point mapping (using satellite images as well) resulted in 17% completion of overall mapping needs for this settlement. Project has 3 phases with 1 = baseline communal services, 2 = agriculture plots + environmental features (e.g. woodlots, forests etc.) + 3 = boundaries of individual HH shelter plots. At HH level, extra information is collected on access to latrines, waste management + energy-saving stoves etc.
- HOT is advocating that SSSWG members become involved + build on map layers with their activity updates.

Feedback from participants;
- Main consumers of these HOT maps? Active NGOs in the settlements, REACH, UNHCR.
- How can agencies contribute? Concept Note outlines HOT's request for manpower in the settlements + addition of geo-points with corresponding focal points' phone numbers.
- UNDP's involvement in National Risk Atlas (NRA) can contribute information to OSM + HOT can also reciprocate with data for UNDP. Atlases use categories of population, buildings, critical lifelines (water + road networks), land-use etc. The NRA data will be released on their geoportal in September 2018.

Presentation and HOT's Concept Note are **attached with minutes**.

ITEM 5.	2018 RRP Progress Indicators

Sector Lead will need to reach out to each shelter/NFI actor individually to obtain the necessary progress indicator inputs.

ITEM 6.	AOB

Donor visibility in the field;
- Earmarked funding for specific activities/support requires clear donor visibility in the field (e.g. placards). This is applicable for large-scale construction projects, such as classrooms, but is not necessary for individual HH shelters (i.e. SP PSN shelters).
- All UNHCR PPAs have a budget line for "donor visibility" + this includes onsite signage for donor logos etc.

- UNHCR's IPs to contact Visibility Focal Points in the field to ascertain who is funding their projects + the minimum visibility requirements. Contact list as per table below;

FIELD OFFICE LOCATION	NAME	EMAIL ADDRESS
Adjumani	Elena D'Urzo	DURZO@unhcr.org
Arua	Dorothy Lusweti	lusweti@unhcr.org
Hoima	Hope Betahoki	betahoki@unhcr.org
Mbarara	Eunice Ohanusi	OHANUSI@unhcr.org
Yumbe	Monique Rudacogora	rudacogo@unhcr.org

Need to advocate for **more money** in the shelter sector as it is seriously underfunded. Many gaps in SP PSN shelter support across the settlements.

NEXT MEETING	**First week of August 2018 – exact date + time to be confirmed**		
ACTION ITEMS	**RESPONSIBLE**	**DEADLINE**	**STATUS**
To share with SSSWG the meeting presentation, HOT's ppt + Mapping Concept Note.	Phoebe Goodwin (PG)	9 July 2018	COMPLETE
NRC to send 'improved' SP PSN shelter design drawings to Sector Lead. Then Sector Lead to share these with SSSWG.	NRC + PG	9 July 2018	COMPLETE
Raise concern with relevant colleagues about Kyangwali's incorrect method for selecting PSNs.	PG	10 July 2018	IN PROCESS
Produce a SSSWG advocacy letter addressed to OPM that outlines urgent need to endorse Revised Shelter Strategy 2018 – 2025.	**ALL**	**20 July 2018**	**INITIATED**
Create a SSSWG advocacy note on shelter budgets; need for additional funds + for realistic rates (by region).	**ALL**	**20 July 2018**	**INITIATED**