

INTER-AGENCY COORDINATION MEETING

MINUTES

AUGUST 9, 2018

02:00PM - 04:00PM

UNHCR KAMPALA BOARDROOM

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

Discussions

AGENDA ITEMS	
<ol style="list-style-type: none"> 1. Introduction. 2. Updates from SSS actors –recent achievements, ongoing activities + gaps/challenges in the field. 3. MSNA Results for Shelter + NFIs. 4. RRP 2019-2020 planning process. 5. Presentation by Sector Lead of Draft Advocacy Note to Donors for WG feedback + finalisation. 6. AOB. 	
ITEM 2.	Updates from SSS actors –recent achievements, ongoing activities + gaps/challenges in the field.
<p>CARE;</p> <ul style="list-style-type: none"> - In Imvepi, 540 semi-permanent (SP) PSN shelters (ECHO funded) have been handed over to beneficiaries, while another 175 have finished construction + await official handover. CARE has received additional funds to build a further 65 SP PSN shelters, 15 of which will be for host community HHs. The selection process is underway for these 65 shelters. - 298 SP PSN shelters have been completed in Rhino Camp. - In Omugo, 298 SP PSN shelters will be built in the next coming months. - CHALLENGES; poor coordination between shelter + WASH actors on the ground for SP PSN construction works. Latrines are often built much later than when PSN HHs move into the finished shelters, rendering HHs without latrine access for up to several weeks. It is very difficult when different agencies + separate donors are implementing the shelters + latrines on one HH plot, especially if funding timelines are not aligned. SSSWG to advocate for 1 donor to always cover both the SP PSN shelter + latrine as one package (this has only happened on rare occasions, e.g. for CRS in Bidibidi). - Another CHALLENGE = heavy rains during wet season delays construction progress in the field. <p>CRS;</p> <ul style="list-style-type: none"> - AOR for shelter + NFIs = Bidibidi settlement. - A few weeks ago, approx. 500 SP PSN shelters were officially handed over to beneficiaries in Zone 5. An additional 225 shelters will be built in the next few months. - For 488 UNHCR-funded SP PSN shelters, the sites have been selected + PSN HHs chosen (with verifications from Protection colleagues). - Community groups (esp. youth) are always engaged in the PSN construction works. 490 people were trained in brick-making + they've received toolkits to facilitate the continuation of this livelihoods activity. - Support to verification exercise has involved the rehabilitation +/- construction of large shelters, plus walkways + crowd control systems, in all 5 x Zones. - 2 schools are under construction (combined capacity = 1200 students) with teachers' accommodation included. Local landlords were involved in official site handovers + project is expected to be finished in March 2019. - In Zone 5, 2500 HHs received routine replenishment hygiene NFIs such as soap + jerry cans. NB: Jerry cans are not part of the official NFI Distribution Scale for replenishment hygiene kits + it is clear the scale is not being adhered to. - CHALLENGES; Not even 10% of SP PSN shelter needs have been met in Bidibidi + there is a huge funding gap. Transport companies are greatly increasing the cost of delivering materials to site – up to 200% the original price. It is becoming difficult to find contractors that just provide transport. - Earlier in 2018, CRS conducted a Post-Distribution Monitoring (PDM) in Bidibidi on their hygiene NFI distributions. Results will be shared asap. 	

Finn Church Aid;

- In Bidibidi, the 11 blocks of 3 classrooms each (with 1 office) is at roofing level with an overall progress of 65%.
- Practical completion achieved in Imvepi for 6 blocks of 3 temporary classrooms each, 3 kitchen blocks + 5 bath shelters. The facilities are awaiting official handover for use.
- In Omugo, works are finishing for 8 blocks of 3 temporary classrooms each + 5 blocks of 5-stance VIP latrines.
- 29 tukuls for teachers' accommodation in Maaji, Adjumani are at 90% completion, while 4 blocks of 3 semi-permanent (SP) classrooms in the same settlement are at roofing level (65% overall progress).
- In Kyaka II, 2 blocks of 3 SP classrooms each are at finishing level.
- Rwamwanja's new computer lab, 2 blocks of 3 SP classrooms each, 2 blocks of 2 temporary classrooms each + 1 block of 5-stance VIP latrines are all at finishing stages of construction completion (90% overall completion).

IOM;

- Not a shelter actor + will send NFI updates asap by completing the SSSWG's 5W matrix.

UNHCR;

- In Rhino Camp, NRC (as IP) completed 87 emergency + 105 SP PSN shelters.
- In Kyangwali, AIRD (as IP) built a protection screening shelter in Maratatu + the medical screening shelter in Mukunyu is almost finished.
- In Kisoro, 4 extra eco-stoves were installed (new total = 8) with an increased cooking capacity for 2000 refugees.
- In Kyaka II, 2 health outposts were constructed in Itambabiniga + Bukere zones.
- Nakivale saw the handover to HIJRA of 11 newly constructed PSN shelters in a joint exercise by OPM, HCR + OPM.
- Construction of staff accommodation in Rwamwanja was launched on 9th July with expected completion in March 2019. Project comprises 3 blocks for international staff, 3 blocks for national staff, 1 canteen + 1 gymnasium.
- In Rwamwanja, a health centre in the host community of Bisozi Sub-County was built + handed over to local government on 24th July. This centre will grant primary healthcare access to approx. 10,000 people (both refugees + host communities).
- CHALLENGES; plots being allocated to new arrivals in Kyangwali are too small to allow HHs to establish agricultural activities. OPM informed HCR that they will provide separate agriculture plots in the future.

ITEM 3.**MSNA Results for Shelter + NFIs**

Due to limited number of meeting participants, it was decided that a more detailed overview of the Multi-Sector Needs Assessment (MSNA) will be presented at the next ad-hoc SSSWG meeting for RRP 2019-2020 planning.

The meeting ppt (as pdf) that includes introductory slides on MSNA + REACH's **DRAFT** report findings by sector are **attached with minutes**.

ITEM 4.**RRP 2019 – 2020 planning process**

Also due to a small meeting turnout, participants decided it would be best to schedule a dedicated SSSWG meeting later in August to work on the RRP 2019 – 2020 + to determine the following;

- Sector strategy, objectives, indicators, baselines + targets.
- Vetting process for agency submissions to be included in the RRP (activities, indicators + budgets).

Feedback from participants on Sector Needs;

- A comprehensive nation-wide shelter needs assessment is required after the verification exercise has finished. There have been no recent shelter assessments conducted in the refugee settlements, except REACH's MSNA. The MSNA does not provide an accurate detailed analysis of shelter needs because of the type of questions asked (e.g. lack of clarity as to definition of shelter type) + the representational HH sampling method used. While the MSNA is useful for a broader snapshot of multi-sector needs, a technical HH survey is required to understand the gaps; how many HHs living in substandard shelters? Leaking roofs? Need to upgrade to SP shelters? Etc.

The meeting ppt (as pdf) that is **attached with minutes** contains a summary of the RRP parameters (planning figures, population groups etc.) + some general guidance for the sector inputs.

ITEM 5.**Presentation by Sector Lead of Advocacy Note to Donors for WG feedback + finalisation**

The draft note to the Ugandan donor community was presented, along with the annexed table of shelter material rates per location (compilation of inputs from CARE, CRS, FCA, LWF, NRC + UNHCR in the field).

There are some big cost discrepancies between different agencies in the same location. This could be attributed to several factors; prices within one region vary, suppliers have different costs, figures may be inconsistent in terms of inclusion/exclusion of labour + transport fees. Lastly, some items in the table may lack clear, detailed descriptions + the prices given could be for different specifications.

Feedback from participants;

- Need to recirculate the table to receive clarity, from agencies who contributed figures, on the following:
 - which settlements the prices come from (not just “West Nile”),
 - whether these prices included labour +/- or transport fees,
 - any missing specifications on the items they costed (dimensions, treatment etc.).
- Recommended to remove items that are an assemblage of more than one construction material – i.e. doors + windows. It is only necessary to include the varying prices by location for raw materials so donors can reference this table when preparing budgets for specific projects.
- It would be best to list the prices by settlement only + remove the column of broader refugee-hosting regions.
- Need to explain what M20 concrete is in terms of cement : sand : aggregate ratio.
- Consider providing an overall % of shelter project costs (sum of all materials required) for transport fees + labour?
- Should the advocacy note include another “key issue” on the rising costs in transport of materials to sites?
- Advocacy notes do not require personal signatures from the country directors of supporting agencies. An email with written consent to use the agency logo on the note will suffice.
- All feedback raised will need to be addressed in a meeting dedicated to finalizing this Advocacy Note. Plan to host this meeting on 24th August straight after the RRP 2019-2020 workshop.

ITEM 6.	AOB
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No AOB issues were raised in the meeting.

NEXT MEETING	24 August 2018 @ 9am in UNHCR Kampala Office – main boardroom
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ACTION ITEMS	RESPONSIBLE	DEADLINE	STATUS
To share with SSSWG the meeting presentation, attendance sheet, MSNA DRAFT report on results, draft advocacy note + table.	Phoebe Goodwin (PG)	10 August 2018	COMPLETE
CRS to share PDM report on hygiene NFIs in Bidibidi	CRS	15 August 2018	NOT STARTED
SSSWG + WASH WG Sector Leads to brainstorm how to improve coordination on SP PSN construction works + centralized data collection for NFIs between 2 sectors.	PG + WASH WG	24 August	INITIATED
Verify the standard requirements for advocacy notes with UNHCR Donor Relations team.	PG	24 August	INITIATED
SSSWG members to please send Sector Lead any shelter or NFI assessments, reports, studies +/- or research.	ALL	ASAP	INITIATED