

Kachin Shelter Partners Technical Working Group (TWiG)

Venue: Shalom Meeting Hall, Myitkyina

Date: Monday 01 September 2014

Time: 13:00 AM to 17:30 PM

Meeting Participants:

- UNHCR, Mr Albert Jude Spiteri (Shelter Expert), Mr Wilfredo Tiangco Jr (Associate Site Planner), U Zaw Win (Shelter Engineer), U Lu Zaw (Programme) & Myint Maung (Associate Shelter Engineer)
- KMSS, U Saw Mya Tun (Engineer), Naw Thei Phyu (Programme Manager), Hkawng Nu (CCCM Focal Point) & Po LI Na (Area Coordinator)
- KBC-ERC, U Hong Ze (Engineer) & U Brang Mai (Programme Officer)
- Shalom, S Gun Mai (Programme Manager), U La Dut (Engineer) & Hkawng Sing (Project Coordinator)
- KMSS-BMO; Peter Doi San (Programme manager)

Discussion

UNHCR Shelter Engineer noted that this is the 5th TWiG meeting of Myitkyina for 2014 and introduced Mr Albert Jude Spiteri (International shelter Expert), Mr Wilfredo Tiangco Jr (Associate Site Planner), U Myint Maung (Associate shelter Engineer), to all participants.

Due to the lengthy duration of the meeting (4 hours) as well as to get a understanding of the technical issues that IP's were seeking to resolve, it was agreed that shifting away from the agenda would be acceptable. Therefore, the agenda would be used as a tool to essentially drive discussions and as a guide to remain technically focused.

Meeting Notes

Agenda Item (1)

Shelter activities and work progress: Achievements/Constraints/Lessons Learnt

- It was noted that shelter construction activities were proceeding well considering the many constraints.
- Lessons learnt and on-site challenges;
 - Shelter material costs are increasing and in some instances inflated up to 30% on estimated costs due to demand and accessibility constraints.
 - For some locations the cost of timber is inflated due to other agencies paying more than average local price to procure materials expediently. Higher costs were applied for the better quality material available at any one time. Simply, the supply and demand balance was unstable. The heavy demand for construction material had a direct impact on IPs construction activities by inflating costs and lowered quality standard of materials available.
- Constraints within the NGCA are having a direct impact on IP's construction activities:
 - Increased demand for construction material within NGCA;
 - Constricts logistical movements of scarce construction material from GCA into NGCA;
 - Constricts skilled labour movements from GCA into NGCA.
- Advice on ways to increase standards were shared:
 - It was discussed that to ensure the structural adequacy of the structure, timber section dimensions that have been specified on construction drawings should be increased to cover the lower grades of timber and unknown timber species (hardwood/softwoods) available. UNCHR advised that they would follow-up.
 - Recommend close coordination between IP engineers, FP of IP and CMC to ensure construction activities stay to plan and for quality control.
 - Recommended IP engineers adhere to international standards when site planning (Sphere Standards). UNHCR informed participants that Oxfam may be translating sphere handbook in Myanmar. UNHCR will seek further clarification on this issue.
 - Site planning should be a coordinated effort between all sectors, WaSH and CMC. Inclusive the site plan should indicate, site boundaries, geographic nature, roads and access, all infrastructure such as shelters, kitchens, communal spaces, latrines, WaSH points, etc. It is very important to have infrastructure plotted before construction commences.
 - Engineers and FPs could become more familiar with estimates and closely follow estimates as their work guide. This should be shared with CMC's.
 - IP engineer encouraged to adhere to site-plans, design drawings and specification and any changes whether from IPs of CMC's should be discussed with funding agencies for approval.
 - Recommend positioning an experienced supervisor on-site during construction activities to ensure quality control, construction closely follows work plan, and assist with material purchasing.
 - UNHCR mentioned that they have formatted a work plan and progress indicator. This would be shared to any IP if requested. It was suggested that the formats are a practical tool used to track and report construction activities and its progress.

Agenda Item (2)

Construction of planned shelters –Open discussion on work plan and scheduling

- Construction of shelter units, construction of kitchens, renovation of shelter units, and the construction of communal halls were well planned with each IP. R&M pilots were well under way with Shalom commenting that they were near completion.
- It was shared that before the commencement of construction activities, work plans and construction schedules for each IP, activities should be drawn-up as a construction guide. If requested, UNHCR shelter Engineer will share standard formats so that the information shared is uniform and comprehensible. These formats were viewed and discussed.
- Steel frame design for shelter construction is being considered as a viable option for locations where timber is not available (specific locations). The reasons that timber was not available are clearly outlined in Agenda Item 1. Steel frame design already used in Northern Shan was of rigid hollow steel (RHS) and cut and welded on site. Basic two unit drawings of the steel structure were viewed and discussed.
- IPs requested an update for two-unit timber shelter designs. UNHCR responded that they have been sent to Geneva for their approval.
- Timber wastage; IPs mentioned that for many of the construction designs implemented did not take in consideration the timber wastage from the standard timber lengths available. This was typical with communal kitchen design sizes of 8ft x 6ft. It was suggested that amendments to current designs should be considered. UNHCR mentioned that it follow amending their communal kitchen design to suit standard lengths and revert back
- It was questioned that construction of the attached kitchens size of 11ft x 6ft did not suit the existing shelter units of 18ft x 6ft and how this could be better designed. After discussions, UNHCR said that they would follow-up on their design and revert back.

Agenda Item (3)

Introduction to the pilot shelter Repair and Maintenance (R&M) Programme

It was discussed that the shelter repair and maintenance (R&M) strategy is a new concept. The reasoning of this is to empower the camp committees to support the repair of their dwellings on their own, have a sense of ownership, gain skills and knowledge in R&M works and at the same time get some source of livelihoods. After assessing the pilot and all issues had been sorted, IPs would be given the go-ahead to expand the project with the available funding that remains for 2014.

- Roles and responsibilities (R&M 2015);
 - Engineers, CCCM and CMC to define a clear distinction between minor and major repair/maintenance. Structural framing components and foundation will fall under major repair and shelters fabric (wall cladding, flooring, roof sheeting) falls under minor repair.
 - Needs assessment to be carried out by IP, CCCM, CMC and engineers. Needs assessment will cover all shelter infrastructure; minor/major repair, shelter renovation, shelter replacement and new shelter.
 - IP engineers in coordination with the CMC need to define the scope of work to be carried out through BoQ estimates.
 - Proposal drawn up by IP to seek funding through the cluster.
 - Funding from donor to flow through the IP to the CMC. The CMC will be responsible to carry out the scope of work.
 - Engineers were requested to make all efforts to monitor and technically support the CMC R&M activities.
- Procurement Processes

- Procurement processes for the proposed 2015 R&M Programme were briefly discussed and referred to the Programme meeting held on the 2nd September at UNHCR office MYT for further clarification.

Agenda Item (4) AOB

➤ Cost estimate amendments

It was noted that if there are any substantial changing of the cost estimates for construction activities they should be revised with justification to their funding agency. For projects being implemented with UNHCR funding they should be presented to UNHCR Programme Unit for approval before proceeding.

Action items

Item No.	Actions	By whom	By when
1	Measurement tools: Standard format of work plan Standard format of progress indicator	U Zaw Win	Deliver to IPs before construction commencement. asap
2	Provide amended design of communal kitchen- Increased section dimensions to be considered for poor quality/unknown timber species-	U Myint Maung	ASAP
3	Provide estimate of new design- kitchen	U Zaw Win	ASAP
4	-Follow up on Sphere translation (Oxfam) -Carpenters Guide manual Myanmar/English	Albert Spiteri	ASAP

***** Next TWiG meeting first week of October. UNHCR Shelter Engineer will advise of the date*****