

## Kachin Shelter Partners Technical Working Group (TWiG)

Venue: UNHCR Office in Myitkyina

Date: Thursday 20 March 2014

Time: 10:00 AM to 12:15 PM

### Meeting Participants:

- UNHCR, U Zaw Win (Engineer)
- KMSS, U Khum Aung (Engineer)
- KBC-ERC, U Hong Ze (Engineer) & U Brang Mai (Programme Officer)
- Shalom, U La Dut (Engineer) & U Bing Seng (Logistic)

## Discussion

Agenda Item	Discussion	Action / Actor / Date
<b>Plan for 2014 shelters</b>	<p>Shelter Expert stated first TWiG meeting of 2014, and before activities started. UNHCR's Phase 1, six months from January to June, covers:</p> <ul style="list-style-type: none"> <li>• 350 new units; KBC 120 at five camps, Shalom 50 at six camps and KBSS 180 in two camps;</li> <li>• 311 units renovated; KMSS 257 at four camps and Shalom 53 at six camps;</li> <li>• Ten communal spaces; Shalom ten at ten proposed camps;</li> <li>• 90 buildings as communal kitchens, KBSS will go for 90 at two camps.</li> </ul> <p>UNHCR, ideally like to be finished within time frame/plan. Hoped IPs could be well-planned to start work after first installation, which includes logistics and transport to materials as soon as possible. Crucial for engineers and UNHCR to sit together and "plan". Shelter Expert will monitor shelter</p>	

	<p>activities of all IPs, which includes some paper-work. TWiGs will also be used to measure progress. Shelter Expert stressed would like to have close/collaborative and productive relationship with “partners”. UNHCR program unit is also planning for Phase 2 and soon will be shared. Shelter Expert have been created formats called “Activity Schedule” and “Indicator of Activity Progress”. Shelter Expert will introduce these to engineers of partners and explain how it will work.</p>	
<b>Overview of constructed shelters</b>	<ul style="list-style-type: none"> <li>• Design and structure is simple and easy to construct.</li> <li>• Material costs are reasonable in terms of price and easily available.</li> <li>• Engineers are well-experienced.</li> <li>• Carpenters have integrity, are skilled in using of their hand-tools and diligent.</li> </ul> <p>While the above is positive, concerns voiced by Shelter Expert were:  <u>Workmanship</u> is very poor;  <u>Supervising/demonstrating</u> is very poor, no master carpenters onsite to monitor carpenters;  <u>Failure to inspect</u>, engineers not regularly going to worksite during the construction period, in some cases “hardly ever”;  <u>Poor information reporting</u>, which includes little communication to UNHCR shelter engineer;  <u>Limited monitoring</u> by UNHCR since they cannot easily access many of the sites in a regular manner.</p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. Need for master carpenter’s supervision and demonstration onsite;</li> <li>2. Need for regular partner and UNHCR inspections;</li> <li>3. Regular information sharing and activity reporting.</li> </ol>	
<b>Design/structure of shelter for 2014</b>	<p>Cluster Lead approval given for five-unit design with concrete footing, skeleton mainly wood scantling, walling and flooring bamboo, hand-made/separated flat, and four angle sheet roof/aluminium-zinc plain sheets.</p>	
<b>2014 Agreed Monitoring Mechanisms</b>	<p>Regular/timely Cluster Lead/UNHCR inspections;  UNHCR and partner engineers should meet in camps, monitoring together, discuss, and find solutions together;  Shelter Expert will create indicators for each project camps and will share with partners, including their engineers;  Progress report measured by indicators needed monthly by UNHCR;  Progress report also needed to be attached with shelter pictures/isometric view;  Crucial that TWiG meets monthly, last week of every month, hosted by UNHCR and engineers <i>must</i> attend.</p>	

### Action items

Item No.	Actions	By Whom	By When
1	Monthly progress reporting of shelter activities	KMSS, KBC, Shalom	Last week of every month
2	Revise renovation proposals, phases 1- 257	KMSS	Deadline: 25 March
3	Revise new construction proposals, phase 1- 120 & phase 2-250	KBC	Deadline: 25 March
4	Revise new construction proposals, phase 1- 50 & phase 2-150	Shalom	Deadline date: 25 March
5	Draft schedule of monitoring trips in/across camps	KMSS, KBC, Shalom & UNHCR	After revised proposal
6	Report on shelter activities to UNHCR	KMSS, KBC & Shalom	Before activities start
7, 8 & 9	TWiG hosted/held at UNHCR Office, one week advance by Shelter Expert	KMSS, KBC, Shalom & UNHCR	Last week of every month
10	Presentation of project plans, work schedule/plan & progress formats	Shelter Expert	-