

Kachin Shelter Partners Technical Working Group (TWiG)

Venue: UNHCR Office in Myitkyina

Date: Friday 08 August 2014

Time: 2:30 AM to 4:30 PM

Meeting Participants:

- UNHCR, U Zaw Win (Shelter Engineer) & U Lu Zaw (Programme)
- KMSS, U Saw Mya Tun (Engineer)
- KBC-ERC, U Hong Ze (Engineer) & U Brang Mai (Programme Officer)
- Shalom, U La Dut (Engineer)

Discussion

UNHCR Shelter Engineer noted that this is the 4th Myitkyina TWiG of 2014. Lessons learned from previous activities and those experiences would be useful for the next plan, July-December. Some issues influenced to the schedule of work activities but those were beyond the technical points of construction. For some camps, even those that could not be reached, U Zaw Win believed that all IP-engineers have taken care to follow the estimates as guide, and that the productive quality of buildings would be acceptable. It was stressed that construction engineers “should take care to follow the design”. If there were changes, information sharing would be needed, reporting to UNHCR Programme and the Shelter Engineer. Renovation is complex but hopefully with sufficient engineer supervision it could be done effectively. Stressed that engineers need to watch the activity of CMC, and supervise closely as/when needed. Agenda for the meeting had already been sent in advance.

Agenda Item	Discussion	Action/ Actor / Date
Phase 1 Shelter Activities (KBC)	Mai Khawng camp - 60 units and Mansi Baptist Camp – 15 units were already finished.	KBC - need to report to UNHCR

<p>(Shalom)</p>	<p>Phan Khar Kone Camp – 10 units and Momauk Baptist Camp - 10 units were in progress and soon to be finished.</p> <p>For Loi Je Lisu Camp – <u>25 units, it is with transport delaying issue because of road access. All construction materials have been purchased.</u> There is no problem with construction techniques.</p> <p>** overall progress of new 120 shelter units construction – 78 %</p> <p>Shalom faced the same issue of KBC, and already requested to extend the project period up to end of July. Now, all implementation is finished.</p> <p>** 10 communal Halls – 100 % finished</p> <p>** 50 new shelter units construction – 100 % finished</p> <p>** Renovation – 100 % finished</p>	<p>Shalom- need to report to UNHCR</p>
<p>Repair and Maintenance</p>	<p>For repair and maintenance (R&M) work, work should start with shelters in pilot camps. As a pilot, UNHCR IPs did an assessment for:</p> <ul style="list-style-type: none"> • Njandung Camp - 21 units (KBC), • Le Kone Bethlehem Camp - 22 units (KBC), • Tat Kone CoC Baptist Camp - 18 units (Shalom), • Maina Catholic Church Camp - 64 units (KMSS), and <p>Estimates have already been done according to assessment. IPs should start work; care is needed to follow the estimates as guide. Engineers should closely supervise. UNHCR Engineer will/can support. UNHCR is looking forward to hear lessons from activities. Then, UNHCR would like reviewing and expending the repair & maintenance work.</p> <p>The budget for R&M activities was included in July – December IP agreement revisions.</p>	<p>Information sharing- report to UNHCR,</p> <p>KBC, KMSS, Shalom</p>

	<p>Instalments are already released to KBC and Shalom. As per financial procedure, KMSS need to submit the 4th IPFMR and instalment will be released. For the implementation, guideline for pilot project was developed and shared with IPs. Programme team is working on implementation guidelines for R&M activities. There will be a working session for R&M activities in the programme workshop, organized in late August.</p> <p>Programme granted for KBC/ 39,500,000, KMSS/ 23,500,000, Shalom/ 17, 500,000 MMK and the expenditure will go through IP/CMC with technical guidance from engineers. It is similar to camp running cost but only to be used for shelter repairs.</p>	UNHCR (programme/ shelter)
AoB	<p>KBC, KMSS, Shalom – Allocated budget should be revised when it is influenced by rate fluctuation. Calculation is estimated, depending on the material rates. Although designs are not changed the BoQ would/could change.</p> <p>UNHCR Engineer noted due to the principals of construction, rules and regulations, and ethics of engineering works, slight changes is usual and is acceptable, but should be reported to UNHCR. If there is any substantial changing, the estimates must be revised, with clear reasons. Staff diligence is crucial in controlling of expenditure and budget, and QC as well.</p>	<p>KBC, KMSS, Shalom</p> <p>UNHCR-</p>

Action items

Item No.	Actions	By whom	By when
1	Information/ explanation report of shelter activities (highlighted for camps not yet finished)	KBC	ASAP
2	Completion report of shelter activities (Jan- July)	KMSS, Shalom	When implementation is completed
3	Repair and maintenance work at pilot camps	KBC, KMSS, Shalom	After budget is received
4	Work plan and schedule for shelter activities	Engineers – IP/ UNHCR	Before starting shelter activities (July- December)

5	Specific format of activity- progress indicators, each IP's plan for July-December	Engineer – UNHCR	-
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***** Next (TWiG) meeting first week of September '14*****