

**INFORMAL EMERGENCY SHELTER COORDINATION
CYCLONE GIRI
MYANMAR**

MEETING MINUTES

Date	26th October, 2010 - 1500-1630hrs
Venue	Meeting Room, IFRC Office, Yangon
Chair	Anno Müller
Note taker	Aung Thu Win (ESC Information Manager)
Participants	Ei Ei Thein (MIMU), Myat Su Win (UNOCHA), Aung Ze Ya (MRCS), Nariko Tomiyama (IOM), Nicolas Guillard (ACF), Malar Win (MRCS), Sabine Linzbichler (DRC, Danish Refugee Council), Tin Htut (UNICEF), Maurice (KMSS), Maung Maung Myint (UNHABITAT), Pyae Phyo Aung (IFRC), Maung Maung Than (JICA), Augustine Piary (Karunar Myanmar), Zin Aye Swe (UNHABITAT), Mu Mu Kyi (UNHABITAT), Aaron Brent (French Red Cross), Jero Candela (Solidarites International), Narendra Singh (IFRC), Masayuki Ishikawa (Embassy of Japan),

Agenda item # 0: Welcome notes from the Meeting Chair

Meeting chair welcomed the participants and introduced himself. He briefly explained the agenda items and requested the involvement and suggestions from all the partners in order to standardize the response.

Agenda item # 1: Introduction of Participants

- All the participants introduced themselves
- Total of 22 participants from 14 different organizations listed below attended the meeting
- The Organizations who attended the meeting are, IOM, ACF, MRCS, IFRC, Danish Refugee Council, UNICEF, Karunar Myanmar (KMSS), UNHABITAT, MIMU, UNOCHA, French Red Cross (FRC), JICA, Japanese Embassy, Solidarites International

Agenda item # 2: Role definition of informal ESC team

Discussion	Meeting chair convey the offer from IFRC to the partners for independent coordination of the shelter response with himself as Coordinator and Aung Thu Win as Information Manager. Considering the informal nature of the Emergency Shelter Coordination at this point not all normal tasks can be performed. By example development of an official strategy, representation in the media and coordination with authorities will be difficult in the current situation. The team proposes to concentrate on information sharing and tracking of distributions for gap analysis.
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Agenda item # 3: Situation Update

Discussion	<p>MRCS</p> <ul style="list-style-type: none"> - Total of 71 Villages in Rakhine state, Magway division. (Sagaing Division has also included in the report but no major damaged identified yet except a partially damaged hospital in Pale township) - Total of 10094 households were severely affected, 9378 of them in Rakhine state and the rest in Magway division - Total affected population has been stated as 176823 - MRCS has 1500 family kits prepositioned in the Rakhine state - Additional of 1500 family kits will be sent to there from other locations in there country <p>UNICEF</p> <ul style="list-style-type: none"> - Wanted to know the number of camps opened in the affected region - Rakhine state health director requested UNICEF for some medicine. Bleaching powders are the most important needs at this moment - Will send 4 truck loads of goods to Rakhine
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UNOCHA

- Working on situation update no.3 (expected to be ready by that evening or the next day)
- OCHA requested all the partners to share the information
- 2 officers from OCHA will go to Sittwe
 - o U Kyaw Naing Win (GIS Officer)
 - o U Moe Aung (Coordination Officer)
 - o Their contact number in Rakhine : 09 8610 845
- OCHA encouraged all the agencies to use the IRA for assessments
- They also conveyed the request from RCH to assign a focal person for every working group
- They are preparing to collect the information of the stock piled items but it seems only MRCS has such prepositioned stock so far
- The information of the stock pile will be included in the Situation update 3

ACF

- Together with MSF-H and Malteser ACF sent a team to Myebon but they are limited to the town (urban) area
- Staff has left to Minbya
- They have concern that villages along the river/coast may be more affected
- Information is limited as the communication is still difficult
- They have dry ration stock piled in Sittwe
- They have not yet specifically planned with shelter response but may do some NFI assistance
- They will share the contents of their Kits

IOM

- Still waiting for the access permission
- They have no presence in the Rakhine state yet
- Some National/Local NGOs are there in the Rakhine state but had concern that the access for the INGOs may be difficult

DRC (Danish Refugee Council)

- Some Fund is available
- Need information on needs
- Would like to partner with some local NGOs
- Has concern that access issue will be major bottleneck

KMSS

- They are distributing rice in Myebon and Minbya
- Have plan to support 1200 HH with food and non-food items
- The Deputy Director General (Dy.DG) of the Ministry of Social Welfare has offered the space and transportation of goods to Rakhine. They also offered to distribute them in the affected area
- Contact Name: ***U Aung Tun Khaing, Deputy Director General, Tel: 09 8600 707***

UNHABITAT

- Does not have programs in the Rakhine area
- Does not have the funding yet

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Agenda item # 4: Standards

Discussion	<p><u>Meeting chair</u></p> <ul style="list-style-type: none"> - briefed the experience from Nargis about the shelter kit standards <ul style="list-style-type: none"> o IFRC Standard Kit o Myanmar Standard Kit (Timber/Bamboo community construction kit) - MRCS only has the IFRC standard kits in their warehouses <p><u>IFRC</u></p> <ul style="list-style-type: none"> - Tarpaulins are not included in IFRC Shelter kit as they are sometimes shared between 5 families - Tarpaulins are included in the Family kit <p><u>ACF</u></p> <ul style="list-style-type: none"> - Approximate Contents of Hygiene & WASH kit (Some of them like tarpaulins may be used for shelter) <ul style="list-style-type: none"> o Tarpaulins (2.5*2.5 & 1,5*5) for Rain Water Collection o Soap bars/Laundry soap o Plastic buckets o Cooking pots & knife o Blankets o Ropes o Mosquito Net o Jerrycan 20 litre with tap o Cloth (Fabric) water filter <p><u>IOM</u></p> <ul style="list-style-type: none"> - Discussed the assessment form standards <p><u>DRC</u></p> <ul style="list-style-type: none"> - Wanted to know the quantity of bamboo needs, the market price, and the design <p><u>Meeting Chair</u></p> <ul style="list-style-type: none"> - Proposed to create sub working group for technical matters 		
	<i>Action Items</i>	<i><u>Person Responsible</u></i>	<i><u>Deadline</u></i>
Technical working group to propose standard kits for partially damaged houses and fully damaged houses. Volunteers are IFRC, UN-Habitat, MRCS, Solidarites	Narendra Singh (IFRC Shelter Delegate)	Next meeting	

Agenda item # 5: Information Management

Discussion	<p><u>Information Manager</u></p> <ul style="list-style-type: none"> - Briefed the draft design of distribution tracking form <p><u>UNHABITAT</u></p> <ul style="list-style-type: none"> - Shared the experience and technical challenges they faced during the Nargis regarding to Information Management - Suggested to identify the items in detail as the kit contents may not be the same among the agencies 		

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	<p><u>IOM & DRC</u></p> <ul style="list-style-type: none"> - Suggested to create a single form to provide easier data entry for the agencies <p><u>MIMU</u></p> <ul style="list-style-type: none"> - Informed that similar form is available with MIMU and suggested to combine the advantages of it in the proposed tracking form <p><u>Information Manager</u></p> <ul style="list-style-type: none"> - Will look at the form from MIMU and review the proposed tracking form as required - Gave the soft copy of the form to interested parties - MIMU, Solidarites International, ACF, KMSS had taken the copies of the form <p><u>UNOCHA</u></p> <ul style="list-style-type: none"> - Will check their resource availability to process the information and reply the group of it <p><u>All participants</u></p> <ul style="list-style-type: none"> - Agreed that the roles of processing and dissemination of the information will be negotiated between IFRC and OCHA 		
	<i>Action Items</i>	<i>Person Responsible</i>	<i>Deadline</i>
	Start of collection of distribution tracking information in good coordination with OCHA	Aung Thu Win (ESC IM)	Ongoing

Agenda item # 6: Contacts

Discussion	<p>Meeting Chair</p> <ul style="list-style-type: none"> - will assume that the attendees of this meeting will be the contact person for respective organizations for Shelter and Information Management unless otherwise stated 		
	<i>Action Items</i>	<i>Person Responsible</i>	<i>Deadline</i>
	IFRC have collected the contacts of the participants (the detail list is attached with this minutes for review and correction by individuals for spelling of names and other details)	Aung Thu Win	27th October 2010

Agenda item # 7: AOB

Discussion	-
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Agenda item # 8: Next meeting

Discussion	It was agreed that the next meeting will be on 29th October 2010 (Friday) at 1100hrs in the same venue (IFRC office)
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Meeting closed: 1630hrs.

Emergency Shelter Coordination Contacts			
Coordinator:	Anno Müller	09504 0976	ifrcmm-g4@redcross.org.mm
Information Manager:	Aung Thu Win	01 383 682	ifrcmm-g16@redcross.org.mm

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