

**EMERGENCY SHELTER CLUSTER COORDINATION  
CYCLONE GIRI, MYANMAR**

**MEETING MINUTES**

|                     |   |
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| <b>Date</b>         | 24 November 2010, - 1400-1500hrs  |
| <b>Venue</b>        | Meeting Room, IFRC Office, Yangon   |
| <b>Chair</b>        | Yin Min Aye [ESC Coordinator]   |
| <b>Note taker</b>   | Phyo Wai Kyaw (ESC Information Manager)   |
| <b>Participants</b> | IOM, UN-HABITAT, Solidarite, Partners, NCV, Swan Yee, IFRC, UNOCHA, CARE, UNHCR, MRCS, MSFH, NAG, Aryone Oo |

**Agenda item # 1: Introduction of new participants**

An introduction was made by new participants of the meeting. The minutes of previous was edited by Solidarite.

**Agenda item # 2: Situation Update**

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| <b>Discussion</b> | <u>All</u>   |
|                   | <ul style="list-style-type: none"> <li>- There was no update by agencies</li> </ul>  |
|                   | <u>Chair</u>   |
|                   | <ul style="list-style-type: none"> <li>- Informed the participants of the donor briefing held at UNDP</li> <li>- Clarified again that the inputs for OCHA's situation report will be cut off on Thursdays however this week was special as the cluster is in a process of data validation to analyse the gap by village tract level</li> <li>- It was explained that no update was included in the OCHA Sitrep for this week as the ESC did not receive enough information and urged the participants to send data to the ESC on time</li> </ul> |

**Agenda item # 4: Information Management**

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| <b>Discussion</b> | <ul style="list-style-type: none"> <li>- The Information Manger (IM) explained that Information management capacity is available but it is only as good as the information it receives</li> <li>- The IM urged agencies to provide updates by the cut off date of every Thursday</li> <li>- A global figure update will be report to OCHA by ESC only</li> <li>- IM also requested participants to review the 3W data gathered in Sittwe</li> </ul> |                                  |
|                   | <i><b>Action Items</b></i>  | <i><b>Person Responsible</b></i> |
|                   | <i><b>Deadline</b></i>  |                                  |
|                   | Review/Revise 3W info from Sittwe and send by TUESDAY   | <b>Participants &amp; IM</b>     |

**Agenda item # 5: Discussion on joint assessment within cluster**

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| <b>Discussion</b> | <ul style="list-style-type: none"> <li>- Members discussed a strategy on assessment within cluster</li> <li>- Chair explained a plan to do a joint assessment within cluster, and informed that if there is some agencies who can contribute funding, there is also capacity by Local NGOs to do the assessment</li> <li>- UNHCR suggested to translate the form in the local language</li> <li>- The form will be finalised by Solidarite and NCV</li> <li>- A draft basic assessment form was shared to all participants and requested the agencies</li> </ul> |
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|  | <p>to provide feedback by Friday</p> <ul style="list-style-type: none"> <li>- ESC will find other cluster leads to help with the assessment for the Shelter portion if possible</li> <li>- CARE will implement the construction and semi-permanent housing projects together with Swan Yee once funding is approved. They also informed the cluster that they will share the assessment data once it has been consolidated on 29<sup>th</sup></li> </ul> |
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**Agenda item # 6: AOB**

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| <b>Discussion</b> | - ESC meeting will be fortnightly starting from 2 <sup>nd</sup> December |
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**Agenda item # 7: Next meeting**

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| <b>Discussion</b> | 2 <sup>nd</sup> December – Thursday at IFRC meeting room |
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**Meeting conclusion: 15:30hrs.**

| <b>Emergency Shelter Coordination Contacts</b> |               |             |  |
|--|---------------|-------------|--|
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