

## Rakhine CCCM Cluster Coordination Meeting

### Minutes

Date: 07 August 2013

Time: 16.00 – 17.30 hrs.

Venue: UNHCR Office, Sittwe, Rakhine State

Participants: DRC, LWF, UNHCR, WFP, WHO, UNICEF, RI, Save the Children, SI, ACF, CDN, CARE & OCHA

Agenda item	Discussion	Action/Actor	Due date
1. INTRODUCTIONS  Minutes and action points of the last meeting	<p><b>Pending issues from the last meeting:</b></p> <ul style="list-style-type: none"> <li>- <b>SI</b> to share soft copy of the registration card</li> <li>- <b>CCCM</b> to share soft copy of Camp Closure guidelines</li> <li>- <b>CCCM, LWF and SI</b> to identify camp management agency for OTG 6</li> <li>- <b>CCCM, UNHCR IM</b> to remove STMG 2 from the camp list</li> </ul> <p><b>CCCM and all:</b> minutes of the last meeting have been approved by the participants.</p>	<p><b>SI</b></p> <p><b>CCCM</b></p> <p><b>CCCM, LWF and SI</b></p> <p><b>CCCM, UNHCR IM</b></p>	<p><b>Next Cluster meeting</b></p> <p><b>On-going</b></p> <p><b>Next camp list distribution</b></p>
2. COMMUNAL BUILDINGS IN CAMPS	<b>UNHCR</b> constructed additional infrastructures in several camps (STMG, OTG1 – 2), to be devoted to camp management and other sectorial activities, according to the needs. Some of these infrastructures are still vacant and ready to be duly assigned to partners.	<b>DRC, Education and Health Clusters, WFP</b> to meet and define use of available buildings in the 3 camps	<b>Right after meeting</b>
3. OPERATIONAL UPDATES			
a. Vitamin A campaign (Nutrition cluster/ACF)	<p><b>Nutrition sector/ACF</b>, in cooperation with the Government, is planning to start administration of Vitamin A to IDP children &lt; 5 living in camps. In order to ensure sound coverage in the Muslim ones, the sector requested support to CCCM and Camp Management Agencies and in particular:</p> <ul style="list-style-type: none"> <li>- Systematic information campaign in the camps about the initiative</li> </ul>		

	<p>- Children &lt;5 baseline data</p> <p>- Identification of practical/best methodology in order to ensure full coverage and avoiding double dosing</p> <p><b>CCCM</b> suggested starting in those camps where partners conducted HH survey for easier access to baseline data. WFP could also support with sharing baseline data in use for food distribution.</p> <p>CCCM underscored UNHCR is focal point for Maungdaw and Oxfam for Kyauk Phyu and Ramree.</p>	<p><b>CCCM</b> to share list of camps where HH survey has been conducted and respective camp focal points</p>	<p><b>Next Cluster meeting</b></p>
b. CCCM training (English)	<p>One basic <b>3 days CCCM training</b> will be organized the first week of September. The training, in English language for 25 participants, will be conducted by one international qualified NRC staff, targeting staff of those INGOs involved in CM activities.</p> <p>Additional training sessions, in Myanmar language, (1 day per session) will be organized at later stage, targeting national authorities, GAD members and IDP leaders in the field. The trainings in Myanmar language will be facilitated by one UNHCR CCCM ToT.</p>	<p><b>CCCM partners</b> to start identifying national and international staff available to participate for the full 3 days training</p>	<p><b>Next Cluster meeting</b></p>
c. Incentives for volunteers	<p><b>OCHA</b> recently gathered information from Cluster/sectors in order to share and encourage harmonized approach for remuneration of IDP volunteers.</p>	<p><b>CCCM partners</b> to share with OCHA remuneration of volunteers involved in Camp Management activities</p>	<p><b>Next Cluster meeting</b></p>
d. HH survey + stakeholder analysis (camp committees)	<p><b>RI</b> conducted the HH survey in Meybon camps, through outreach workers, but not including info about PwSN. Stakeholders analysis yet to be done.</p> <p><b>LWF</b> completed survey in OTG 3-4-5, through education volunteers, not including info about PwSN. Stakeholders analysis yet to be done.</p> <p><b>Solidarites</b> put the exercises on hold due to the still fluid situation in the camps and unclear future population movements. Stakeholders' analysis yet to be done.</p> <p><b>Save:</b> HH survey and stakeholders analysis yet to</p>	<p><b>RI and LWF</b> to complete HH survey including PwSN and conduct the stakeholders assessment</p> <p><b>Solidarites</b> to conduct the stakeholders analysis</p> <p><b>Save</b> to kick off the</p>	<p><b>On-going</b></p> <p><b>On-going</b></p> <p><b>On-going</b></p>

	<p>start</p> <p><b>Camps not covered by CMA:</b> Koung Doke Khar and Basara not yet covered in Sittwe rural at the moment. CCCM has to identify other potential actors or eventually CMAs' staffs could undertake additional camps when done in their respective ones</p>	<p>two activities</p> <p><b>CCCM</b> to identify additional agencies for covering the gaps</p>	<b>On-going</b>
e. CCCM issues (DRC) + operationalizing camp management	<p><b>CCCM</b> is increasingly operationalizing in the field. In STMG, the advocacy exercised by the camp manager DRC, brought together the consortium of WASH partners (CDN, Save, Oxfam) for scaling up sectorial activities in the camp, responding to outstanding needs.</p> <p>The Cluster encourages all other agencies committed in camp management to have the same attitude driving attention toward gaps and unmet needs in their respective camps.</p>	<p><b>CCCM partners/camp focal points</b> to continue monitoring provision of assistance in camps, according to the standards</p>	<b>On-going</b>
d. Notice boards and complaints mechanisms	<p><b>20 notice boards</b> are in the pipeline for the CCCM priority camps. They will be used as tool for public campaigns, passing information to IDP population and to expose donors' visibility.</p> <p>Complaint mechanisms tools (e.g. complaint boxes), should be also established in the camps for addressing grievances.</p> <p>Methodology for developing and using these tools to be outlined.</p>	<p><b>CCCM</b> to follow up with UNHCR for production of notice boards</p>	<b>On-going</b>
e. CCCM meeting with Sittwe Camp Management Committee chaired by District commissioner.	<p>Following introductory meeting between CCCM and the Sittwe Camp Management Committee, the first CCCM Cluster meeting co-chaired by the District Commissioner (Head of the CMC) will take place on Tuesday 27<sup>th</sup> August. A brief presentation of CCCM key principles will be held in Myanmar language.</p> <p>Agenda and time to be defined.</p>	<p><b>CCCM</b> to follow up with the District Commissioner in order to ensure the meeting will take place according to the agreement</p>	<b>On-going</b>
f. Frequency of CCCM meetings	<p><b>CCCM partners</b> unanimously agreed to have Cluster meeting on weekly schedule, rather than fortnightly.</p>	<p><b>CCCM</b> to communicate changing of schedule to OCHA</p>	<b>Next ICC</b>
g. Pauktaw issue	<p>Following completion of shelters and WASH facilities in Pauktaw camps, IDP relocation/reallocation of shelters can begin. It is a common interest of CCCM and PWG having an agreement with both Authorities and IDP</p>	<p><b>CCCM and PWG</b> to meet the Pauktaw Township Administrator and liaise with</p>	<b>Upon availability of new TA</b>

	communities for a planned and coordinated approach to the relocation exercise. Selection of PwSN should be accomplished before relocating IDPs and HH survey could be conducted during the same shelter allocation.	agencies/camp focal points for preparation of the relocation exercise	
4. INFORMATION MANAGEMENT  i. Camp List  ii. 3WWW	The Cluster, with the support of the UNHCR IM unit, will keep on updating camps list and statistics on monthly basis.	<b>CCCM</b> to liaise with UNHCR IM unit for data collection and statistic dissemination	<b>End of August</b>
5. CROSS-CUTTING ISSUES	<b>NSTR</b>		
6. ANY OTHER BUSINESS / SUGGESTIONS / AGENDA ITEMS FOR NEXT MEETING	<p><b>Solidarites:</b> highlighted that in Dar Pai/ sector 1 construction of latrines was stopped as land owners have not yet been compensated by the Gov't</p> <p><b>RI:</b> stressed the dire condition of walkways in the Muslim camp; additional wood has been placed, but some pathways are not duly connected to the shelters. IDPs continue using latrines and walkways' bamboo and timbers for firewood</p> <p><b>CCCM:</b> informed that inputs have been received by 5 different stakeholders interested in energy saving activities e.g. Fuel Efficiency Stoves in Rakhine camps. Feasibility studies/assessments and projects development are expensive and cannot be afford solely by CCCM, and it might be a joint inter-cluster effort to cover the expenses.</p> <p><b>DRC:</b> highlighted the availability of emergency funds to be reallocated, and gave availability for eventual FES pilot project</p>	<p><b>CCCM</b> to raise the issue in the next Shelter Cluster meeting</p> <p><b>CCCM</b> to raise the issue in the next Shelter Cluster meeting</p> <p><b>CCCM</b> to summarize the received inputs and call for fund raising in the next GCM and ICC meetings</p>	<p><b>16<sup>th</sup> August</b></p> <p><b>16<sup>th</sup> August</b></p> <p><b>13<sup>th</sup> and 15<sup>th</sup> of August</b></p>
7. DATE / TIME / PLACE OF NEXT MEETING	<p><b>Next CCCM Cluster meeting: Wednesday 14<sup>th</sup> August, 16.00 – 18.00 HRS.</b></p> <p><b>VENUE: UNHCR</b></p>		