

## NFI Cluster Coordination Meeting

### Minutes

Date: 2 July 2013

Time: 14.30 – 16.00 hrs

Venue: UNHCR Office, Sittwe, Rakhine State

Participants: MSF, LWF, DRC, UNHCR

### Agenda

- 1) Introductions
- 2) Stock update
- 3) Distribution schedules
- 4) Rakhine Response Plan
- 5) AOB

Agenda Item	Discussion	Action/Actor	Due Date
<b>Introductions</b>	Cluster Coordinator (CC) introduced herself. Explained that she will be <b>coordinating</b> the NFI cluster <b>only</b> . UNHCR will be in charge of their NFI stock balance, distribution schedules, etc. and will inform the CC accordingly.		
<b>Stock Update</b>	<p>UNHCR informed the meeting about the availability of their NFI core kits and explained that there are enough kits to cover the needs from now until the end of 2013. The NFI core kit consists of: tarpaulin, rope, blanket, kitchen set, bucket, mosquito net, sleeping mat and clothing.</p> <p>A discussion ensued amongst the Cluster members about UNHCR's hygiene kit and sanitary kit for women. According to the Cluster members, one of the reasons that there were only 3 members present at this meeting was because of the overlap with WASH NFIs. Also, for the WASH Cluster a hygiene kit also consists of the sanitary kit for women while for the NFI Cluster, a hygiene kit and sanitary kit</p>		

	<p>are 2 different kits. This is causing confusion and it was suggested to combine hygiene kits and sanitary kits into ONE hygiene kit. For UNHCR, a large distributor of NFIs this would result in two kits: NFI core kit and hygiene kit. It was also suggested that the NFI Cluster meeting would only deal with NFI core kit and that UNHCR would participate in/coordinate with WASH Cluster regarding the hygiene kits (distribution, stock balance etc). The Cluster Coordinator would address the matter with national Shelter/NFI/CCCM Coordinator in Yangon as she did not have previous knowledge about the differences in kits between the WASH Cluster hygiene kits and the NFI Cluster kits.</p> <p>Another issue that was raised was the validity of the different kits. For example, UNHCR's NFI core kit will last for six months while other agencies apply a one year validity. This is the same for the WASH hygiene kit: according to international standards, a hygiene kit will last for 3 months if one does not include replenishment; and five months if one replenishes. UNHCR's hygiene kit will last for 6 months and its sanitary kit for women two months. It was suggested to adhere to international standards and harmonise (as best as possible) the different kits. The Cluster Coordinator will discuss all the issues raised at the meeting with the National Cluster Coordinator.</p>		
<b>Distribution Schedules</b>	<p>UNHCR briefed the meeting about their NFI core kit distribution schedule. The 2<sup>nd</sup> round of distribution will take place next week in Kyauktaw, Mrauk U and Minbya. Schedule will be shared with Cluster members. UNHCR</p>	<p><b>Jolanda to discuss all issues with Edward, national Shelter/NFI/CCCM coordinator in Yangon.</b></p> <p><b>Zayar Linn and Jolanda to share UNHCR distribution schedule with cluster</b></p>	<p>5 July '13</p> <p>29 July '13</p>

	<p>explained the pilot project in which 20% of non-IDPs in isolated/host villages would (also) be given NFIs.</p> <p>Cluster members were asked to submit their distribution schedules and stock balance to Zayar Linn and Alicia (UNHCR)</p> <p>Distribution of individual NFIs was discussed including the 'problem' of how to record them into the database. As some NGOs do not have NFI core kits but would like to distribute individual non-food items (e.g. MSF request to distribute mosquito nets in northern Rakhine). How should we, as a Cluster, deal with this and include it into the database? Solutions and ideas were shared and Alicia, as the Cluster Information Management Focal Point for Rakhine State will look at.</p>	<p><b>Cluster members were asked to submit their distribution schedules and stock balance to Zayar Linn and Alicia.</b></p>	<p>29 July '13</p>
<b>Rakhine Response Plan</b>	<p>Due to lack of time, inputs for the Rakhine Response Plan were requested by COB 5 July 2013.</p>	<p><b>Cluster members to submit input for rakhine response to Jolanda</b></p>	<p>5 July 2013</p>
<b>AOB</b>	<p>Members were asked about the timing of the NFI meetings and it was decided that the NFI cluster would be held at UNHCR once a month.</p> <p><b>Next meeting: Tuesday 30 July '13, 14.30hrs.</b></p>		