

## Rakhine NFI Cluster Coordination Meeting

### Minutes

Date: 30 July 2013

Time: 14.00 – 15.30 hrs

Venue: UNHCR Office, Sittwe, Rakhine State

Participants: LWF, Malteser & UNHCR

### Agenda

- 1) Introduction
- 2) Stock update
- 3) Distribution schedules
- 4) AOB

Agenda Item	Discussion	Action Actor	Due Date
Introduction	<p><b>NFI Coordinator</b> acknowledged the very poor partners' participation for the third consecutive meeting. Only DRC apologized in advance for their absence. It has been stressed the importance of broader participation and that decisions taken during the meeting will be minuted and circulated for feedback. If partners will not submit comments, decisions will be considered endorsed by the Cluster.</p> <p><b>NFI Coordinator</b> informed that following decision taken at Yangon level between national NFI and WASH Clusters' Coordinators, the sub-national Rakhine NFI Cluster is now responsible only for the Core NFI Kit, while the WASH Cluster will coordinate partners for Core Sanitary Kit for Women and Core Hygiene Kit.</p>		
Stock update	<p><b>NFI Coordinator</b> noted the last update of overall NFI stock in Rakhine has been compiled by OCHA during the preparedness phase to Cyclone Mahasen, May 15<sup>th</sup>.</p> <p>It has been agreed amongst the participants that the <b>NFI Cluster</b> will update the contingency stock from partners, circulating the template, only for the 8 items included in the Core NFI Kit, according to the national NFI Cluster standard kit. Both complete Core Kits and loose items will be included in the stock updating.</p> <p><b>UNHCR</b> is at the moment the main partner within</p>	<p><b>NFI Cluster</b> to circulate the template for stock updating</p> <p><b>UNHCR</b> to confirm their stock and coverage capacity</p>	

	<p>the NFI Cluster and it has started the 2<sup>nd</sup> round distribution of full Core NFI kits in Minbya. The capacity to cover the whole Rakhine IDP population with Core NFI kits has to be verified. Following, it will determine the NFI gap for the rest of the year by location.</p> <p>LWF have procured 1,000 complete Core NFI Kits and are willing to distribute them in the camps they are committed to manage (OTG 4). In the same camps, LWF and Malteser will coordinate with the WASH Cluster for the distribution of Core Sanitary NFI Kits for Women and Core Hygiene NFI Kits.</p> <p>Malteser confirmed their stock balance of Family Kits (mix of Core &amp; Hygiene Kits). It has been agreed they will be distributed to Rakhine and Maramargyi IDPs (still) in Set Yone Su 1 and 3.</p>	<p><b>LWF</b> to distribute NFI core kit to 960 HH in OTG4</p> <p><b>Malteser</b> to distribute incomplete family kits to Rakhine IDPs in Set Yone.</p>	
Distribution schedules	<p>The <b>NFI distribution tracking tool</b> developed by <b>Cluster Information Management Focal Point</b> has been acknowledged as valid, but it has to be updated for tracking the distribution of single items, in addition to the Core NFI Kits. Focal point for continued updating/refining of the tool has to be identified by UNHCR, as internal IM person is soon leaving the operation.</p> <p>Cluster members should submit their contingency stock and distribution plans at least 3 days before the monthly Cluster meeting plus the NFI Cluster must send timely reminders to members to report. A uniformed template should be used by all partners for their reporting.</p>	<p><b>UNHCR</b> to amend the NFI distribution tracking tool</p> <p><b>Cluster members</b> to submit their stock and distribution plan</p>	<p><b>9<sup>th</sup> August</b></p> <p><b>23<sup>rd</sup> August</b></p>
AoB	<b>Next meeting: Tuesday 27 August '13, 14:30hrs. (at UNHCR)</b>		