

Rakhine NFI (& CCCM) Cluster Coordination Meeting

Date: Wednesday 5 December, 2014

Time: 15:00 – 17:30

Venue: UNHCR's Office, Sittwe

Participants: UNHCR CCCM/NFI, Shelter & Protection, DRC, LWF, RI, SCI, IOM, OCHA, UNICEF, OHCHR, AGE & MA-UK (22 pax. in total)

Agenda item	Discussion	Action/Actor	Due date
1. Welcome & Introductions	<ul style="list-style-type: none"> National shelter/NFI/CCCM Cluster Coordinator (CC) chaired the meeting and welcomed participants. Self-introductions were made. CC shared information about completion of the last CCCM/NFI Cluster Coordinator's assignment to Myanmar and noted her replacement Richard Warren was due to arrive mid-January, 2015. CC would continue to provide remote support and would be back for another week-long mission at the start of 2015. Noting his movements CC was keen to combine both NFI and CCCM so both issues could be addressed this month so this was a NFI and CCCM meeting. Underscored his appreciation to partners for their collective support. 		
2. NFI Minutes 12 November			
a. Correction/Acceptance	<ul style="list-style-type: none"> Minutes were accepted by participants. 		
b. Actions/Issues Arising	<ul style="list-style-type: none"> Meeting for standardizing assistance cards, complaint response mechanisms, service provision monitoring will be 8 December, 2014 with Cluster partners: DRC, LWF, IOM/SCI and UNHCR (see below). Other issues that may be addressed based on CC's previous month's mission to Rakhine being "risk analysis", "lessons learned", "HH surveys", "CCCM refresher training" and "volunteer fees". UNHCR informed DRC that unfortunately no space for DRC's stocks in UNHCR's Sittwe warehouse. However, DRC clarified that issue was in YGN where support from UNHCR may be more feasible. LWF updated that they postponed tailor training to 2015. UNHCR had shared contact list of CMAs with MAUK. MAUK had meeting with LWF to get suggestions/inputs and information for child clothing distributions. 	Cluster partners (to update Cluster Lead) output of meeting (see below)	ASAP
ii) Market Survey/2015	<ul style="list-style-type: none"> CC explained notion of a 2015 market survey and whether it should be done or not? As an example, 	MAUK will update the situation.	

Strategy	<p>WaSH Cluster reported that some beneficiaries are selling hygiene kits and NFIs. LWF supported the idea to obtain ideas for a new standard NFI core kit. Oxfam was noted a possible good point of contact on conducting market surveys.</p>		
iii) Operational Updates	<ul style="list-style-type: none"> MAUK have clothes to be distributed for children (under 18 years old) in the camps and host villages during the second week of December. However, still waiting for final data and permission/approval from government. Concern voiced about lack of winter items. CC stressed that had this been brought to attention of YGN sooner action could have been taken, as had been the case for Kachin/Shan. However, there were some reports that large quantities may be being supplied, unbeknownst to this Cluster. AGE noted that their distributions are not reflected in the <i>Cluster Analysis Report</i> (CAR), particularly in the <i>NFI Tracking Sheet</i>. Agreed that if they or Arche Nova could provide their distribution details to Cluster Lead these could be reflected in latest report to made available online at: https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Rakhine-DataAnalysis.aspx CC shared hard copies of 2015 <i>Humanitarian Response Plan</i> submission for NFIs, stressing that all the inputs had come from the field. The central consensual issue being that NFIs in 2015 should be focused/prioritised for the most vulnerable. This then led to debate as to how criteria could be determined. 	<p>MAUK will update.</p> <p>CC to investigate and revert</p> <p>AGE to supply details to Cluster Lead and Cluster Lead to update CAR</p> <p>CC to consider ways for determining vulnerability</p>	<p>ASAP</p> <p>By next meeting, 7 January</p> <p>By next meeting, 7 January</p>
Subsequent outputs (from DRC-organised) 8 December meeting	<ol style="list-style-type: none"> Focal point coordination meeting will take place every month following the field coordination meeting. Purpose of this meeting is to discuss the major issues raised at field level and take decisive action point or address major issues to our relevant Cluster. DRC-LWF-SCI will establish a specific date for the meeting. Propose date could be the 20th/each month. Incident/mortality matrix: LWF and DRC will share the incident/mortality matrix at the beginning of each month with service providers and Cluster. Matrix will be useful to track the mortality rates, the trends in the camps and the accidents involving infrastructures. Report mechanism should be clarified and used by partners. This should be included in CCCM training. Access to service monitoring: jointly agreed to develop and use same questionnaires for monitoring the following sectors: <ul style="list-style-type: none"> Food (already developed in collaboration with WFP) distribution (AS/IOM and VC/DRC will work on it, YS/LWF to give feedback); Education (already developed in collaboration with UNICEF); WaSH; 	<p>Focal point coordination meeting to occur each month</p> <p>LWF & DRC to share incident / mortality matrix & include in CCCM training</p>	<p>January 2015</p> <p>January 2015</p>

	<ul style="list-style-type: none"> Shelter (AS/IOM and VC/DRC will work on it, YS/LWF to give feedback); Health (AS/IOM and VC/DRC will work on it, YS/LWF to give feedback). LWF-DRC-SCI will follow same timeline in order to have consistent and reliable data monitoring. <p>4. HH survey: jointly agreed to implement a HH survey January-February 2014 in order to update the population data across all the camps covered by LWF-DRC-SCI. Survey will be conducted three times per year: Jan/Feb, Jun/Jul & Nov/Dec. Data collected will be shared with all service providers and Clusters. Methodology will be discussed in the coming week.</p> <p>5. NFI: first draft of NFI SOP is done and will be finalized by CCCM partners and shared with the Cluster Lead by the end of the month. SOP will enable Cluster to monitor and better coordinate the distribution, track the type of items distributed in each camps and to target (through protection partners) vulnerable cases.</p> <p>6. Incentive-based volunteering: It seems very difficult to harmonize volunteers' wages among all service providers. A good idea - which will allow any agencies to check if an individual is already hired - is to develop a matrix divided by sectors which will be filled with basic information by service providers and clusters. It would include name of the employer, number of shelter & type of work/skilled or unskilled & type of contract. Matrix will be circulated among partners and updated on a quarterly basis.</p> <p>7. Camp factsheet purpose is to improve and strengthen the communication between CCCM and service providers. It will include information related to camp-activities, awareness campaign, NFI/Hygiene distributions and service monitoring. In this way, all service providers will be aware about who is doing what in a specific sector, for how long and where. CCCM Coordinator will collect all the info through a simple matrix, which will be filled by partners. Camp factsheet will be shared with all service providers at the end of each month.</p> <p>8. CCCM role and responsibility training for service providers will be provided for Cluster/staff. Training will focus on the role and responsibility of the CCCM Agency.</p> <p>9. Another meeting to be scheduled following week to discuss HH survey methodology, CCCM training and camp factsheet.</p>	<p>Finalise methodology</p> <p>AS/IOM and VC/DRC to finalize following YS/LWF comments.</p> <p>AS/IOM, VC/DRC & YS/LWF to draft.</p> <p>Matrix to be shared across Cluster</p> <p>LWF-DRC-SCI will prepare, arrange and conduct jointly the training.</p> <p>DRC to arrange meeting</p>	<p>January 2015</p> <p>By 31 December</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>By 19 December</p>
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3. CCCM Minutes 19 November			
a. Correction/ Acceptance	Minutes were accepted by participants albeit IOM did make one correction.	CC to modify minutes before posting online	ASAP
b. Actions/Issues Arising	<ul style="list-style-type: none"> Developing data/information collection tools by DRC and other CMA/FPs is on-going process (see above). Partners to submit CMC training plans. Agreed that this is a key area that IOM CCCM Project Coordinator would look to support on. LWF have submitted a plan, albeit not detailed. Particularly stressed that RI could do with training support from IOM. Since last meeting, 19 November, RI's Country Director and Chief Minister have yet to meet to discuss various issues. Not least, access to one camp in Myebon being limited to two hours/week. 	IOM to agree RI needs and plan support RI to give access update	ASAP By next Cluster meeting, 7 January
c. 2015 Strategy	CC shared 2015 <i>Humanitarian Response Plan</i> submission for CCCM, stressing that all the inputs had come from the field. He emphasised the overall objective and noted that the specific indicator for Rakhine is the number of IDPs in Rakhine in camps with women in government-appointed or community-based or other leadership roles . This is one way of over the course of 2015 to determine if camp management committees are becoming more representative. This led into wider discussion about need for terms of reference to be established for camp management committees (CMC).	Need for further discussion on CMC	
4. Camp Profiling – Feedback?	CC shared a sample of the camp profiling results, five of the 23 prioritized camps from Sittwe, Pauk Taw and Myebon Townships, developed at Yangon level following consultations at Rakhine State level. It was explained that there are also word documents developed by the former CCCM/NFI Coordinator for Rakhine. Going forward the latter would be called “Camp Factsheets”. Certainly the Camp profiles would be made available online and both these and “factsheets” would also be shared in hard copy with all CCCM partners.	Cluster Lead to share with four partners hard copies of all profiles & factsheets.	By next Cluster meeting, 7 January
5. Sports Activities	There will be a separate meeting on sports and games activities to be held in Sittwe camps in December, as requested by the Security Minister. Hard copies of tentative plans were shared by DRC, SCI and LWF. ¹ LWF explained they are already undertaking some activities <i>this</i> week. SCI's plans were submitted on the proviso that the security implications needed to be talked through before large events with big crowds of people were arranged. RI knows of/has no plans for such activities.	Cluster Lead to compile plans from three partners into single document and then share with OCHA	ASAP

¹ Following meeting, written communication from DRC confirmed that in collaboration with CMCs and camp focal points, DRC organized on 13 & 14 December: cane-ball, football and volleyball tournaments. Their support also included provision of 48 boxes of refreshment, trophies for 1st, 2nd and 3rd, football equipment, volleyball nets and other accessories. In the past months sports events were suspended in BDP 1 by the Rakhine State Government (RSG) due to security reasons. However, thanks to the RSG's intervention/collaboration DRC received the approval to commence sports events again in the camps just last week.

6. Pond Mitigation	CC explained danger of ponds in some camps, namely children drowning, had been brought to his attention, both at national level by SI and at the Rakhine State level by the WaSH Cluster. He then drew attention to an <i>Interagency Assessment – Physical Safety in camps for Children (October 2014)</i> , produced by DRC, SCI, IRC, Plan International and Relief International. Debate centred on what hardware could be done, for example chain-link fencing, technical/physical assessments (which might include mapping) or as LWF suggested, create CFS centre/playing areas for children to protect/reduce children playing around/near the dangerous areas. Softer activities might include educational programmes for children.	CC to discuss with Cluster Lead and colleagues possible options proposed to Cluster	By next Cluster meeting, 7 January
7. CCCM Operational Issues	Vehicle traffic in some camps and the danger this posed was also raised by SCI.		
DRC	Noting the CCCM Project Coordinator was not present, updates could be done bilaterally with Cluster Lead (upon her return).		
SCI	SCI had conducted a meeting around service monitoring for WaSH and shelter, meeting with key persons for general information.		
LWF	In Pauk Taw camps LWF conducted household surveys and recruitment for incentive workers. School and multi-purpose building renovation and wall repair is on-going.		
RI	Nothing to report		
8. AOB	<p>Serious health issues in camps managed by DRC have been brought to attention of the CC. Notably, fever and diarrhoea cases in OTG-N and then specific mortality cases reported in BDP1, OTG West, DP, STMG, OTG-N and PYG. At national level CC had met the Head of the Health Cluster to see what recourse, if any, there was. Points of contact at Rakhine State level had been suggested, WHO National Technical Officer based in Sittwe, Dr Sai Nyan Soe (sainyansoe@gmail.com). However, need for more tangible referral actions/actors remains a serious concern. Two agreed actions:</p> <ol style="list-style-type: none"> 1. CCCM actors to continue to raise pressing health issues/cases at Rakhine State level through all/any appropriate channels; 2. CC to continue to push at national level the seriousness of the issue and scope for improved recourse clarity. <p>Having visited Set Yoe Kya 1 and 2 Camps two days prior and where “IDPs” were now living in permanent houses and the need was for permanent infrastructure, CC was keen to ask the Cluster to what extent should these settlements remain a priority for CCCM in 2015?</p>	<p>To discuss at next Cluster meeting</p>	<p>On-going</p> <p>On-going</p> <p>At next meeting, 7 January</p>

	Safety of modular houses (reputedly provided by the Chinese Government) was raised by SCI. CC noted he was still trying to determine who provided these structures.	CC to revert with any more information on modular house service provider	
9. Date/Place/Time for next meeting	7 January, UNHCR Conference Room, 3pm; CC will chair as part of his week-long mission to Rakhine at the start of the year.		

Documents shared in hard copy with the participants at the meeting or in soft copy to all Cluster partners:

- *NFI Rakhine Cluster Meeting Minutes, 12.11.'14;*
- *CCCM Rakhine Cluster Meeting Minutes, 19.11.'14;*
- *NFI & CCCM Rakhine Cluster Meeting Agenda, 5.12.'14;*

2015 Humanitarian Response Plan

- *SHELTER & NFIs;*
- *CCCM.*

Camp Profiles

- Sample of five camp profiles from (23) *Priority Camps* profiled (camps from Sittwe, Pauk Taw and Myebon Townships).