

Rakhine NFI & CCCM Cluster Coordination Meeting

Date: Wed 4th March, 2015

Time: 3:10 AM – 4:30 AM

Venue: UNHCR's Office, Sittwe

Participants: UNHCR CCCM/NFI/IM/Community Service, DRC, LWF and OCHA (10 participants in total)

Agenda item	Discussion	Action/Actor	Due date
Introductory Remarks	<ul style="list-style-type: none"> CCCM/NFI Cluster coordinator chaired the meeting and welcomed to the participants. 		
2. Minutes 4th and 18th February, 2015. a. Correction/ Acceptance. 3. Actions/Issues Arising a. Focal Point Coordination Meeting b. Fire awareness training for women and children.	<ul style="list-style-type: none"> No correction and every participant accepted both minutes. Focal Point Coordinating Meeting was took place once and discussed about operational issues, health issues, distribution plans, information sharing according to agenda points which were based on the issues. This meeting will be held on the first week of every month. LWF organized trainings for women and men in their managed camps who are so called now fire volunteer and their activities of fire prevention and awareness raising of fire incident to the community are functioning. Additionally, LWF will organize refresher training for fire safety volunteers as it is the season together with government (Fire Brigade). Cluster coordinator (CC) mentioned an option of doing fire awareness education for children who sometimes can have discussion of fire awareness with mothers in case of fire incident. In that case, if CMAs find an opportunity for implementing such kind of activities in their camps, UNHCR has small amount of budget for contribution. DRC suggested providing such kind of trainings to field based staff firstly and then they can organize focus group discussion with women groups, other groups and camp communities and agencies can organize additional trainings if they request. OCHA shared the information of IOM's DRR activities planning as a channel briefly and suggested to separate fire issue with DRR for avoiding misunderstanding and miscommunication. LWF mentioned that there is no cyclone shelter/tent in Nget Chaung camp to save lives when a disaster is happened and IDPs already this issue to visitors (donors and government). Cc explained that there are obligations and solutions for humanitarian response to IDPs when a displacement happens. But, if the 	<p>CMAs will update.</p> <p>CMAs will update.</p> <p>OCHA will raise the issue to ECC.</p>	<p>ASAP.</p> <p>Next ECC meeting.</p>

c. Health Cluster health proforma	<p>displacement is concern with non IDPs, UNHCR must have link with OCHA.</p> <ul style="list-style-type: none"> CC asked for comments, questions and modifications for the format which was sent and shared to partners from WHO through CC. DRC mentioned that the format is fine and shared to health service providers for multipurpose uses. 		
d. Transport costs for medical referrals	<ul style="list-style-type: none"> CC asked whether there is result or still confuse after the point made by District Commissioner. DRC discussed that the transport should be free of charge but IDPs are asked for money to be transported sometimes with quite a lot of amount, in the camps. UNHCR community service (CS) explained that there are budget for the partners and budget for people with specific needs and modality. LWF shared about the coordination with health service providers (Mercy Malaysia, MHAA, and IRC). CC mentioned that he is waiting for referral flow chat with contact numbers from WHO and he will share to partners when he gets it. 	<p>UNHCR CS to check referral format/ guideline and share to partners.</p> <p>Cc will share the list</p>	<p>ASAP.</p> <p>ASAP.</p>
e. Portable fire fighting kits.	<ul style="list-style-type: none"> CC explained that portable fire fighting kits providing to the communities in the camps which was requested by Fire Service Department on last CCCM meeting with DC. But the agencies do not interest providing such equipment. 		
4. Reporting formats and timelines.	<ul style="list-style-type: none"> DRC explained about camp fact sheet with some comments (which can call camp monthly report including with all service providers information/inputs). In that case, CC will share the format to CMAs and focal points and then they will collect the update information from service providers. At the same time, CC will send the format/information to every cluster and so that the clusters can send back the information to UNHCR for better communication and getting better report. For further information, LWF shared that camp level coordination meeting improvement with more participation of government focal points, agencies and sharing information. 	<p>Partners to share their plan with CC.</p>	
5. International Women's Day	<ul style="list-style-type: none"> CC encouraged to partners to celebrate International Women's Day with their own approach. UNHCR CS explained that IRC is the leading agency and taking the responsible of coordination and they are waiting for agencies for feedbacks so that they can produce the events. UNHCR CS also suggested doing these activities in Pauk Taw camps and LWF shared their plan detail. And UNHCR CCCM is ready to help for this activities. 		
6. Veterinary incident Nget Chaung	<ul style="list-style-type: none"> CC explained that the problem does not concern to CCCM Cluster very much dealing with veterinary but certainly to keep on monitoring and pass the situations in detail to partners. OCHA will also forward the information again to FAO to make sure that they conduct the veterinary. 	<p>OCHA will update.</p>	<p>ASAP.</p>
7. NFI distribution (Camp numbers and common services card)	<ul style="list-style-type: none"> CC shared that the information about meeting with state director of immigration has not occurred yet to discuss about conducting House Hold survey in the camps. UNHCR had an agreement with Relief and Resettlement Department (RRD) for distribution of NFIs to 57 thousands of IDPs. But still waiting for formal response (approve letter) and to get it on 5th of March. 	<p>CC will update.</p>	<p>ASAP.</p>

	<p>Therefore, CC suggested to partners to conduct HH survey as soon as possible.</p> <ul style="list-style-type: none"> • UNHCR will manage conducting HH survey themselves for their responsible camp. • CC asked suggestions of providing NFI package/type to the camps and CC will send email to partners to get the specific notification/information. 	CC will update.	ASAP.
8. CCCM/NFI Operational Issues – All Partners LWF DRC	<ul style="list-style-type: none"> • LWF updated their implemented activities for the first quarter as planned ahead. • Informed NFIs requisition by IDPs. • Shelters to be maintained, as they are now two and half year, before raining season. CC suggested to raise the issue to TA first accordingly through CMC. • DRC also mentioned about shelter maintenance and NFI needs. • DRC staff are sometimes asked for travel authorization (TA) and activities which are going to implement in the camps. OCHA shared the information of that the agencies staff do not need TA to go into the camps in Rakhine State. 	LWF will update.	
9. AOB	<ul style="list-style-type: none"> • CC asked for next meeting with DC if the partners would like to raise any issue to DC. • OCHA suggested to have regular coordination meeting with DC and should have a meeting of preparation for the meeting with partners before the meeting with DC. • CC informed that there will be a mission from JICA and they will visit to Basara and Set Yone Su camps. • OCHA suggested to have a timeline/record for NFI distribution to prove the need or life span of NFIs. 	CC will update.	ASAP.
10. Date/Place/Time for next meeting	Next meeting will be on 18 th March, 2015 at UNHCR office or DC office.	CC will inform to partners.	ASAP.

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

- NFI/CCCM Cluster meeting agenda to all participants.
- Last NFI/CCCM Cluster meeting minutes (4th and 18th February, 2015) to all participants.