

Rakhine NFI Cluster Coordination Meeting

Minutes

Date: 8 July 2014

Time: 14.00 hrs

Venue: UNHCR Office, Sittwe, Rakhine State

Participants: UNHCR CCCM / NFI / Protection / Programme, LWF, UNFPA (7 people total)

Apologies: WaSH Cluser Lead

Agenda item	Discussion	Action/Actor	Due Date
1. Welcome & Introductions	<p>The meeting was opened by CCCM / NFI Cluster coordinator Olivia Wellesley-Cole. Attendees introduced themselves.</p> <p>Reasons for this meeting were explained:</p> <ol style="list-style-type: none"> To understand what types of NFIs are being distributed; To be clear on the different types of NFI kits; To coordinate distributions; minimise where possible any duplications in persons receiving NFIs, and at the same time reducing gaps where other groups do not receive; To support each other when planning / undertaking distributions so as to reinforce the specific messages aligned to that distribution; To consider how to put out messages around distributions especially regarding targeting; to consider how to make sure that those who are not targeted understand why this is so. 		
2. Why Coordinate Distributions?	<p>Recent events have reminded us why to coordinate distribution.</p> <p><u>Facebook Event</u></p> <p>Some information was put on Facebook which did not consider all aspects of the issue and resulted in distributions from one agency being cancelled from mid-June. This may affect other agencies. LWF informed the meeting that they had halted the distribution of 250 NFI Core kits for Set Yone Su 1 and Set Yone Su 3 until UNHCR gives a go ahead. This would help avoid duplication of efforts by Cluster members.</p>	<p>a. Cluster Coordinator to check if cancelled distributions can be resumed, then advise Cluster.</p>	ASAP.

	<p>Ah Nauk Ywe</p> <p>In discussions with camp management members in ANY an argument was raised that one camp receives hygiene kits only every 3 months, while other camps receive every month. It was then pointed out (by an agency representative who understood the issue) that the 3-month kits have consumables to last 3 times the size of the 1 month kit, which quickly diffused the issue. It would be good if each agency had the knowledge to support each other in this way.</p>	<p>b. All agencies to consider impact on them.</p>	
<p>3. Agreement Between WASH & NFI Clusters</p>	<p>In 2013, around July-August, the WASH and NFI Clusters at <u>all</u> levels agreed on how to coordinate and distribute certain of the different types of NFI kits, the wish to make the shift originally driven from Rakhine-based coordinators. Agreed that the NFI Cluster would coordinate NFI Core kits, and it was agreed that the WaSH cluster would be responsible for Hygiene kits, which would be distributed according to the WaSH strategy. However, according to the WaSH Cluster, in order to be called a “Hygiene kit” the kit needs to meet certain criteria (defined in email from WaSH Cluster Coordinator, and sent to all persons invited to this meeting). The result of this is that while there is clarity for NFI Core kits and Hygiene kits, there is less clarity for the other kits listed below.</p>	<p>WaSH and NFI Cluster Coordinators at National level to clarify this and share the agreement with cluster coordinators in Rakhine.</p>	
<p>4. Types of Kits - Contents, Distributed by Whom (Cluster, Agency)</p>	<p>In this meeting the following types of NFI kits were mentioned:</p> <ul style="list-style-type: none"> • NFI Core kits from NFI cluster members (including but not limited to kitchen sets, plastic sheeting and mats, mosquito nets); • Hygiene kits from WaSH cluster members (including but not limited to items for monthly hygienic care of water, body, mouth and menstrual management); these also come as “full” hygiene kits, or “refill” hygiene kits at 1- , 2- , or 3-monthly intervals, depending on capacity of partner agency (stated in WASH cluster coordinator email); • Sanitary / sanitation kits from UNHCR (for women, including for menstrual issues); • Dignity kits from UNFPA (for women aged 12-50, 1 kit/woman; can be distributed directly but also through referral partners to women who have been affected by sexual or gender-based violence); • Protection kits from UNHCR (solar lantern, whistle and plastic documents case); • Kits with clothes, longyis, raincoats (different members). <p>Other individuals NFIs that were mentioned included ceramic filters (WaSH), compressed rice husk cooking fuel, from other agencies.</p>	<p>a. Other agencies are requested to share with the NFI Cluster (through the Cluster Coordinator) additional NFIs that they have for distribution in Rakhine state.</p>	<p>ASAP.</p>

	Regarding the UNFPA dignity kits, it was explained that these were distributed last year, and should be distributed on a quarterly basis; in fact, some are being distributed right now in some camps.	b. UNFPA to advise how many have been distributed, when, where and to whom.	
5. Distribution Plan	UNHCR Programme presented their distribution plan for Core NFI kits and others (but excluding Hygiene kits). Sanitary kits have been included in this plan, and programme will confirm that the planned distribution is coordinated with WaSH Cluster.	Programme to liaise with WaSH Cluster lead.	ASAP.
6. Other NFI Issues	<p>LWF advised that some changes had been planned to the Core NFI kit at the end of last year, but these changes were not circulated to partners, as far as they were aware. It was also not confirmed that the contents of the core kit as shared by LWF in the meeting are exactly the same as the contents currently being promoted by the NFI cluster. The NFI Cluster core kit contents can be found at this link under <i>Standards and Guidelines</i>, where it has been for months:</p> <p>https://www.sheltercluster.org/Asia/Myanmar/RakhineAndKachin/Pages/Standards_Guidelines.aspx</p> <p>Issues of concern were raised about the handling of sanitary cloths / towels and disposal of them when distributed as part of sanitary and dignity kits. As this is a technical issue that the WaSH cluster is addressing through its menstrual management program, agreed to be referred to WaSH cluster.</p> <p>In Set Yoe Kya Camp there was an issue regarding ceramic filters, with those persons not targeted to receive them asking questions why? This camp does not have a camp management agency but does have a focal point; in the event, one of the existing CMAs was asked to use their skills to address the IDPs, which they did successfully. This reinforces the need for those planning NFI distributions to share their plans with others, particularly if it is not a blanket distribution but a targeted one, to ensure that those left out understand why.</p>	<p>a. NFI Cluster coordinator to share detailed contents of Core kit.</p> <p>b. WaSH Cluster lead to be asked to advise on this.</p> <p>c. All agencies are requested to share plans to distribute any NFIs with NFI Cluster.</p>	<p>With these minutes.</p> <p>Before any such distribution.</p>
7. Any other business (AOB)	n/a		
8. Date/Place/Time for next meeting	Next meeting will be in 2 weeks' time, same time. 2pm, UNHCR meeting room, 22 July 2014. (Not possible next week due to an all-day off-site workshop).		