**Minutes of WASH cluster coordination meeting-NSS**

Date : 27th April, 2016

Time : 9:30 AM – 12:00 AM

Venue : UNICEF office, Lashio

Participants :

1) Nay New Linn Maung (IRC, Field Manager) 8) Htu Bu (Metta, Brareh Hum. Coordinator)

2) Helen Yaw Saung (KMSS, Emergency PC) 9) Regina (Metta, Hygiene Coordinator)

3) Lway Am Kyi Khin (SCI, WASH PO) 10) Myint Myint Htay (Metta, PC)

4) Ye Lwin Htay (SCI, PC-WASH) 11) Tayzar Kyaw Zaw (MDCG, Team Leader)

5) Zaw Too Aung (KBC, Field Coordinator) 12) Saw Peter (MDCG, Team Leader)

6) Shangang Bawk Grin (KBC, Volunteer) 13) Ko Ko Mg (MDCG, M & E)

7) Thein Tun Hlaing (UNICEF, IM Officer) 14) Noah (UNICEF, WASH Officer)

Meeting agenda

* Introduction
* Cluster summary and roles of cluster partners/ERF
* WASH response/needs and action plan for new IDP sites
* WASH situation monitoring plan
* AOB

**Key points shared/discussed**

Cluster lead agency/focal agency/other actors

* NSS WASH cluster meeting is going to be organized in a regular manner with technical inputs from Myitkyina/CO as necessary.
* Information gaps found in last emergency response. WASH focal agency designated for each IDP camp and WASH related information should be shared between focal agency and other agencies at field level.
* Information relating to new displacement need to be shared by focal agency and/or implementing agency to enable WASH cluster lead agency (UNICEF) coordinates with others for emergency response.

4W data

* 4W objectives/4W template review process and way forwards shared by IM Officer; new template is modified with inputs from focal agencies and training also will be provided in May 2016 after new template design being confirmed.
* NSS Metta submitted 4W data to Myitkyina office for consolidation process. NSS 4W data will be directly submitted to Cluster Coordinator (CO).

ERF

* ERF shared by SCI. Existing ERF covered for 1-year only (Oct 2015 – Sep 2016) and it is for WASH and shelter emergency response in the first month.
* SCI will do emergency response directly in NSS where there is project implementation. For other locations, other actors can request available stocks (including transportation cost) and do emergency response themselves.
* A training will be organized first prior to construction/installation of emergency latrine/water bladder/etc.

WASH response/needs/plan at new IDP sites

* ICRC provided 20 emergency latrines each at Mine Yu Lay IDP site and Nam Hpak Ka.IDP site.
* IRC distributed family kits and dignity kits at Mine Yu Lay and Nam Hpak Ka IDP sites. Hand washing demonstration session also conducted at Nam Hpak Ka IDP site. Water bucket requested by IDPs for water transportation purpose.
* KBC had already distributed 2 plastic water cans for each HH at both Mine Yu Lay and Nam Hpak Ka IDP sites. So, other needs could be prioritized rather than distribution of water can.
* SCI carried out assessment at Mine Yu Lay and Nam Hpak Ka. Water supply is needed at new relocation site in Nam Hpak Ka.
* Metta will be focal agency for both new IDP sites (Mine Yu Lay and Nam Hpak Ka) and carried out WASH assessment with format of cluster.

Metta is going to provide 20 HH latrines in Mine Yu Lay and water supply system is also considered for Nam Hpak Ka IDPs.

* If water supply is in need and other agencies have no plan (such as Mong Wee IDP camp), local organization working in the area could submit concept note to UNICEF for assistance.

WASH situation monitoring plan

* UNICEF shared about WASH situation monitoring activity. It will be jointly conducted by Cluster Lead Agency (UNICEF) and respective focal agencies starting from April 2016.
* The findings from monitoring visit will be shared to cluster members but possibly once in 3-4 months.

**AOB**

* UNICEF shared cluster members information received from DRD concerning with contingency plan for drought.
* KMSS will distribute hygiene kits and provide hand washing station in Mungji (RC), Muse (RC), Nam Hkam (St. Thomas), Mandaung (RC) and Kutkai (RC) IDP camps.

2 permanent latrines also planned to be constructed in Muse (RC), drainage in Mungji (RC) and Nam Hkam (St. Thomas) IDP camps.

* KBC will start a new project from May’16 to Dec’16 with ADRA fund. WASH activities mainly targeted in Mandaung (Jinghpaw), Mungji (Baptist church), Namtu (Baptist), Nam Hkam (KBC), Bang Lung, Nay Win Ni, Namsalat, Muse (KBC), Jaw 1 and Jaw 2 IDP camps.
* MDCG will start hygiene promotion activities from May 2016 at Mine Yu Lay, Nam Hpak Ka, Kone Khem and Zup Aung IDP camps.
* Next meeting will be in SCI office-Muse, tentatively, on 23rd June 2016 and new 4W template will be shared in the meeting.

**Actions to be taken**

* Every WASH actors to contact first designated focal agency prior to emergency response or project intervention in IDP camps.
* UNICEF to share cluster related information (including focal agency list) to new WASH actors in NSS.
* Focal agencies to submit 4W data of NSS to Lashio UNICEF WASH Officer.
* Metta to do follow up for water need in Mong Wee IDP camps.
* KMSS, Metta, KBC and SCI to share information related with activities completed and planned to do in the targeted IDP camps.
* UNICEF to do follow up with Myitkyina and find out to start Technical Working Group meeting in NSS.

**Minutes taken by:**

Noah

WASH Officer

UNICEF-Lashio

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