**Meeting Minutes**

**Kale District Flooding Response**

**WASH Coordination meeting – Kale District, Sagaing Region**

**18th September 2015 Friday**

**Date :** 18th Sep 2015 (Friday)

**Time :** From 1:00 pm To 3:00 pm

**Venue :** District Department of Rural Development, Kale Township, Sagaing Region**.**

**Total number of participant** –

**Participants list of WASH Coordination meeting (Kale)**:

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| **Organization** | **Name** | **Position** | **Ph. No.** | **Email Address** |
| DRD (District) | Daw Ohnma Shein | Assistant Director | 092059984 |  |
| DRD (District) | Daw Myo Thiri Tun | Junior Staff Officer | 09400525887 | [thiri.drd@gmail.com](mailto:thiri.drd@gmail.com) |
| DRD (District) | Daw Su Kyi Soe | Junior Engineer (2) | 09256050983 |  |
| NAG | U Thiha Thu Naung | Assistant Team Leader | 09-420725579 | [thihathunaung10@gmail.com](mailto:thihathunaung10@gmail.com) |
| MSF | Seng Bu | Medical Doctor | 09-43096741 |  |
| Metta | Htu Bu |  | 09-47317424 | metta.htubu@gmail.com |
| UNICEF-WASH Cluster | Than Kyaw Soe | WASH Consultant | 09-43153492 | [tksoe@unicef.org](mailto:tksoe@unicef.org) |
| ADRA | Sya Liana | Project Manager | 09-258725625 | [lclianakt@gmail.com](mailto:lclianakt@gmail.com) |
| ADRA | Sya Zuala | WASH | 09 26388548 | [decjeff78@gmail.com](mailto:decjeff78@gmail.com) |

**Agenda**:

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| Time | Item | Organization |
| 13h00- 13h15 | Self-Introduction | All participants |
| 13h15 -13h30 | Follow up of last meeting minutes (11th Sep 2015) | All participants |
| 13h30 -13h45 | Information management on Flooding response / 3W data, Information Management training | UNICEF (WASH Cluster)/DRD |
| 13h45-14h15 | Major Findings of WASH Data filling exercise | UNICEF (WASH Cluster)/DRD |
| 14h15 – 14h45 | Gaps, Overlapped and Needs identified | All participants |
| 14h45 -15h00 | AOB (Any Other Business) | All participants |

**Minutes:**

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| **Topic 1:** Follow up of last meeting minutes (11th Sep 2015) | |
| **Previous action points** | **Follow up** |
| * Data filling exercise for the WASH activities already finished * From this data, so many WASH gaps can be identified, clearly seen the priority needs, what areas should be focus in the future planning | * The data filling exercise data will be used in updating in 3Wdata * These data will be used as in the next planning process as a baseline information |

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| **Topic 2:** Information management on Flooding response / 3W data, Information Management training | |
| **Summary of discussions** | * Explained about the importance of information management in WASH response in flooding emergency situation (to identity gaps and overlapped areas) * Each organizations shared their proposed participant list * They will share their activities weekly through the WASH coordination meeting |
| **Actions points** | * WASH implementing organizations will send their monitoring and information management staffs in the Information Management in Emergency response training * DRD will consolidate on the supported data sent by every WASH implementing agencies * DRD will assign 2 District DRD staffs for Emergency Response Data Management |

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| **Topic 3:** Major Findings of WASH Data filling exercise | |
| **Summary of discussions** | * Reviewed on the major findings of WASH data filling exercise * DRD suggested to focus on the priority areas such as 1) Relocation villages 2) Still camp opening villages and 3) Severity category. All agreed to implement for future WASH projects according to these priorities. |
| **Actions points** | * All WASH actor organization will implement their WASH projects based on these priority villages. They will confirm by the WASH assessment before implementing WASH projects |

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| **Topic 4:** Gaps, Overlapped and Needs identified | |
| **Summary of discussions** | * Gaps, overlapped and needs areas were reviewed based on the updated filled data * All agreed to implement/focus on sanitation activities * Min Kin, Kale Wa and Ta Mu areas are in still gap for WASH intervention |
| **Actions points** | * In the next projects and current implementation projects, most of organization includes the hygiene promotion activities and also sanitation plans |

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| **AOB (Any other business)** | |
| **Summary of discussions** | * IsraAID shared that they would like to implement on renovation of purification system of flooded schools, but they don't have the baseline data. So, they would like to ask about this data from Department of Education |
| **Actions points** | * WASH cluster will help to IsraAID by taking the bilateral meeting with District DoE * DRD will arrange to hold the next week WASH coordination meeting in Friday morning Am 10:00 |