

# Follow-up **Actions** for Coordination Cluster Leads



Additional notes from Coordination Cluster Leads Meeting #3

Monday 10 December 2007

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### Note: **LCG meeting**

There is a meeting of the **Special LCG Plenary meeting** on Wednesday to which I understand it would be to our mutual benefit to attend if you have the time. Details on the LCG website: <http://www.lcgbangladesh.org/>

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## 1. Meeting Summary

(meeting minutes will be provided separately; below is a summary of ACTION points)

- Despite the lack of agenda, we managed to cover the following:
  - Welcome to new faces
  - A brief update on each cluster, what is working what not, and what we need to address
  - Update on Action Plan status
  - Report on Tarik's 4-day visit to the field
  - Discussion on how to coordinate our work between clusters to avoid overlap and duplication
  - Status of Needs Assessment inventory (Steve Goldfinch - ER Cluster)
  - Early Recovery Needs Assessment progress and link to all other clusters (Puji)
  - Coordination of our humanitarian coordination clusters with Government's sectors
- **Summary:**

Overall, there is more clarity on how we can improve COORDINATION with our Government counterparts, how we can coordinate planned assessments, key meetings and monitoring efforts, and several actions were identified to achieve this.

The following actions were agreed this morning:

## 2. Linking to Government Sectors

There was consensus on the urgent need to link our efforts to government efforts for our mutual benefit. The following was proposed:

- To **meet weekly** (for the time being) or as required, with members of the Coordination Team at the Ministry and key line Ministry representatives.
- This meeting will take place on Thursday afternoons, hosted by CDMP.

- The **first meeting** will be next Thursday 13 December, exact time and address of CDMP will be distributed as soon as the meeting is confirmed.

### 3. Cluster Organization

By preparing and then sharing the following, it was agreed that this would improve the inter-cluster opportunities to work more closely together:

- (i) A list planned key **meetings**, particularly those with district administrators;
- (ii) A description of your cluster **organization**, working groups, brief objectives of the WG, Government partners; and planned likely duration of the cluster;
- (iii) An indication of **staff** turn-over, leadership, when staff from other areas will depart/be replaced etc; and
- (iv) A brief description of your **monitoring** mechanisms, how it is working on the field at various levels, and can you provide a small number of indicators that could capture overall performance monitoring of your cluster activities, to at least illustrate intermittently three aspects of delivery, namely adequacy, effectiveness and impacts.

### 4. Added Value of the Clusters

To begin the process of compiling lessons from the use of the clusters for this disaster, you are asked to compile a few bullet points on your experience on strengths and weaknesses that highlight the added value you see in the use of clusters as a structure or way of organizing our collective effort for the humanitarian community. This could be a sort of 'stock-take' of your cluster to date.

### 5. General and Other Business

The following was also discussed and agreed:

- **ER Assessment Activities**

To make the table prepared by Steve on ER Assessment Activities, more useful for all, he will endeavor to collect additional information indicated by the meeting, and use the excel data to illustrate with bar charts etc. the timing, overlap etc of the range of assessment activities proposed and ongoing.

- **Joint Assessment** (WB and ADB)

We will try to confirm the current and proposed assessment activities of the IFIs prior to Thursday's meeting.

- **DFID Baseline data**

It was suggested that the methodologies employed by DFID for the collection of baseline data be investigated. I trust someone can follow this up and provide information to the meeting on Thursday.

...I hope this has captured our main Actions arising from the meeting.

Thanks again for your participation and contributions to making sure we are collectively making best use of our collective resources.

Regards, Scott.