

Al Hudaydah Humanitarian Contingency Plan Preparation

Practical Implementation

Shelter/NFI/CCCM Cluster

CONTINGENCY PLAN SUMMARY

Yemen:

Conflict escalation in Al Hudaydah

March 2017



Prepared by the Yemen Humanitarian Country Team

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200,000

Maximum number of IDPs expected under Scenario 1

500,000

Maximum number of IDPs expected under Scenario 2

STRATEGIC SUMMARY

Escalating conflict along the western coast of Taizz since January 2017 has already displaced nearly 50,000 people. Further escalation into Al Hudaydah Governorate could potentially displace up to 500,000 people and threaten access to Al Hudaydah port, which is the main entry point for essential commercial and humanitarian goods into northern Yemen.

Humanitarian partners have devised two potential scenarios and developed preparedness actions and emergency response plans for both. Assistance would be delivered directly in affected areas, in IDP destination locations, and in temporary service points established along displacement routes using a CCCM approach.

Operational Delivery

3 Areas of Response

- Preparedness

Actions based on scenarios to ensure all is ready in case an event takes place causing humanitarian needs

- Assessments

Identification of people requiring support and their needs

- Response delivery

3 areas of organizing the response: In Al Hudaydah governorate, Service Points for those transiting, at locations of destination

Crisis

People in
Need

Displacement
(IDPs)

Host
Community

Identification
of Needs

TASK FORCE ON POPULATION MOVEMENT | TFPM YEMEN | 13th Report - March 2017

DISPLACEMENT OF 2 MILLION IDPs AMID CONTINUED RETURN MOVEMENTS

The Task Force for Population Movement (TFPM), co-led by IOM and UNHCR is a Technical Working Group of the Yemen Protection Cluster. The TFPM implements an information management tool that gathers data on the status and location of displaced persons across Yemen.

As of 01 February 2017, the TFPM has identified, 1,991,340 internally displaced persons (IDPs) (331,890 households) who have been displaced due to conflict since March 2015, dispersed across 21 governorates. For the same period, the TFPM has identified 1,048,896 returnees (174,816 households), across 19 governorates.

As a result, 11.3% of the total population of Yemen has experienced the shock of displacement due to conflict in the last 23 months.

N.B. The most recent large scale displacement seen along the Western Coast of Yemen and in Dhamar governorate as a result of Operation Golden Spear is not fully reflected within this report as the data collection for this report concluded before major displacement from the operation.

2 Million

Internally displaced persons

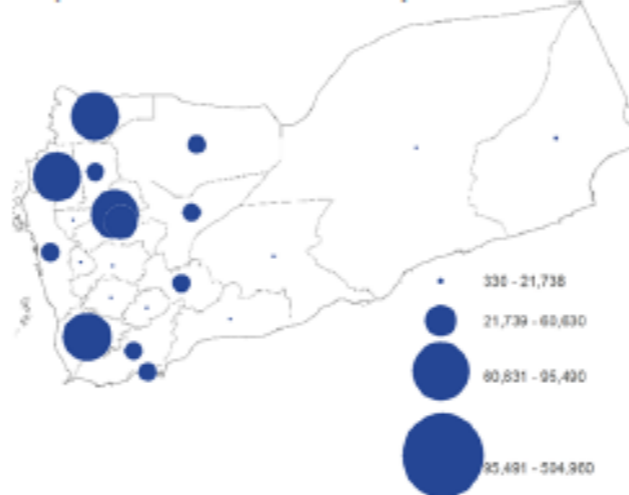
1 Million

Returnee individuals

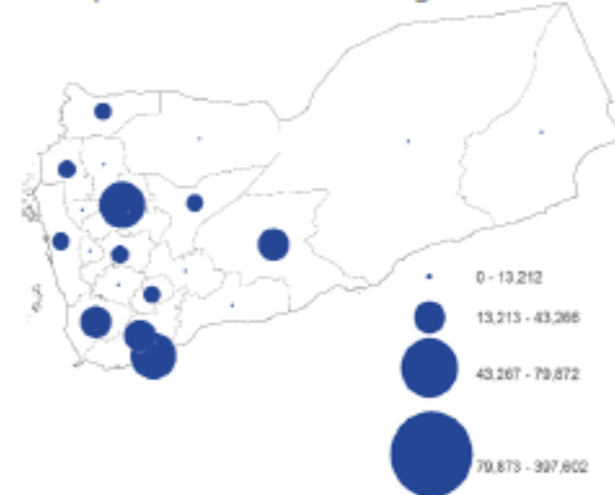
11.3%

of the total population of Yemen remain displaced and or have returned.

1.1 | Where have IDPs been displaced from?



1.2 | Where are IDPs returning to?



The 13th TFPM Report data was collected through December 2016 and January 2017. For further data on recent displacement along the Western Coast and in Dhamar the TFPM is operating an Emergency Tracking component to monitor displacement. The Emergency Tracking (ET) methodology is a crisis-based tool to track sudden displacement or return movements triggered by specific crises.





فريق المسح الميداني ادرا+الوحدة (المخا)

نموذج المسح الميداني

| تقييم حالة الاسر غذائياً و ابوائياً وصحياً وتعليمياً فئات التقييم (A,B,C) | | | | خاص بمركز المعلومات | | | |
|---|---------------|------------------|-----------------|---------------------|-------|-------|-------|
| المستوى التعليمي | المستوى الصحي | المستوى الابوائي | المستوى الغذائي | ملاحظات | ادخال | وتائق | تكرار |
| | | | | | | | |
| | | | | | | | |

| بيانات عن المنطقة الحالية (المنطقة النازح اليها) | | بيانات عن المنطقة الاصل (المنطقة النازح منها) | |
|---|-------------------|--|------------------------------|
| المحافظة الحالية | | المحافظة الاصل | |
| المديرية الحالية | | المديرية الاصل | |
| في حالة البقاء خارج المخيم – مراكز الايواء | | العزلة/المنطقة/الحي الاصل | |
| العزلة/المنطقة/الحي | | القرية/الحارة الاصل | |
| القرية/الحارة | | تواريخ النزوح والوصول والتسجيل | |
| العنوان (معلم بارز في المنطقة) اقرب مدرسة | | تاريخ النزوح | |
| بيانات عائل الحارة | | تاريخ الوصول الى الموقع الحالي | |
| اسم العائل | | تاريخ التسجيل | |
| رقم الهاتف | | رقم التتفون 2 | رقم التتفون 1 |
| بيانات عن رب الاسرة | | | |
| الوظيفة / العمل | المستوى التعليمي | اسم رب الاسر (يجب ان يكون حسب البطاقة) | تاريخ الميلاد او العمر |
| | | | |
| | | | 1. |
| الاحتياجات | الحالة الاجتماعية | رقم البطاقة | نوع البطاقة |
| | | | الخبرات / المهارات / المواهب |

| ملاحظات تعليقات | خاص بافراد الاسرة | | | | | | رقم |
|-----------------------|-------------------|------------------------------|-------------------|---------------------|---------------------------|-------|-----|
| | الاحتياجات | الخبرات/المهارات /المواهب | الوظيفة/ العمل | المستوى التعليمي | صلة القرابة برب الاسرة | الاسم | |
| | | | | | | | 2. |
| | | | | | | | 3. |
| | | | | | | | 4. |
| | | | | | | | 5. |
| | | | | | | | 6. |
| | | | | | | | 7. |
| | | | | | | | 8. |
| | | | | | | | 9. |
| توقيع موظف التسجيل | | | | | | | 10. |
| | | | | | | | 11. |
| | | | | | | | 12. |
| توقيع رب الاسرة | | | | | | | 13. |
| | | | | | | | 14. |

ملاحظة :: في حالة عدم صحة البيانات او نقصها تعتبر الاستمارة ملغية

مركز المعلومات بأمانة العاصمة 2017-03-21

لا تعتبر البيانات المدونة اعلاه ملزمة للوحدة التنفيذية

Crisis

People in
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Displacement
(IDPs)

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of Needs



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People in Need

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| D. Infrastructure Damage <small>الدمار في البنى التحتية</small> | | | |
|--|--|---|--|
| D1. Which of the following infrastructure in the assessed community are fully damaged due to the recent event: أي من البنية التحتية التالية في المجتمع الذي تم تقييمه تضررت بشكل كامل بسبب الأحداث الأخيرة: | | | |
| <input type="checkbox"/> Schools <small>المدارس</small> | <input type="checkbox"/> Food markets <small>أسواق المواد الغذائية</small> | <input type="checkbox"/> Non-food markets <small>أسواق المواد غير الغذائية</small> | <input type="checkbox"/> Health Facilities <small>المرافق الصحية</small> |
| <input type="checkbox"/> Water supply system <small>أنظمة المياه</small> | <input type="checkbox"/> Industrial infrastructure <small>البنى الصناعية</small> | <input type="checkbox"/> Other public buildings <small>مباني حكومية أخرى (حددها):</small> | |
| D2. Estimate proportion of damaged agriculture land in affected community: تقدير نسبة الأراضي الزراعية المتضررة في المجتمعات المتضررة: | | | |
| <input type="checkbox"/> Less than quarter <small>أقل من الربع</small> | <input type="checkbox"/> Less than half <small>أقل من النصف</small> | <input type="checkbox"/> More than half <small>أكثر من النصف</small> | <input type="checkbox"/> Almost all or all <small>تقريبا جميع الاراضي</small> |
| D3. What is the approximate number of residential buildings that fall into following categories, considering only damage due to currently assessed disaster/crisis: ما هو العدد التقريبي للمباني السكنية التي تقع ضمن الفئات التالية، مع الأخذ بعين الاعتبار الأضرار الناجمة عن الكوارث / الأزمات التي تم تقييمها حاليا: | | | |
| Not damaged <small>ليست مدمرة</small> | Damaged but liveable <small>متأثرة بس ما زالت صالحة للسكن</small> | Damaged and not liveable <small>متأثرة وغير صالحة للسكن</small> | Destroyed (roof and/or walls gone) <small>مدمرة كلياً</small> |
| | | | |
| D4. What is the approximate number of households that lost their belonging due to currently assessed disaster/crisis: ما هو العدد التقريبي للأسر التي فقدت ممتلكاتها/ممتلكاتها بسبب الكارثة / الأزمة التي تم تقييمها حاليا: | | | |
| No lost belongings <small>لم تفقد</small> | Partially lost belongings <small>فقدت جزئياً</small> | Lost all belongings <small>كل الممتلكات فقدت كلياً</small> | |
| | | | |
| D5. How often has fighting affected the area in the last 7 days? (Incidents including armed clashes/airstrikes/shelling) كم مرة أثرت المعارك على المنطقة خلال الأيام السبعة الماضية؟ (الحوادث بما في ذلك الاشتباكات المسلحة / الضربات الجوية / القصف) | | | |
| <input type="checkbox"/> Not applicable <small>لا ينطبق</small> | <input type="checkbox"/> No fighting <small>لا يوجد اشتباكات</small> | <input type="checkbox"/> One time <small>مره واحدة</small> | <input type="checkbox"/> More than one time <small>أكثر من مرة</small> |
| | | | |
| D6. What is the current road access to the community? <small>ما هي إمكانية الوصول إلى المجتمع؟</small> | | | |
| <input type="checkbox"/> No constraints <small>لا توجد معوقات</small> | <input type="checkbox"/> Movement slightly restricted <small>الحركة مقيدة جزئياً</small> | <input type="checkbox"/> Movement severely restricted <small>الحركة ممنوعة بشكاً ، تاد</small> | <input type="checkbox"/> Not accessible by road <small>الطريق غير متاح</small> |

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4. هل لدى المأوى مساحة كافية لعائلتك*؟ (3.5 متر مربع لكل فرد)

نعم لا لا أعرف

5. هل هناك أي مخاطر التي تعرض حياتك من خلال العيش في المأوى الحالي؟

نعم لا لا أعرف

إذا كانت الأجاية نعم:

ما هو نوع الخطر؟

الخوف من أي هجوم

التأثير على الصحة البدنية والعقلية

أخرى: _____

6. هل هناك أسر تشارك المأوى مع أسرتك؟

نعم لا لا أعرف

إذا كانت الأجاية نعم:

كم عدد الأسر التي تشارك المأوى مع أسرتك؟

1 2-4 أكثر من 4

7. هل منزلك أو المأوى الذي تمتلكه تضرر خلال الحرب؟

نعم لا لا أعرف

إذا كانت الأجاية نعم:

هل منزلك أو المأوى الذي تمتلكه يمكن العيش فيه؟

نعم لا لا أعرف

مامدى تقييمك لمستوى الضرر في منزلك أو المأوى الذي تمتلكه؟

مدمر كلياً مدمر جزئياً ضرر طفيف

لا أعرف

8. هل لديك احتياج عاجل للمأوى؟

نعم لا لا أعرف

إذا كانت الأجاية نعم:

ما هو نوع المأوى أو المسكن أو المواد التي تحتاجها بشدة؟

المأوى المؤقت الطريرال

Crisis

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- Following a humanitarian crisis, how would you identify where those in need are located?
- How about how many those in need are?
- How would you best identify their humanitarian needs?

Discuss with your group, identify and agree on 6 main points to be ideally in place when addressing the above.

Choose a note taker and present to the group.

15 min for discussion

Emergency Response

3 Areas
of
Response



Distributions



Key Actors

- Affected people: IDPs, returnees, host communities or other potential recipients of aid.
- Implementing NGOs/partners: organization conducting the distribution.
- Contributing organization: organization contributing stock, funds, or other support to the distribution.
- Government authorities: local or national authorities covering the area of intervention.
- Cluster: coordinating body that can assist in the organization of the intervention.

| Actor | Roles and Responsibilities |
|---------------------------|---|
| Affected people | <ul style="list-style-type: none"> • Assistance in distribution planning. • Assistance in the identification of people at risk. • Establishment of committees with adequate representation of women. • Information-sharing on the specific concerns of different groups of IDPs. • Dissemination of information on the commodities and the distribution process and system. • Crowd control at the distribution site and other casual labor for distribution-related activities. |
| Implementing partner | <ul style="list-style-type: none"> • Establishment of distribution site and distribution-related processes. • Dissemination of information to conflict-affected populations. • Management and equitable distribution of relief commodities using the appropriate distribution system. • Participation, inclusion, safety, and accountability in the distribution process. • On-site monitoring of distribution processes. • Reports on quality, quantity and impact of commodity distributions. |
| Contributing organization | <ul style="list-style-type: none"> • Movement of stocks to the field for distribution. • Provision of funds or other types of support for the intervention. • Guidance on technical issues where appropriate, e.g. protection referrals. • Monitoring the distribution program and reporting to donors and governments as relevant. |
| Government authorities | <ul style="list-style-type: none"> • Security and the creation of safe spaces for distribution. • Creation of initial beneficiary lists in consultation with communities (to be verified by humanitarian organizations). • Free and safe access of relief personnel to beneficiaries and of beneficiaries to aid. • Consultations on distribution set up, approach, and process. • Relevant permissions. |
| Cluster | <ul style="list-style-type: none"> • Coordination of the distribution and support for additional capacity if needed. • Advocacy around access. • Receipt and review of distribution reports. |

Pre-Distribution Planning

- **Assessment of Needs**
- **Agreement on a Population Figures**
- **Beneficiary Community**
- **Government Policies**

Establishing the Distribution System

Checklist for Establishing the Distribution Approach and System

- ❖ Coordinate internally and/or with the cluster to ensure that there is consistent human resource coverage for the distribution.
- ❖ Meet internally or with partners to agree on approaches and methodologies of distribution and agree upon a team leader.
- ❖ Establish a complaints mechanism for beneficiaries and authorities. Where possible, international staff can help with difficult issues in order to take the pressure off of local staff.
- ❖ When establishing the methodology, consider the following:
 - How beneficiaries will travel to the distribution site;
 - How beneficiaries will carry kits from the distribution site;
 - How you will ensure security;
 - How you will pair the exercise with training, if necessary;
 - How you will ensure constant and direct communication with beneficiaries.
- ❖ Discuss and agree on the daily wages of the causal labors based on existing rates on the ground; agree how the costs will be split amongst agencies if more than one partner is involved in a distribution.
- ❖ Agree with community leaders on a storage area before delivery of items. Put security guards in place if necessary.
- ❖ Inform local authorities and community leaders about the expected date of distribution as well as the “humanitarian character” of the exercise (i.e. that in line with humanitarian principle, there should be no weapons or armed actors at the distribution site).
- ❖ Together with local authorities and community leaders, break down the households into a manageable number for each day/site (e.g. village A on first day, village B on second day OR the creation of multiple sites).
- ❖ Inform beneficiaries about the schedule of the distribution, as decided above, as well as their entitlements and the process for accessing assistance and lodging complaints.
- ❖ Ensure you have all the updated enrollment lists at your disposal to avoid complications.

Organizing the Distribution Site

As a general rule, it is best to have the distribution points as **close to the beneficiaries as possible** so as to reduce the amount of travel for them both to and from the site.

For dispersed populations, IDPs should not have to travel more than a **maximum of 5km** to distribution points.

Sites should also be established in a way that **minimizes the number of people who are attending** a distribution at any one point, as this can be a critical element of crowd control and in ensuring equitable access to humanitarian aid.

Few distribution points

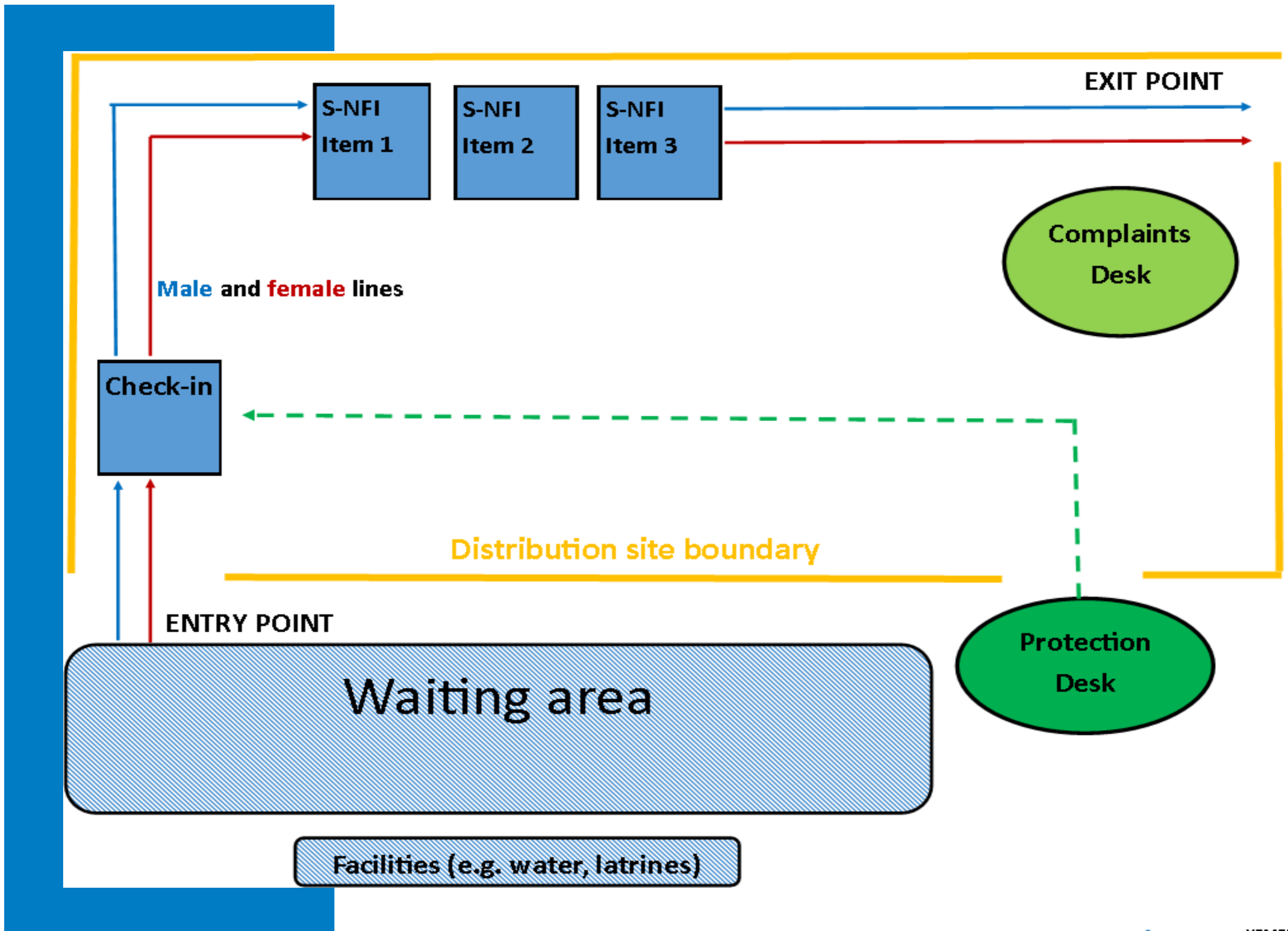
Many distribution points

Advantages

- | | |
|---|--|
| <ul style="list-style-type: none">- Need less staff- Less infrastructure, sites, distribution structures, roads- Less transport required for distribution | <ul style="list-style-type: none">- Fewer crowd control problems- Easier access for women- Shorter journeys home- Beneficiaries can see the distribution taking place- Special arrangements easier |
|---|--|

Disadvantages

- | | |
|---|--|
| <ul style="list-style-type: none">- Longer journeys to the households- Potential crowd problems- Difficult for beneficiaries to see the distribution- Difficult access for weaker groups | <ul style="list-style-type: none">- More staff and transportation needed- More structures, roads, access, cleared sites needed for distribution |
|---|--|



Main Characteristics of a Distribution Site?

Discuss with the group and agree on 4 main characteristics and explain why.

15 minutes for discussions

Some of the main characteristics include:

- A clearly delineated distribution space;
- Separate entry and exit points;
- Different lines for men and women;
- A simple structure that facilitates the flow of beneficiaries through the distribution point;
- Clear space between where people are waiting and the stacks of commodities;
- A separate entrance for vulnerable cases (e.g. beneficiaries who are elderly, disabled, sick or pregnant), and a protection presence to help identify them and provide referrals;
- The presence of a complaints desk, if this is the chosen method for dealing with complaints;
- A waiting area that has both shade and the presence of facilities in case beneficiaries have to wait for extended periods of time.

Checklist for Organizing the Distribution Site

- ❖ Select a distribution sites in consultation with relevant stakeholders, ensuring that they are safe and accessible to beneficiary populations.
- ❖ Choose/construct distribution points away from public gathering places e.g. hospitals, markets, or places of worship. Ensure that they are not in the vicinity of military facilities as a humanitarian standard.
- ❖ Ensure that the site is large enough to accommodate comfortably a reasonable number of beneficiaries.
- ❖ Establish distribution points, to the extent possible, close to trees or other types of shade under which beneficiaries can sit while waiting.
- ❖ Ensure there are latrines, a resting area for staff, and a water point from which beneficiaries can drink.
- ❖ Ensure that the distribution point is properly enclosed and demarcated with the following:
 - A waiting area for beneficiaries, with a calling point if necessary;
 - An entrance point (names, cards, thumbprints collected);
 - A storage area/collection point (where stock can be stored, organized into packages, and collected);
 - An exit point.
- ❖ Establish a complaints desk at the site.
- ❖ Set up a separate entrance for vulnerable people in case they are unable to wait in line, and involve protection actors in identifying the vulnerable people throughout the distribution and dealing with any protection issues that may arise, including through the offering of referrals.
- ❖ If no existing structure for the distribution is available, hire local volunteers and use local materials to construct clear pathways and corridors at the site.

Building the Distribution Team

At a bare minimum, **distribution teams** should contain the following:

- A team leader, as agreed upon at the outset who will be the primary focal point for communications with leaders and beneficiaries;
- A logistics focal point to deal with offloading, counting of items, temporary storage, and arrangement of kits;
- A security focal point who is responsible for monitoring the security situation and making decisions, in consultation with the team where possible, on the evacuation of staff and/or abandonment of supplies;
- A complaints focal point to deal with issues on-site as they arise;
- A protection focal point, if possible, to assist in identifying vulnerable cases, facilitating their movement through the distribution point, and referring people

Why are these roles important?

Any others needed?

Building the Distribution Team

The rest of the team will usually be comprised of locally hired individuals who can fill the following roles:

- Crowd controllers;
- Enumerators (to support check-in);
- Demonstrators (if necessary, e.g. to demonstrate proper usage of plastic sheeting);
- Offloaders/kit packagers;
- Security, as needed.

All distribution staff should be visible to both other staff and beneficiaries by wearing hats, vests, or other visibility materials.

Checklist for Building the Distribution Team

- ❖ Ensure that you have enough staff on the mission to support a successful distribution. The recommended number of the staff for a medium-sized distribution (not including local hires) is around 5. Ideally, the team will be gender balanced and sensitive to the current political context.
- ❖ Ensure that there is a team leader in place who can be in charge of overall management and communications during the distribution.
- ❖ Appoint a security focal point to monitor the situation with local authorities, update the team accordingly, and call for evacuation if necessary.
- ❖ Nominate a logistic focal point to deal with offloading, counting of items, storage, and delivery to the actual site of distribution. By keeping tabs on what has been delivered and distributed, this person can identify gaps in cargo delivery, raise the issues of shortages in a timely manner, and ensure the distribution is running according to the plan.
- ❖ Involve protection actors in the distribution if possible. Among other things, they can assist in identifying the most vulnerable beneficiaries during the distribution.
- ❖ Ensure one person is designated as the focal point for complaints and knows how to respond to any concerns raised by beneficiaries or others at the site.
- ❖ Identify the following laborers locally;
 - Crowd controllers
 - Enumerators (for check-in)
 - Demonstrators (e.g. for shelter construction)
 - Security guards
 - Off loaders (porters)
- ❖ Ensure that the team knows the concentration point in case of evacuation.
- ❖ Ensure that all distribution staff know their roles and responsibilities, as well as their “station” for the duration of the exercise.
- ❖ Ensure that all distribution staff have visibility items so that they can clearly be identified during the distribution.

Checklist for the Day Before the Distribution

- ❖ The team leader should brief the core distribution team on the following-:
 - The number and type of items to be distributed per household;
 - Each team members' specific role during the distribution;
 - The distribution process (a walk-through of the site);
 - The start and end times each day, as well as any breaks (i.e. lunch), as agreed beforehand;
 - The complaints mechanism (as noted above);
 - How issues or concerns should be raised throughout the day;
 - Means for feedback on the process; e.g. evening meetings to discuss how the distribution is going, any issues, gaps, etc.
- ❖ Ensure you have the necessary enrollment lists for the first day of the distribution.
- ❖ Ensure that all team members have functional communications equipment (VHF radio, mobile phones, etc.), and that all team members know how to reach each other.
- ❖ Ensure that all needed local staff (i.e. crowd-controllers, offloaders, etc.) have been identified and are aware of responsibilities and start/end times each day.
- ❖ Confirm that the beneficiaries have been notified of the distribution, as per the plan.
- ❖ If possible, pre-position all supplies in the right quantities at the distribution site (or nearby); the distribution organization may need to hire security to watch the items overnight.
- ❖ Have the following items ready for the distribution (as needed):
 - Ink pad;
 - Cutter/knives (for stock);
 - Megaphone (if needed);
 - Pens;
 - Masking tape/extra rope;
 - Flag or visibility materials, if available;
 - Vests or arm bands for casual workers;
 - Empty enrollment forms, if applicable;
 - A hole punch;
 - Table and chairs for staff and vulnerable people.
- ❖ If applicable, ensure that vehicles are filled with fuel and in good working order.
- ❖ If applicable, ensure that the equipment above has been loaded into the vehicles.

Checklist for During the Distribution

- ❖ Ensure that all staff are punctual.
- ❖ Conduct final briefing with all staff to make sure that everyone understands how the distribution will work and their specific roles/tasks. Ensure that staff have proper identification and visibility showing they are participating in the distribution (even if improvised like colored cloth tied to the arm).
- ❖ Prior to the start of the distribution, each staff member should go to their post and ensure that they have all the materials that they need.
- ❖ At the beginning of the day, the team leader should communicate to the beneficiaries (through local leaders) how the whole process of distribution will work and what will be distributed; regular communications should continue throughout the day.
- ❖ Make separate lines for men and women, and maintain a separate entrance for vulnerable people.
- ❖ Set a reasonable number of items and place them in a location where people can receive them; ensure that you have enough casual workers to continue laying out the items in packages throughout the distribution.
- ❖ Politely keep away any people who are not working at the site or collecting items.
- ❖ The logistics focal point must count (tally) all items as they are released from the storage point in order to track the quantity distributed and report on stock counts periodically. With support from the logistics focal point, the team leader should continuously work to ensure that:
 - A solid stock checking system is in place;
 - Amounts being removed from the warehouse are being recorded;
 - Each kit that goes out from the site itself is also being recorded, so you have a double check that the logs focal point can reconcile at the end of the day.
- ❖ Ensure that the coded tokens or enrollment cards are checked against distribution lists. Verify the beneficiaries by asking them to confirm their names.
- ❖ Ask the beneficiaries to thumbprint the list in order to confirm that they received their packages of assistance.
- ❖ Mark the tokens/enrollment cards as well so they cannot be reused during the same distribution.
- ❖ The protection focal point should monitor the beneficiary waiting area and pick out any vulnerable cases that may need assistance moving through the line or accessing additional services.
- ❖ Ensure that the complaints mechanism is functioning properly. During the distribution, take trouble cases away from the distribution point and refer any major issues to the end of the distribution.

Checklist for Closure of the Distribution

- ❖ Ensure that the distribution center is left clean and free of trash.
- ❖ Deal with any outstanding complaints from the community.
- ❖ If applicable, decide on how you will follow-up on any shortages OR what you will do with any remaining balance of assistance packages.
- ❖ Have a meeting with local authorities to iron out any outstanding issues, share lessons learnt, and close out the activity, with thanks for their support.
- ❖ Ensure that all laborers have been paid for their services and that the team leader has all the necessary receipts and records of labor payments.
- ❖ The team leader should make sure all team members have transport away from the distribution site.
- ❖ Ensure that reporting responsibilities are clear and that the relevant information is shared with the sub-cluster and national cluster in a timely manner.
- ❖ Begin planning for post-distribution monitoring exercises to be undertaken by the distribution organization.

Simulation:

You work for a humanitarian agency. You have information of IDP families recently displaced and living in dispersed areas in a near-by village. What do you do to assist them and how?

Work with your team to:

- Develop a needs identification system
- Plan a distribution
- Establish the distribution system (what did you consider?)
- Organize the site (how would you do it?)
- Assign a team (what are the roles needed)
- What would you do before, during and following the distribution

Present the process.

After the Distribution

Report Template

| Item | Description |
|--|--|
| Distributing organization | Fill in the name of the organization that organized the distribution. |
| Site(s) and location | Fill in the name of the distribution site (e.g. Ben Aqeel School) and its location (governorate, district, village/neighborhood) |
| Date(s) of distribution | Give the exact dates of the distribution, inclusive (e.g. January 4-7, 2017) |
| No of beneficiaries | Give the total number of beneficiaries served through the intervention, disaggregated by gender and age. |
| Rations | Specify what each household was meant to receive, including whether different packages were delivered to different sized families (e.g. 3 blankets/family of 6, 1 bar of soap/person) |
| Initial stock count | Give the number of items delivered at the outset of the distribution, listed by item (e.g. 1,000 blankets, 1,000 mattresses, etc.) |
| Stock distributed | Give the total number of items distributed, listed by item (e.g. 850 blankets, 850 mattresses, etc.) |
| Remaining stock count | Give the number of remaining items, if any, listed by item (e.g. 150 blankets, 150 mattresses, etc.). Ideally, this number will equal the initial stock count minus the stock distributed. |
| Percentage of needs covered | Give an estimation of the needs covered. If there was a shortage of stock, then this number will be below 100%. Similarly, if there are new arrivals, the team might note that the needs as per the assessment have been covered but that new needs have arisen. |
| Distribution approach | Detail how the distribution was set up and managed. |
| Problems encountered during the distribution | List any problems encountered during the distribution such as fraud, issues of access, claims of exclusion, etc. |
| Plan for follow-up | List any actions that the organization plans to undertake in the aftermath, e.g. a PDM or a follow-up distribution to account for new arrivals. |

Break



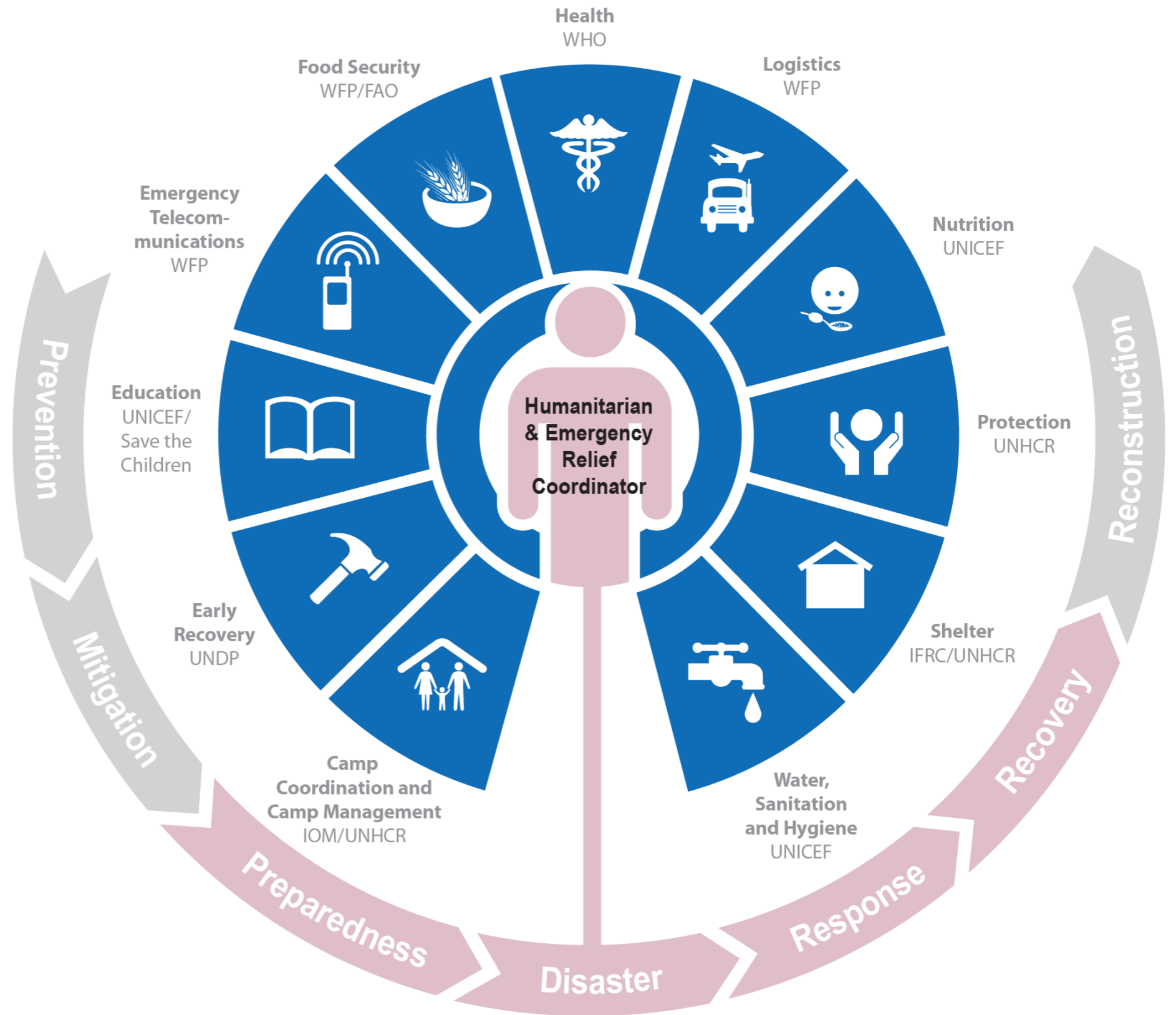
CCCM and Integrated Approaches

Led by UNHCR in conflict situations

Global support to operations in both emergency and protracted crisis situations



Cluster System



CCCM's Focus

The CCCM Cluster focuses on ensuring dignified access to integrated responses to crisis affected populations.

The CCCM approach is an emulation of site-like responses in various displacement situations.

The CCCM approach of integrated responses generally focuses on:

- Site management and practical system building for a protection oriented dignified response
- Integrated (multi-sectorial) up to standard aid provision mechanisms
- Community engagement

CCCM and Integrated Responses

applied in various contexts



What does this mean for Yemen

and the

Hudaydah Contingency plan



Yemen: Collective Centers and Spontaneous Settlements Hosting IDPs (as of January 2017)



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تنسيق المأوى الإنساني



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Figures at the Glance (Data collection on the other sites still ongoing)



477
Centres

5,364 Households
in 336 centres

34,392 Individuals
in 336 centres



116
Settlements

13,535 Households
in 75 centres

83,719 Individuals
in 75 centres

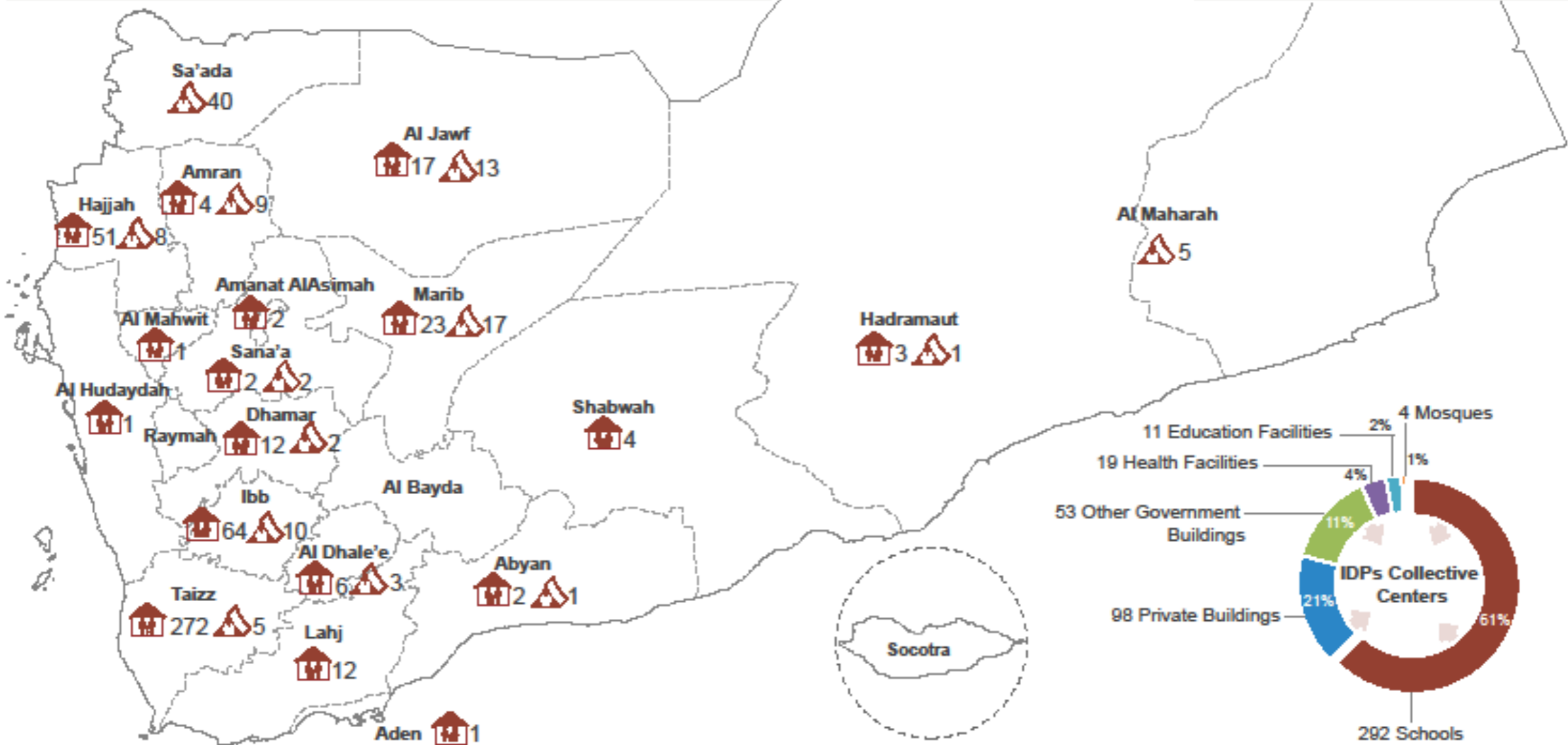
Legend



of Collective Centers
(health facilities, schools, etc.)
per governorate



of Spontaneous Settlements
per governorate



Creation date: 16 Feb. 2017 Sources: Cluster Partners. Feedback: A/Soberl@unhcr.org <http://www.sheltercluster.org> <http://www.globalccmcluster.org> <https://www.humanitarianresponse.info> <http://reliefweb.int/>
The boundaries and names shown and the designations used on this map do not imply official endorsement or acceptance by the United Nations.



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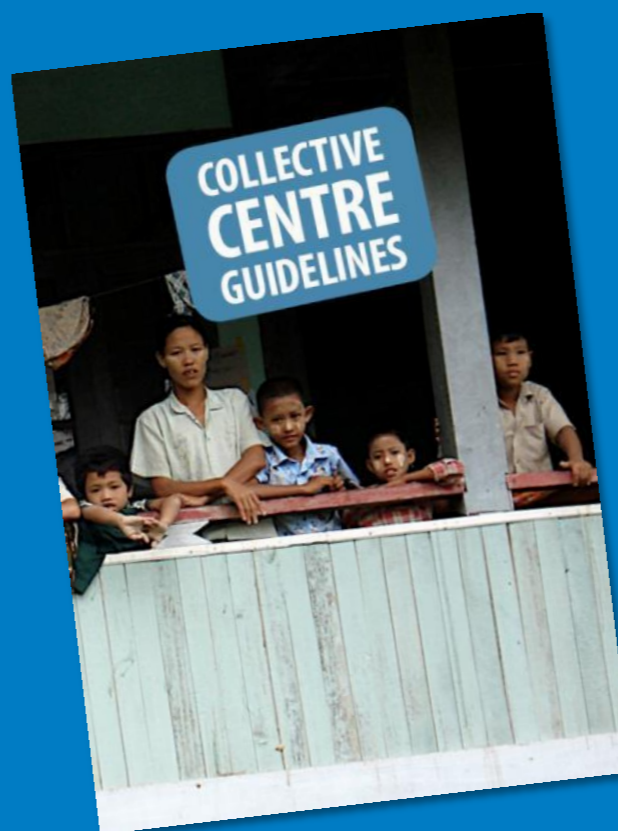
YEMEN
CCCM CLUSTER
دعم مجتمعات النازحين



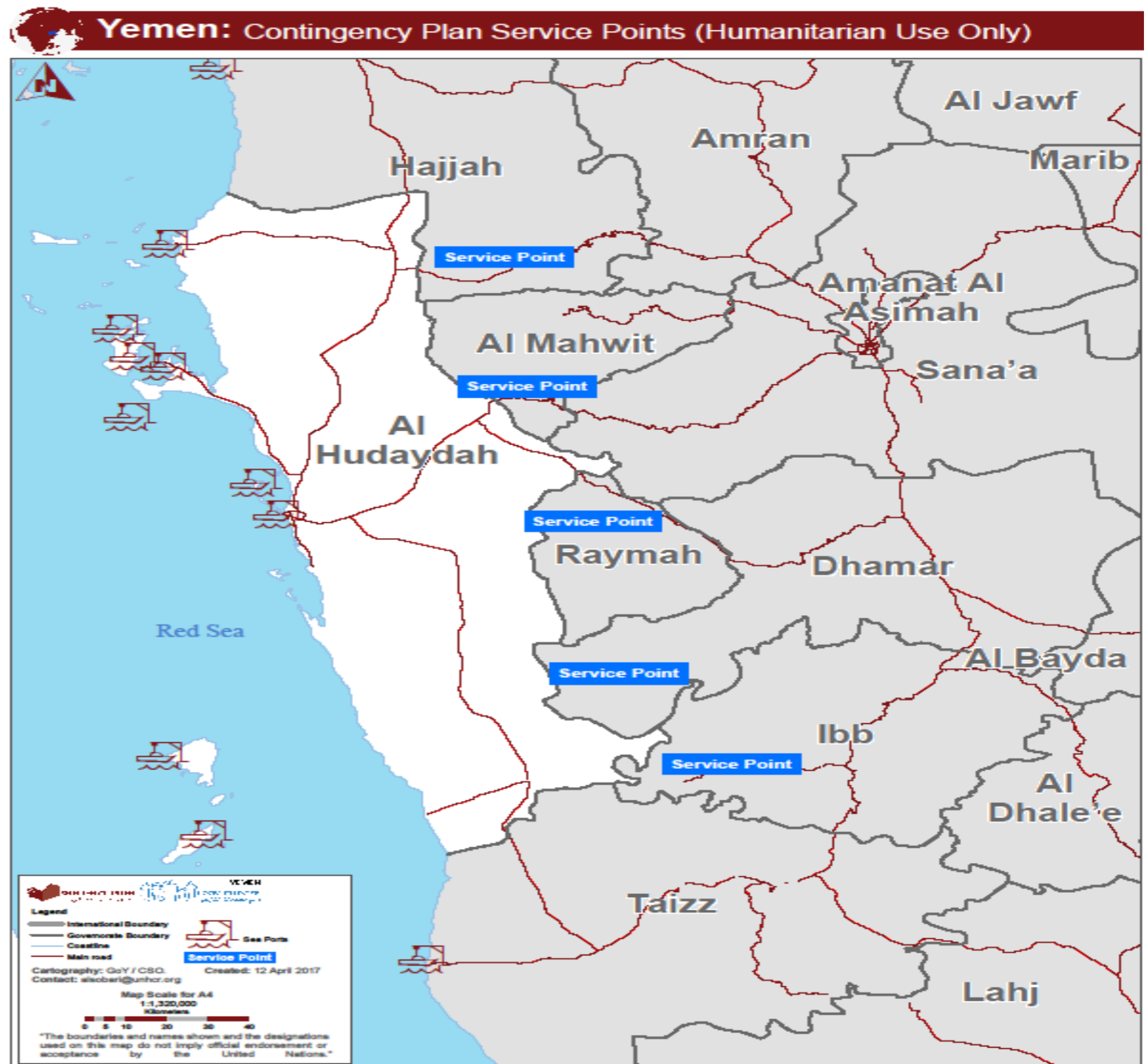
CCCM Collective Centre Guideline - Yemen

Technical support includes:

- collating best practices
- developing policy
- assisting in CCCM Cluster members activity setup



Service Point Concept



Why is Site Management Important?





Management of Sites and Service Points

- The coordination teams from the government's and humanitarian side would develop the operating procedures (identify the sites, the flow of people within a site, rules and regulation, specific considerations).
- Service Points would be managed jointly by ExU representatives along-side humanitarian partners
- Roles would be shared given the needed responsibilities to fulfill:
 - Administrative management
 - Humanitarian aid management

Management of Sites

The Basics of Site Management:

- Ensuring that agreed standards for assistance to are followed
- Developing site specific systems in accordance with the primary operating procedures
- Coordinating and monitoring services provided different agencies, including identifying gaps and referrals
- Performing the minimum upkeep and maintenance work
- Communication with beneficiaries
- Security

Thank you!