# Minutes: Capacity Development WG- 23.07.2019

**Attendance:** Yasmine (NRC), Brian (IOM), Bryant (UNHCR), Nana (IOM), Jennifer (IOM), Cynthia (UNHCR), Alistair (UNHCR), Alisa (UNHCR), Millicent (IOM), Jorn (NORCAP), Spyros (IOM), Annika (UNHCR), Bhoj (LWF), Atrid (UNHCR), Ashereen (IOM)

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| **Agenda** | **Discussion** | **Action Point** |
| 1. Update on Action Points | **Bidan to share DRC SSD LNA -** done  **Yasmine to draft and share LNA with country-level coordination** – done; to be addressed under agenda point  **Jennifer to share learning report on CCCM Cluster e-learning** – shared with previous minutes  **Yasmine to reach out to countries with:**   1. **High drop-out rates to understand why** 2. **High success rates to receive post-learning feedback from managers –** on hold until LNA is finalized to avoid e-mail traffic   **Yasmine to share and draft template for CCCM training & specific expertise focal points.** – done; to be addressed under agenda point  **Jennifer to update the group when new CCCM Cluster website is live** – partially live now (update from Brian).  **Yasmine to circulate ToR with minutes for further feedback.** – done; to be addressed under agenda point | **Yasmine to share these documents through Google Drive** |
| 1. Cox’s Bazaar – Capacity Sharing Initiative presentation | * Bryant, Nana, Jennifer, and Luigi joined the call from Cox’s Bazaar to present on the Capacity Sharing Initiative which is a joint UNHCR & IOM initiative, with support from a smaller WG with INGOs. * The goal of the initiative is to work jointly with the RRRC and government on a “skill transfer platform”. This would facilitate a harmonized approach for training new Camp In Charge (CiC) Support staff as well as targeting existing CiCs. Led by the Site Managent Sector – but is a multi-sectoral initiative. * Central Level government deployed civil servants as Camp-in-Charge with a Camp Administration role, but have started taking on Camp Management activities. Paired with a likely nationalization of Camp Management at some stage in 2020 – there was a need to harmonize capacity building for these staff. * Coordination with other sectors. New staff have joined and are in the “shadowing process” in which they observe but do not take on additional activities. * This initiative expands on the traditional CCCM training. Asking the question “What makes a good camp manager?”; broad understanding of different sectors of assistance, and allowing them to facilitate these other sectors. Show the value-add of CCCM as a “facilitating platform” that can make a comprehensive and cohesive multi-sectoral training. Also targeting the CiC, indirectly through this training – correcting issues along the way. It is made up of a 3 prong approach:   + 1st prong: modular training   + 2nd prong: “Coaching” – field orientated, hands on reinforcement of what they learned on the training.   + 3rd prong: documenting the SOPs – Rohingya Response Guidebook * Roadmap has been endorsed by different actors. As part of a nationalization strategy (though dates of the transfer are pending). * Approximately 2-3 training days per week for newly recruited CiC staff under the first prong, is ongoing. * The initiative will continue with the coaching and at an operational level with training, developing modules and developing the Guidebook as a reference and guidebook not only for the govt. but for practitioners, etc. * *Question:* How did you get buy-in from a) all the sectors and b) the government? Perhaps the process can be added into the Rohingya Response Guidebook. Duhok lessons learned have been included on buy-in and relationship building. * *Question:* Overlap/competition with other sectors? They were asked to put any “non-critical” trainings on hold so that they could be incorporated into the wider Capacity Sharing Initiative. * *Question: Which documentation can be shared on this?* October Global Retreat – powerpoint presentation & details. Main doc in 3 or 4 weeks (substantive modules). | **Anyone interested in peer-reviewing the Guidebook can contact Bryant (castro@unhcr.org)** |
| 1. Finalize WG ToR | * Minor feedback received, relating to the role that the WG can play in linking CCCM practitioners to learning opportunities and materials beyond purely CCCM. * Include emphasis on promoting available materials such as the online training platform. | **Yasmine to upload finalized ToR** |
| 1. Learning Needs Assessment | * Draft circulated for review. * Feedback from Brian: include introduction providing the background (the “why”) behind the document as well as explanation as to how the information will be used. * Target audience remains to be clarified in the LNA document. * Comment from Cynthia (UNHCR) that translation into the official UN languages would be required. Jorn noted that there’s a global agreement with Translators without Borders for this. * Brian suggested to send out the link to the LNA together with the CCCM Cluster newsletter and case studies – to garner more attention. | **Yasmine to upload – for comments**  **Cynthia to cast a glance at translation**  Dependent on the above – **Jorn to reach out to TWB** |
| 1. Database of focal points (Community of Practice Follow Up) | * Draft circulated – however, collecting this information may be quite time consuming, and it could be incorporated into the Website. * Update from Brian:   The Capacity Building section of the website is now live <https://cccmcluster.org/capacity-building>. This includes a CCCM Training Registry on it where we would like to have all CCCM partners register the trainings that are conducted. Once more are entered I can connect it to a dashboard to visualise the training details. The register asks for Participants lists to be sent to [capacitybuilding@cccmcluster.org](mailto:capacitybuilding@cccmcluster.org)  Form to register trainings is also available here: <https://ee.humanitarianresponse.info/x/#XE4r0VtE>  Once the LNA is completed and we understand the main “needs areas” then we can work on a gradual directory of experts in those areas.  Website also contains the TOT modules with the rights.  Skype Group for Capacity Development is now also live – and can be accessed through the Website. | **Yasmine to send minutes to Brian for uploading to the Website.**  **All partners to enter data on trainings that have taken place in 2018 & 2019** |
| 1. Chair of CD WG – future meetings | * Yasmine is ending her mission in Iraq and taking a break. As such – it would be great if someone else would be interested in taking this on. Interested parties can contact [jkvernmo@iom.int](mailto:jkvernmo@iom.int) |  |
| 1. AOB | * Next meeting: tbd – in a month from now |  |