# Minutes: Capacity Development WG- 19.09.2019

**Attendance:** Annika (IOM), Astrid (UNHCR), Bhoj (LWF), Elena (ACTED), Giovanna (NRC), Hannah (Independent), Ingrid (IOM), Jennifer (IOM), Manahil (IOM), Niklas (DRC), Shabir (DRC).

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| **Agenda**  | **Discussion**  | **Action Point** |
| 1. LNA results
 | LNA was sent out on 2 September. Big thanks to initial analysis done by IM Manahil (see power point attached). Observations and discussion on initial results. A total of 91 responses have been collected since 2nd Sept until yesterday. The survey was requested to be filled in anonymously. In most cases it took less than a minute to complete the survey. Majority of the respondents are from INGOs (47), followed by the UN (33). The remaining responses have been received from National NGOs (6), government entities (4) and CBOs (1). Camp Managers (31), CCCM Programme Coordinators (19) and Cluster Coordinators (13) account for around 70% of the respondents (69.3 to be precise).The remaining 30% comprise of staff members engaged in Site Management, Information Management, Field\Camp Operations related roles. Over 70% respondents cover CCCM related operations in Bangladesh (36), Somalia (20) and Nigeria (10). Only 9 respondents have not attended any kind of a CCCM training event before. 23 respondents have attended a Basic CCCM Training only whereas 59 respondents have attended both a basic training as well as a ToT. A vast majority, around 80% (73) respondents are aware of the online global CCCM cluster training.Over 53% respondents (48) prefer a combination of learning methods.Despite that, in person training is the most preferred method of learning, followed by online trainings, consultation with reading material, webinars and peer to peer exchange.Camp management Toolkit is the most popular CCCM resource consulted by over 60% of the respondents. Other resources include consulting colleagues within an organisation, CCCM Website, Global Cluster Team, in country cluster team and at times CCCM colleagues from other organisations are also approached.Over 53% respondents (48) prefer a combination of learning methods.Over 80% respondents considered the following topics very relevant. * Humanitarian Principles /Code of Conduct
* Roles and Responsibilities in CCCM
* Community Participation
* Coordination
* Introduction to CCCM
* Monitoring and Protection Risks
* Site Closure was reported as the least relevant topic with only 47% respondents citing it as relevant to their work.

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* Related to topics needing more training. Discussion on monitoring protection risks and Camp Closure many noted how this fits with their experience in getting request for support from global level, complexity of topic, how capacity building efforts tend to happen more at the beginning of operations and how these topics are usually dropped when there is only a 2 day training agenda available. Agreed to discuss this more at the retreat working group session.
* Regarding urban displacement and ABA. Some noted how urban displacement is on the rise and more training needed on topic. Some discussion on how clear Cluster definitions are needed in parallel to training.
 | **Astrid – send out French version to Cluster Countries where more French respondents are (Chad, CAR, DRC, etc)****Jennifer – reach out to Spanish speaking network in Latin America, Caribbean.****Manahil – run more analysis by agency responding and profile to understanding better context where specific capacity building needs are.** **CDWG and ABA WG will hold a joint call together in October to plan in relation to LNA results and CB needs for urban settings and ABA approaches.** **Astrid agreed to share adaptation tips on Coordination session for remote management context.**  |
| 1. Retreat Capacity Building session
 | Kate Holland has agreed to lead discussion and working session at the upcoming retreat. She sent her apologies for not being able to join the call as she was stuck on a field visit. WG decided that the session should present a basic update on the LNA results, promote training registry, and organize discussion sessions to gain more knowledge into aspects of the report. Result should be a rough work plan building on synergies of LNA and other WG discussion.  | **Jennifer to share results with Kate from LNA.** **Each WG member to submit a “mentimeter” question for retreat related to LNA.** |
| 1. AOB
 | Request for CCCM website to link to other online training course that could be complimentary to CCCM (Cross cutting issues) e.g. new Sphere training package. Request for additional resources on interpersonal communication in conflict areas. Need to follow up with Jorn’s suggestion for engagement with other sectors like the child survivors of sexual violence, CT, etc to see how CCCM could benefit from these training initiatives to address gaps in CCCM services.Hannah shared lessons learned from her CCCM CT training in Nigeria and workshop currently ongoing in Cox Bazar. She promised to make training report available to working group. She shared how there were lots of questions related to referrals and the usefulness of having CT experts participate as resources in the training as there are many national laws related to trafficking. She ended with a note of encouragement, how CCCM field staff have a big potential to make progress of trafficking through their presence in the sites. Remember to register trainings!  | **WG members to share online trainings they think should be on CB page of website.** **Hannah to share training reports and training materials once finalized.****Please update your trainings held on the website.**  |

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