**CCCM Cluster**

**Camp and Collective Centre Establishment Guidance Note**

**January 2020, Gaziantep**

**Background**:

The security situation in North-West Syria deteriorated during December 2019. The escalation in violence has resulted in the mass displacement of civilians towards northern areas near the Syrian-Turkish border. Reportedly, the majority (about 68%) of the displaced people settled in urban areas, while the most vulnerable people, about 32% of the newly displaced, resorted to settle in camps and collective centers.

The CCCM Cluster has prepared this document to facilitate site planning and proposals development by focusing on the most essential elements of camp construction/extension process and by providing the required technical support in accordance to international standards.

**Self-Settled Camps:**

Syrian IDPs have already fled and reside in self-settled/spontaneous camps when the first humanitarian assistance arrives. Self-settled/spontaneous camps are often situated on poor and possibly hazardous sites, or situated too close to areas of insecurity. Permission to use the site chosen is usually informal and requires renegotiation. They are usually too dense and sometimes too large, requiring phased upgrading in order to meet international standards and local and international good practices, including introducing fire-breaks, surface water drainage and infrastructure such as schools, distribution centers, water supplies and recreational areas.

**The international standards**: used for

1. Site (for camp)/structure (for collective center) selection.
2. Structure and site assessment (planning/design or refurbishment/design).
3. On-going care and maintenance, and to minimize operational costs during camp life.
4. Monitoring overall protection and assistance.
5. Promoting community participation.
6. Data collection, gap identification and coordination.
7. Contingency planning (preparedness).

**Settlement Proposal development Process**:

**Important**: *Participation of IDPs in the development of goals to guide site planning is crucial in a people-centered humanitarian response, as it responds to their needs and enhances their independence.*

1. **Site Assessment Considerations (for Camp Establishment/expansion)**:
* Displaced population (profile).
* Needs of women and men represented in relation to location of the camp and access to local resources.
* Potential for accommodation and facilities.
* Potential for future growth.
* Security and hazards (e.g. flood).
* Land rights and ownership (HLP).
* Access.
* Water resources and sanitation.
* Topography and ground conditions.
* Natural resources and environmental impact.
* Host population.
* Access to livelihoods.
* Access to facilities/infrastructure in the host community.

**Forming a camp plan:**

* Determine the area.
* Decide on camp density and dispersal (35 sq.m/person).
* Confirm site boundaries.
* Map topography and features.
* Plan access routes.
* Plan utilities.
* Plan sectors, blocks and communities.
* Locate key facilities.
* Phase the plan to stay ahead of influx.
* Plan for future growth.
* Access to livelihoods.
1. **Structure Assessment Considerations** (**for collective center establishment):**
* Displaced population (profile).
* Site of the structure (immediate and wider surroundings).
* Condition and characteristics of building.
* Potential for accommodation and facilities.
* Size and potential for future growth.
* Security and hazards.
* Building ownership (HLP).
* Access to site.
* Access to utilities (electricity, water).
* Host population and possibilities for integration.
* Access to livelihoods.
* Access to basic social services (health, education).
* Access to facilities/infrastructure in the host community.
* Use of the building.
* Estimated duration of use.

**Developing a collective center plan:**

* Decide on structure to be used.
* Confirm site boundaries.
* Map structural features and existing facilities.
* Plan access routes.
* Plan utilities.
* Plan accommodation, including private and communal spaces.
* Locate key facilities.
* Plan for future growth.
* Access to livelihoods.

**Camp Establishment/expansion and Collective Center Proposal key information:**

The CCCM Cluster is introducing the table below to harmonize the submission of proposals and to easily identify the required key information that can be assessed during the site survey.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Site Type** | **Site Status (New/Existing)** | **Area sq.m** | **No. of Shelter** |
| **Gov** | **District** | **Subdistrict** | **Community** | **GPS** | **Camp** | **CC** |

The below form can be edited by NGOs based on their needs and the context, and it should be attached to the proposal to ensure a better understanding of the proposed plans by the stakeholders.

**Key related issues:**

* Community participation is a planned process whereby individuals and groups from the displaced community identify and express their own views and needs, and where collective action is taken to reflect those views and meet those needs.
* Do no harm as a result of your actions.
* HLP related documents are the most important to start to develop the plan. HLP valid documents, the ownership of the land, if it is private then there is need for the contract, if it is public then there is a need for an official letter from the local authority.
* The location should be away from the front line by min. one walking day distance (about 60 Km), and the location is not at risk of flood.

Please click [here](https://emergency.unhcr.org/entry/45581/camp-planning-standards-planned-settlements) for more information of UNHCR Emergency Handbook.

**Site Selection Evaluation Form**

**Date:**

|  |  |
| --- | --- |
| **Photo** |  |
| **GPS & Location** |  |
| **Approximate area** |  (in sq.m) |
| **Type of soil** |  |
| **Water source** |  |
| **Vegetation and fuel source** |  |
| **Infrastructure** |  |
| **Other details** |  |
|  |  |
| **Site Selection Team** |
| **Name** | (Title, Organization & Signature) |
|  |  |
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