Guidance on CCCM Minimum Activity Set

1. **General CCCM/SMC of IDP Hosting Sites:**

- Establishment of the SMC team (static or mobile) per site/area
- Coordinate the operational entities, provision and access to services and protection in accordance with international standards aimed at guaranteeing the dignity of people and equitable access to basic services and fundamental rights. Ensure that gaps are addressed o
  - o Establish per site a contact master list of stakeholders working in the site, who does what mapping and site level service mapping and levels of services delivered. These should be shared in the regular CCCM site level coordination meetings with all partners working in the site
- Monitoring of population size, movements (new arrivals and departures) within the sites
- Implement the CCCM Referral and Escalation System: Multi-sector referral mechanisms aimed at ensuring that relevant responders are mobilized towards providing respective sectorial assistance identified as a gap (according to cluster standards)
- Inter-sector site level data collection exercises

2. **Mobilization and participation of the inhabitants of the site:**

- Identify or establish community focal points and committees appropriate to the transitory nature of the site within the framework of a legitimate leadership structure and establish regular meetings of consultation with interested parties (including community alert systems)
- Ensure that different gender and vulnerable or minority groups are **represented** and participate to the established representation structures
- In collaboration with the CCCM Cluster coordination team, enhanced **community based projects** to respond to gaps including site development, infrastructure improvements and livelihood activities
- Enable the **participation of the inhabitants in supervisory structures** through capacity building
- Establishment of dedicated community facilities such as site level community centers
- Establish a community system under protection guidance to monitor and maintain common facilities
- **Mobilization and participation of the inhabitants of the site for supervision and maintenance of infrastructure**

3. **Two-way communication with people living in the site:**

- **Produce and Disseminate information regarding assistance** both to the population living in the site and to other interested parties
- Establish services to collect, analyze, share, refer and / or take action regarding the population's **complaints and feedback**
- In collaboration with the community, conduct awareness-raising activities regarding services and with respect to internal regulations and services
- Support / advocate for active participation based on a gender, age, diversity and ethnic approach in related activities and services.
- Design, develop, print and distribute information materials such as posters, brochures, billboards

4. **Maintenance of the site:**

- Ensure care and maintenance of the site's infrastructure, while mitigating the impacts of environmental degradation (including through community led projects and CfW)
- Mobilization and participation of the inhabitants of the site for supervision and maintenance of infrastructure
- Conduct specific sectoral evaluations to measure the impact and / or coverage of ongoing interventions