# clock-icon 120 minutes (Core Module)

# Why does this session matter?

This module details the roles and responsibilities of three key functions of CCCM particularly focusing on CCCM partner, local authority and CMC. It explores what each of these counterparts is expected to do and what they can expect from others. It also addresses some areas where responsibilities are less clear and seeks agreement and understanding. During this session, the trainer will provide a review about the key principles of being a member of the CMC (including TOR, CoC and responsibility for supporting the community. The training will then show how the CMC is part of a broader coordination network that is supported by the CCCM partner.

# Learning Objectives

At the end of this session CMC participants will be able to:

* + Describe how the roles and responsibilities of CMC members, CCCM partner and the role humanitarian coordination occurs through a response in one’s community.
  + Identify the importance of being an active CMC member and understanding the TOR and Code of Conduct that binds members to the Camp Management Committee
  + Identify how CCCM partners are able to provide support to displaced communities and understanding how CCCM partners are mandated to enhance the ability of CMC members to self-manage displacement sites
  + Discuss the role of local authorities in CCCM discussing what Camp Administration is responsible for

# Key Messages

* + It is essential that CMC members have been provided a briefing on the roles and responsibilities of being a CMC member. TORs and CoCs should have already been explained to members and signed. The roles and responsibilities module is designed to improve CMC understanding of their mandate as members of the committee and the network of support that surrounds them. It is important to note throughout the training that CCCM partners are acting to support the established CMC and greater community emphasizing how CMCs can access services through identifying site needs through engagement with the community, and relaying these needs to the CCCM partner or other humanitarian service providers operating within the camp. Lastly, trainers should make sure that the role of the local authority as the agency the ultimately provides security and services should be made clear. CCCM partners are not doing the job of the government, but rather they are supporting efforts of the government. The government is the primary duty bearer of providing protection and support to affected communities.
  + Session Plan

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| --- | --- | --- | --- |
| Activity | Topic | Method | Timing |
| 1A | TOR and Understanding the function of CMC | Presentation | 30 mins |
| 1B | Actor Mapping | Group Work | 30 mins |
| 2 | Roles and Responsibilities of both CMC, CCCM Partner and government | Group work | 30 mins |
| 3a | Interaction between these three stakeholders | Group work | 25 mins |
| 3b | Agreeing on Roles | Plenary |
| 4 | Perspectives | Plenary Exercise | 5 mins |

# Handouts

* + None.

TRAINING TIP! Make sure that the training is done using the minimal amount of handouts with texts, powerpoints or writing possible. Please be mindful of abilities and challenges that participants may have in reading or understanding humanitarian concepts. If you feel the need to use humanitarian language, please explain all acronyms!!

# Key Resource Documents

* + CMC TOR
  + CMC CoC

# Supplies Needed

* + Flip chart and pens.
  + Flip chart paper and markers
  + Cards or cut paper with 18 roles/responsibilities

# Planning

* + Discuss the training objective with team and when possible, provide training simulations or practices prior to the CMC training.
  + Activity 1B (Actor mapping): prepare 5 flipcharts with a circle in the middle where it says the name of the IDP site
  + Activity 2: Prepare group flipchart with the Three circles

# Trainer Notes on Running Module 1

This module looks at roles and responsibilities of the CCCM actors and discusses how they relate to one another specifically.

For interactive activities that focus on roles and responsibilities such as actor maps, shapes and images can be used by participants

## Activity 1 TOR and Function of CMC 30’

Trainer to speak and ask questions to participants

* + Explain: Clearly go through each responsibility that is detailed within the CMC TOR. When going through the TOR ask participants what does each point mean practically (Ex. Providing information about service provision to members of the community. How do you do that?)
  + Explain: Discuss the importance of having a community that is self-governed and that supports one another. Reinforce that being a member of the CMC is a way to make sure that all members of the community no matter their ethnic group, background or ability should be created equal and be supported.
  + Ask questions about what the CMC is supposed to do to support members of the community? How do they do this and what are ways in which they can actively support members of the community?
  + Explain: It’s important that members of the CMC learn from each other and support one another in addition to supporting the broader community. The CMC should be seen as leaders in the camp that are supporting community members in a multitude of ways.

## Activity 1B – Actor Mapping in the Site 30’

* + Split participants into 5 groups
  + Ask the groups to draw out the name of all camp stakeholders by using arrows coming out from the circle. The length of the arrow may indicate the involvement of that actor in the camp (long: occasionally involved, short: strongly involved). They should be able to recall all of them.

Local Authorities

Child Protection partner

CCCM Partner

* + After a very simple actor mapping has been done, ask the participants to present their flipcharts on the room. Ask participants from each group to present their map allowing for participation and dialogue between the presenters and viewers.
  + All groups shall clarify their maps and why actor were placed in each location.
  + When debriefing, stress how national and/or civil society structures have been incorporated into the camp responses. More and more we see the involvement of the following actors in responding to displacement -either running distributions, displacement sites etc.:
    - local philanthropist
    - private sectors
    - military[[1]](#footnote-1) (please refer to the CM Toolkit, Roles and Responsibilities chapter)
  + Ask whether non-traditional actors may have provided uncoordinated aid efforts in their context, probe the group for possible reasons why or why not and facilitate a short plenary discussion.
  + Leave the maps up or have each group hold onto them. In community centers, it will be nice to have these hung on the walls.

## Activity 2 – Roles and Responsibilities of both CMC, CCCM Partner and government 30’

Explain: For this section, you will explain what we do as CCCM partners discussing the many activities that we administer and the reasoning behind implementing these activities. Go through how CCCM is always striving to create resilient and self-governing communities and that building the capacity and knowledge of community members is a critical component of our work.

Explain: The role of the local authority as camp administration. Camp administration is tasked as the primary duty bearer in making sure that all populations are protected and have access to essential service. Humanitarian partners like CCCM agencies, are filling gaps of the government and working to enhance their capacity to respond to needs in displacement sites. CMC relations with local authorities is important in areas such as access to health and education services and assistance in land tenure.

Three Circles – Group Work

* + Divide the plenary into 4 groups in such a way that each group
  + Trainer reads out a set of 18 cards of roles/responsibilities and either a glue stick or blue-tac to each group or each circle (find as ‘three circle game’)
  + When trainer reads out each responsibility, team members are to raise their hand and chose which group it falls under; CMC, CCCM partner, CA (local authority). Note that this should be done with trainers reading out and repeating key responsibilities.

* + The team with the most points or correct response wins
  + Make sure you explain why each card goes in each location
  + Allow 15’ for this exercise
  + After the exercise, clarify and explain any wrong or confusing responsibilities

## Activity 3A – Interaction between these three stakeholders ’15

* + **Activity 3B:** Identify stakeholders’ expectations of each other. This activity incorporates community member views, allowing participants to put themselves in their shoes.

## Activity 3B – Agreeing on Roles 10’

* **Explain** that when creating roles and responsibilities, it is essential that all points are clearly elaborated on for all stakeholders.
* **Discuss**: What are some roles that are still confusing to you? (Trainer to explain and answer questions encouraging CMC participants to assist in answering).

## Activity 4 – Perspectives 5’

* + When we see things so differently, can it be that we also read ToRs or the CCCM Framework differently? Or understand our roles and responsibilities differently? That is why it is important to go over the roles and responsibilities of CMC, CCCM Partner and CA and to ensure that we provide refresher sessions.
  + Ask: Is it a lack of cooperation or unwillingness to comply with these roles and responsibilities that is the obstacle? Or is it that we just understand and interpret things different?
  + State: We believe we read and experience things objectively, while in fact we interpret everything according to our own paradigms (ways of seeing life). We perceive situations differently, and disagreement is rarely only due to unwillingness to understand or cooperate. Although we agree to the generic definitions of roles and responsibilities, we might still encounter challenges when we move to the implementation stage. Please keep this in mind as we implement our ToRs and move to the next partnership session.

1. In many disaster- affected countries, often military forces support national authorities in search and rescue operations during the emergency phase and logistics, distributions, sites setup on the post emergency stage, so CCCM actors shall communicate and coordinate with them while ensuring that their actions remain in compliance with humanitarian principles, in particular “neutrality”. [↑](#footnote-ref-1)