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# Iraq CCCM Cluster

Guidance and information

7<sup>th</sup> FEBRUARY 2017

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 [www.iraq.cccmcluster.org](http://www.iraq.cccmcluster.org)

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*This information pack provides CCCM actors and other interested organisations with the key information and relevant contacts for the Iraq response. It is updated and circulated on a bi-weekly basis along with the sub-national cluster meeting minutes.*

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# Cluster Guidance

1. About the CCCM Cluster in Iraq
2. Cluster Contact Details
3. Cluster Organigram
4. Cluster Documents - Strategic & Technical
5. Cluster Calendar



//01

# 1. About the CCCM Cluster in Iraq

The CCCM Cluster in Iraq works to ensure equitable access to services and protection for people living in displacement sites, and supports opportunities for durable solutions. The Cluster offers a range of support to the government, focused on partnerships with NGOs, local officials, and displaced populations, to establish solid coordination mechanisms that ensure an open dialogue, and humanitarian principles and standards are promoted and applied. The cluster seeks to provide support to IDPs living in informal settlements to strengthen their self-management and coping mechanisms and ensure they are known to and connected with assistance and service providers, including available public services.

As IDPs move in and out of displacement sites as required by their needs, close collaboration between humanitarian actors and the host community is needed to implement a comprehensive, effective protection approach. To this end, the CCCM cluster will continue its close coordination with the Protection cluster on population profiling and data collection issues, addressing the dynamics between populations within sites and the surrounding communities and environments. CCCM recognizes that displacement sites are a last resort for people forced to flee the safety of their homes. The CCCM clusters' response approach for 2017 is intended to support displaced populations in both first and second line scenarios:

## FIRST LINE RESPONSE

Identify appropriate locations for emergency sites and camps, facilitate provision of basic services in these sites and identify risks and service gaps in informal settlements by:

Conducting joint assessments of potential emergency sites and camps with government counterparts, clusters and service providers	Identifying risk factors in informal settlements and liaising with clusters to mitigate these.	Identifying risk factors in emergency sites and camps and liaising with camp managers to mitigate these.	Mapping potential service providers, tracking basic needs, identifying critical service gaps and liaising with clusters to ensure that minimum basic services are available emergency sites and camps.	Identifying critical service gaps in informal settlements and liaising with clusters to cover these.
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## SECOND LINE RESPONSE

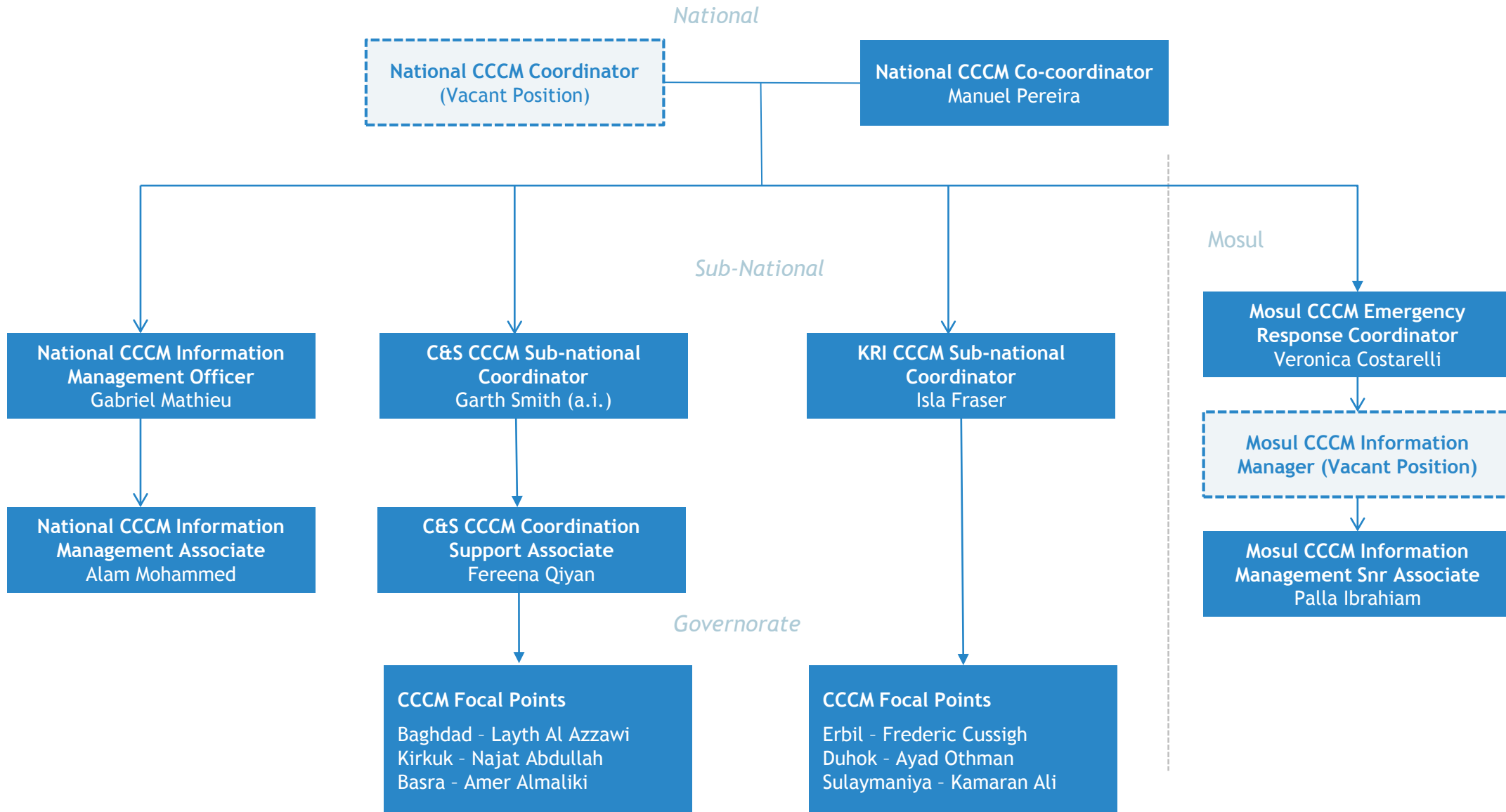
Help to extend service provision and improve management of emergency sites and camps by:

Tracking service provision, identifying gaps and liaising with clusters to cover these	Monitoring risk factors and liaising with camp managers to eliminate these	Providing training and mentoring to managers of emergency sites and camps
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# 2. Cluster Contact Details

National	Iraq National CCCM Cluster Coordinator	Erbil	Vacant Position (UNHCR)	N/A	N/A	N/A
	Iraq National Cluster CCCM Co-Coordinator	Erbil	Manuel Pereira (IOM)	<a href="mailto:mpereira@iom.int">mpereira@iom.int</a>	+9647517401632	iomsukkurors
	Iraq National Information Management Officer	Baghdad	Gabriel Mathieu (UNHCR)	<a href="mailto:mathieu@unhcr.org">mathieu@unhcr.org</a>	+964 770 494 6456	darthpandal
	Iraq National Information Management Associate	Baghdad	Mohammed Alam (UNHCR)	<a href="mailto:alammo@unhcr.org">alammo@unhcr.org</a>	+964 7809207278	
Mosul	Mosul Emergency Response CCCM Cluster Coordinator	Erbil	Veronica Costarelli (UNHCR)	<a href="mailto:costarelli@unhcr.org">costarelli@unhcr.org</a>	+964 7734198351	veronica_costarelli
	Mosul Information Management Officer	Erbil	Vacant Position (UNHCR)	N/A	N/A	N/A
	Mosul Information Management Senior Associate	Erbil	Ibrahim Palla	<a href="mailto:ibrahimp@unhcr.org">ibrahimp@unhcr.org</a>	+964 750 464 0566	live:e43f237e37fbf119
KRI	KRI Sub-National CCCM Cluster Coordinator	Erbil	Isla Fraser (UNHCR)	<a href="mailto:fraseri@unhcr.org">fraseri@unhcr.org</a>	+964 7734 304 039	isla.fraser86
	Duhok CCCM Focal Point	Duhok	Ayad Othman (UNHCR)	<a href="mailto:othmany@unhcr.org">othmany@unhcr.org</a>	+964 7706 701 260	ayad.othman1
	Erbil CCCM Focal Point	Erbil	Frederic Cussigh (UNHCR)	<a href="mailto:cussigh@unhcr.org">cussigh@unhcr.org</a>	+964 770 494 63 84	
	Sulaymaniah CCCM Focal Point	Sulaymaniah	Kamran Ali (UNHCR)	<a href="mailto:alik@unhcr.org">alik@unhcr.org</a>	+964 7701 587 655	
C&S	Centre & South Sub-National CCCM Cluster Coordinator	Baghdad	Garth Smith (UNHCR) (a.i.)	<a href="mailto:smithg@unhcr.org">smithg@unhcr.org</a>	+964 770 419 4557	garthsmith20
	Centre & South Sub-National CCCM Cluster Associate	Baghdad	Fereena Qiyam (UNHCR)	<a href="mailto:qiyam@unhcr.org">qiyam@unhcr.org</a>	+964 780 920 7285	
	Baghdad, Salah Al Din & Anbar CCCM Focal Point	Baghdad	Layth Aal-Azzawi (UNHCR)	<a href="mailto:alazzawi@unhcr.org">alazzawi@unhcr.org</a>	+964 780 195 3136	Laith.unhcr
	Basra/Southern Governorates CCCM Focal Point	Basra	Amer Almaliki (UNHCR)	<a href="mailto:almalika@unhcr.org">almalika@unhcr.org</a>	+964 780 918 6441	amer.sadoon2
	Kirkuk CCCM Focal Point	Kirkuk	Najat Abdullah (IRD)	<a href="mailto:nabdullah@irdglobal.org">nabdullah@irdglobal.org</a>	+964 770 131 5746	najat.abdullah

# 3. CCCM Cluster Organigram



# 4. Cluster Documents & Links

The table below provides links to and details of the key **cluster documents** for the CCCM cluster in Iraq to aid partners in planning and implementing CCCM activities in the country. The primary source of all the latest cluster information and documents is the Iraq CCCM cluster website, which can be found at [www.iraq.cccmcluster.org](http://www.iraq.cccmcluster.org). Details of the cluster information products can be found on page 8

STRATEGIC/ COORDINATION	<a href="#">CCCM cluster ToR</a>	The National Cluster Terms of Reference setting out the purpose, objectives, leadership, governance and responsibilities of the cluster. [Updated June 2015]
	<a href="#">CCCM response strategy</a>	The latest CCCM Cluster Strategy Document, setting out the approach for addressing CCCM needs within Iraq. [updated July 2015; <b>to be updated February 2017.</b> ]
	<a href="#">2017 HNO</a>	The 2017 Humanitarian Needs Overview setting out an assessment snapshot of all the anticipated multi-sectoral needs in Iraq in 2017 in order to develop the Humanitarian Response Plan for the country. [ <b>Being finalized in Jan 2017</b> ]
	<a href="#">2017 HRP</a>	The 2017 Humanitarian Response Plan setting out the strategic response to the humanitarian crisis in Iraq across all sectors. Contains a dedicated chapter on the 2017 CCCM response plan and strategy. [ <b>Being finalized in Jan 2017</b> ]
	<b>CCCM Focal Point ToR</b>	Terms of reference for governorate level CCCM focal points outlining their purpose, roles and responsibilities [ <b>Being finalized</b> ]
OPERATIONAL	<a href="#">Cluster Meeting Minutes</a>	Repository of meeting minutes for national cluster meetings, sub-national cluster meetings and strategic advisory boards
	<a href="#">Cluster Tools</a>	Repository for Iraq CCCM cluster tools
	<a href="#">Cluster Training Info</a>	Repository for CCCM training and capacity building materials
Information Management	<a href="#">Rapid RASP</a>	Link to RASP - <a href="http://maps.unhcr.org/en/irq_cccm_rapid_rasp">maps.unhcr.org/en/irq_cccm_rapid_rasp</a>
	<a href="#">Rapid Assessment Site Profile (RASP)</a>	Link to RASP - <a href="http://maps.unhcr.org/en/irq_cccm_rapid_rasp">maps.unhcr.org/en/irq_cccm_rapid_rasp</a>
	<a href="#">Formal Site Monitoring Tool (FSMT)</a>	Link to FSMT - <a href="http://www.iraq.cccmcluster.org">www.iraq.cccmcluster.org</a>
	<a href="#">Multi-sectoral Camp Profiling</a>	Links to profiling - <a href="http://www.reachresourcecentre.info/system/files/resource-documents/cccm_reach_irq_factsheet_campprofilingvcomparativematrix_oct2016.pdf">http://www.reachresourcecentre.info/system/files/resource-documents/cccm_reach_irq_factsheet_campprofilingvcomparativematrix_oct2016.pdf</a>

# 4. Cluster Documents & Links

The table below provides links to and details of the key **technical guidance** for the CCCM cluster in Iraq to aid partners in planning and implementing CCCM activities in the country. The primary source of all the latest cluster information and documents is the Iraq CCCM cluster website, which can be found at [www.iraq.cccmcluster.org](http://www.iraq.cccmcluster.org). Details of the cluster information products can be found on page 8.

COMMS	<a href="#">CCCM mailing list</a>	Link to register for the national and sub-national CCCM cluster mailing lists
	<a href="#">CCCM contact list</a>	Contact list for CCCM site focal points
	<a href="#">Inter-cluster contact list</a>	Updated contact list of all cluster coordinators for all clusters across Iraq
	<b>Social media</b> (TW; FB; FR)	Links for the cluster social media accounts: <a href="#">Twitter</a> ; <a href="#">Facebook</a> ; <a href="#">Flickr</a>
	<a href="#">Skype Group</a>	Link to join the National CCCM Cluster Skype Group ( <a href="https://join.skype.com/dlEOxYV2at35">https://join.skype.com/dlEOxYV2at35</a> )
GLOBAL TECHNICAL GUIDANCE	<a href="#">Camp Management Toolkit</a> EN, AR	Online and downloadable version of the Camp Management Toolkit including updated links to additional tools and guidance for camp managers, coordinators and administrators.
	<a href="#">Collective Centre Guidelines</a> EN	Guidelines to assist in the planning, implementation, monitoring, maintaining and overall management of Collective Centres to ensure protection and assistance to those in need.
	<a href="#">Urban Displacement and Out of Camp Review</a> EN	Review of how CCCM resources and experiences of camp-like and camp-based responses can be applied to respond to the needs of displaced populations outside camps, in particular in urban environments.
	<a href="#">SPHERE Handbook</a> EN, AR	Core common principles and universal minimum standards for the implementation of humanitarian assistance
IRAQ TECHNICAL GUIDANCE	<a href="#">Site typologies</a>	Iraq cluster classification of the various types of sites in Iraq and the distinction between formal and informal settlements
	<a href="#">Protection Mainstreaming Checklist for CCCM</a> EN	This Protection Mainstreaming checklist is based on relevant CCCM standards and guidance, and it provides sector-specific measures to ensure that protection concerns of all beneficiaries are reflected in CCCM responses
	<a href="#">Joint Guidance Note on Camps, CCCM, Shelter &amp; NFI, WASH Clusters</a>	This inter-cluster document, developed by the three clusters of Shelter and NFI, WASH, and CCCM is meant to briefly list the minimum requirements to be considered as a camp is being planned and developed. ( <a href="#">EN</a> , <a href="#">AR</a> , <a href="#">KR</a> )
	<a href="#">Winterization Assistance</a>	Winterisation recommendations agreed nationally in Iraq between the Shelter/NFI, WASH and CCCM clusters, involving Government representatives, with the participation of the Protection Cluster and Cash Working Group.



# 5. CCCM Cluster Calendar

FEBRUARY 2017			MARCH 2017			APRIL 2017			MAY 2017			JUNE 2017			JULY 2017		
W	01	Mosul IMWG	W	01	Mosul IMWG	S	01		M	01		T	01		S	01	
T	02		T	02		S	02		T	02		F	02		S	02	
F	03		F	03		M	03		W	03	C&S Cluster Meeting Mosul IMWG	S	03		M	03	
S	04		S	04		T	04		T	04		S	04		T	04	
S	05	Activity Info deadline	S	05	Activity info deadline	W	05	Cluster Meeting Activity Info Mosul IMWG	F	05	Activity info deadline	M	05	Activity info deadline	W	05	Cluster Meeting Activity Info Mosul IMWG
M	06		M	06		T	06		S	06		T	06		T	06	
T	07		T	07	KRI Cluster Meeting	F	07		S	07		W	07	C&S Cluster Meeting Mosul IMWG	F	07	
W	08	C&S Cluster Meeting Mosul IMWG	W	08	C&S Cluster Meeting Mosul IMWG	S	08		M	08		T	08		S	08	
T	09		T	09		S	09		T	09	KRI Cluster Meeting	F	09		S	09	
F	10		F	10		M	10		W	10	C&S Cluster Meeting Mosul IMWG	S	10		M	10	
S	11		S	11		T	11	KRI Cluster Meeting	T	11		S	11		T	11	KRI Cluster Meeting
S	12		S	12		W	12	Mosul IMWG	F	12		M	12		W	12	Mosul IMWG
M	13		M	13		T	13		S	13		T	13	KRI Cluster Meeting	T	13	
T	14	KRI Cluster Meeting	T	14		F	14		S	14		W	14	Mosul IMWG	F	14	
W	15	Mosul IMWG	W	15	Mosul IMWG	S	15		M	15		T	15		S	15	
T	16		T	16		S	16		T	16		F	16		S	16	
F	17		F	17		M	17		W	17	Mosul IMWG	S	17		M	17	
S	18		S	18		T	18		T	18		S	18		T	18	
S	19		S	19		W	19	C&S Cluster Meeting Mosul IMWG	F	19		M	19		W	19	C&S Cluster Meeting Mosul IMWG
M	20		M	20		T	20		S	20		T	20		T	20	
T	21		T	21		F	21		S	21		W	21	C&S Cluster Meeting Mosul IMWG	F	21	
W	22	C&S Cluster Meeting Mosul IMWG	W	22	C&S Cluster Meeting Mosul IMWG	S	22		M	22		T	22		S	22	
T	23		T	23		S	23		T	23		F	23		S	23	
F	24		F	24		M	24		W	24	Mosul IMWG	S	24		M	24	
S	25	FSMT Submissions	S	25	FSMT Submissions	T	25	FSMT Submissions	T	25	FSMT Submissions	S	25	FSMT Submissions	T	25	FSMT Submissions
S	26	Focal Point Report	S	26		W	26	Focal Point Report Mosul IMWG	F	26		M	26		W	26	Focal Point Report Mosul IMWG
M	27		M	27		T	27		S	27		T	27	Focal Point Report	T	27	
T	28		T	28	Focal Point Report	F	28		S	28		W	28	Mosul IMWG	F	28	
			W	29	Mosul IMWG	S	29		M	29	Focal Point Report	T	29		S	29	
			T	30		S	30		T	30		F	30		S	30	
			F	31					W	31	Mosul IMWG						

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# Information Management

- A. Information Management Products
- B. Information Management Calendar
- C. Formal site Monitoring Tool Process
- D. Rapid RASP Process



# 6A. Information Management & Products

The diagram below sets out the information management approach for the CCCM cluster in Iraq and all of the products that are developed and published by the cluster to assist partners in the implementation of CCCM and other humanitarian programming in formal and informal settlements. The primary source of all the latest cluster information and documents is the Iraq CCCM cluster website, which can be found at [www.iraq.cccmcluster.org](http://www.iraq.cccmcluster.org)

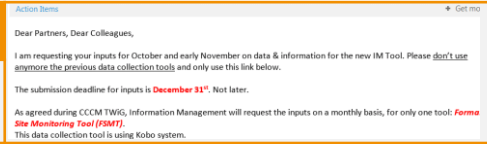
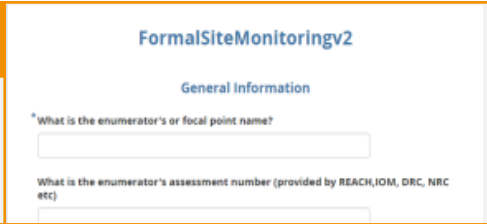
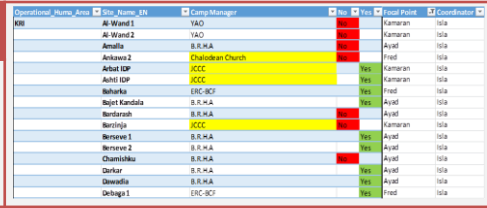
Core Products	Rapid Risk Assessment Site Priority Tool (Rapid RASP)	Risk Assessment Site Priority Tool (RASP)	Formal Site Monitoring Tool (FSMT)	Multi-Sectoral Camp Profiling		
	An emergency site prioritisation tool to assess the immediate needs and risks in new formal and informal sites.	Multi-sector rapid assessment tool to collect information to identify urgent needs and trigger sector responses.	Monthly, detailed multi-sector assessment by camp managers of formal sites to identify key sectoral needs and priorities	Quarterly, multi-sectoral profiling of all formal IDP sites using household level data collection directly from affected populations.		
	<ul style="list-style-type: none"> <li> ASAP after displacement</li> <li> Once per location</li> <li> Formal and informal sites</li> <li> CCCM Cluster, REACH teams and/or partners' CCCM teams</li> </ul>	<ul style="list-style-type: none"> <li> ASAP after Rapid RASP</li> <li> Twice per year or as needed</li> <li> Informal sites</li> <li> REACH/IOM teams and/or cluster partner mobile teams</li> </ul>	<ul style="list-style-type: none"> <li> ASAP after sites are established</li> <li> Monthly</li> <li> Formal sites</li> <li> CCCM cluster partner mobile teams phased to CMs</li> </ul>	<ul style="list-style-type: none"> <li> ASAP after sites are established</li> <li> Quarterly</li> <li> Formal sites</li> <li> REACH</li> </ul>		
	<a href="http://maps.unhcr.org/en/iraq_cccm_rapid_rasp">maps.unhcr.org/en/iraq_cccm_rapid_rasp</a>	<a href="http://maps.unhcr.org/en/iraq_cccm_rapid_rasp">maps.unhcr.org/en/iraq_cccm_rapid_rasp</a>	<a href="http://maps.unhcr.org/en/iraq_cccm_fsmt_map">maps.unhcr.org/en/iraq_cccm_fsmt_map</a>	<a href="http://www.reachresourcecentre.info/system/files/resource-documents/cccm_reach_iraq_factsheet_campprofilingvicomparativematrix_oct2016.pdf">http://www.reachresourcecentre.info/system/files/resource-documents/cccm_reach_iraq_factsheet_campprofilingvicomparativematrix_oct2016.pdf</a>		
Other Publications	Data tables		Maps		Publications	
	<a href="#">Formal Site List</a>	List and details of all formal sites and locations in Iraq	<a href="#">Operational Maps</a>	CCCM Settlement Status Map ( <a href="#">link</a> ) CCCM IDP populations map ( <a href="#">link</a> ) & other ad-hoc regional/national infographics ( <a href="#">link</a> )	<a href="#">Dashboards &amp; Infographics</a>	CCCM Settlement Status Report ( <a href="#">link</a> ) Settlement Traffic Light Analysis ( <a href="#">link</a> ) CCCM IDP Population Dashboard ( <a href="#">link</a> ) & other ad-hoc infographics ( <a href="#">link</a> )
	<a href="#">Formal Site 3Ws</a>	Details of all sectoral actors per location for formal sites - continually updated ( <a href="#">online</a> & <a href="#">pdf</a> )	<a href="#">Site Maps</a>	Maps of individual camps or sites for planning of settlement and services	<a href="#">Thematic Reports</a>	Other reports and documents on displacement sites and CCCM related issues
	<a href="#">Formal site contact list</a>	Contact details for camp managers in formal sites				

# 6B. IM Products Calendar (indicative)

Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																																								
Week:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52

R-RASP	Rapid RASP Summaries	Online map updated continuously and summary published every Tuesday.	Weekly (Tues)	[Red blocks every 2 weeks]																																																			
Full RASP	F-RASP Summaries	Weekly summary and prioritisation (during assessment period)	Weekly	[Blue blocks every 2 weeks]																																																			
	F-RASP Profiles	Informal site assessment profiles and comparative report	Biannually	[Blue blocks at weeks 10, 26, 42]																																																			
FSMT	Camp Profiles	Individual formal camp profiles	Monthly (5 <sup>th</sup> )	[Yellow blocks every 5 weeks]																																																			
	Service Gap Analysis	Monthly traffic light assessment comparing service provision	Monthly (5 <sup>th</sup> )	[Yellow blocks every 5 weeks]																																																			
	Camp 3Ws	Detailed 3Ws for each camp (Mosul 3Ws + National 3Ws)	Monthly (5 <sup>th</sup> )	[Yellow blocks every 5 weeks]																																																			
	Actors Mapping	Assessment of service providers across all camps	Monthly (5 <sup>th</sup> )	[Yellow blocks every 5 weeks]																																																			
Camp Profiles	Data sheet	Data sheet from household level quarterly camp profiling surveys published asap after collection and verification	Quarterly	[Teal blocks at weeks 4, 13, 22, 31, 40]																																																			
	IDP Camp Directory	Quarterly comparative report and individual camp profiles	Quarterly	[Teal blocks at weeks 4, 13, 22, 31, 40]																																																			
	Comparative Multi-Cluster Report	Multi-sectoral comparison of camp profiling assessments from previous quarter	Quarterly	[Teal blocks at weeks 4, 13, 22, 31, 40]																																																			
Other	Formal site list	Continuously updated list of all formal sites in Iraq	Ongoing	[Grey blocks every week]																																																			
	Camp Overview Dashboard	Monthly Dashboard of all formal camps and populations	Monthly (5 <sup>th</sup> )	[Grey blocks every 5 weeks]																																																			
	Settlements Status Report	Info and summary of IDPs in various types of settlement	Monthly (5 <sup>th</sup> )	[Grey blocks every 5 weeks]																																																			
	Map of IDP Distribution	Map showing the number of IDPs per district across Iraq	Monthly (5 <sup>th</sup> )	[Grey blocks every 5 weeks]																																																			
	Mosul Camp Infographic	Weekly dashboard of camp populations and capacity	Weekly	[Grey blocks every week]																																																			

# 6C. Formal Site Monitoring Tool (FSMT)

15th	<h2>1A. Launch of FSMT</h2> <p><b>Action:</b> National IMO sends email to start data collection</p> <p><b>Timescales:</b> Launch email sent on the 15<sup>th</sup> of each month</p>	
16th		
17th		
18th	<h2>1B. Data Collection</h2> <p><b>Action:</b> Camp Managers conduct the FSMT and submit to the cluster.</p> <p><b>Timescales:</b> 15-25<sup>th</sup> each month. Data to be submitted <b>by 25<sup>th</sup></b></p>	
19th		
20th		
21st		
22nd		
23rd	<h2>2. Follow up on FSMT replies</h2> <p><b>Action:</b> National IMO to prepare summary of replies. Sub-Nat Coordinator (SNC) identifies missing info. SNC to contact the FP to follow up on sites.</p> <p><b>Timescales:</b> 26<sup>th</sup>-27<sup>th</sup> each month</p>	
24th		
25th		
26th		
27th		
28th	<h2>3. Analysis of Data - Phase 1</h2> <p><b>Action:</b> NIMO to clean and consolidate data</p> <p><b>Timescales:</b> 28<sup>th</sup>-31<sup>st</sup> each month</p> <ul style="list-style-type: none"> <li>Reviewing and cleaning data for errors or inconsistencies</li> <li>Adding data for any missing FSMT already filled previously.</li> </ul>	
29th		
30th	<h2>4. Analysis of Data - Phase 2</h2> <p><b>Action:</b> NIMO to prepare the traffic light and other IM products</p> <p><b>Timescales:</b> 1<sup>st</sup> - 5<sup>th</sup> each month</p> <ul style="list-style-type: none"> <li>Reviewing and cleaning data for errors or inconsistencies</li> <li>Adding data for any missing FSMT already filled previously.</li> </ul>	
31st		
01st	<h2>5. Publication of products</h2> <p><b>Action:</b> Products published on <a href="http://www.iraq.cccmcluster.org">www.iraq.cccmcluster.org</a></p> <p><b>Timescales:</b> 5<sup>th</sup> each month</p> <ul style="list-style-type: none"> <li>Online map (web)</li> <li>Formal site list (web)</li> <li>Individual profiles per camp (pdf)</li> <li>Traffic light report (pdf)</li> <li>3Ws (web and pdf)</li> </ul>	
02nd		
03rd		
04th		
05th		
06th		

# 6D. Rapid RASP Tool

