

## Camp Closure Checklist

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Essential Preparation by Camp Managers & CCCM actors		Yes	No
<p>Has the Camp Closure Plan or "Order to Relocated" been discussed and authorized by all relevant authorities? (Camp closure should have been authorized by the Governors' office in writing and be in line with the camp consolidation/closure plans discussed, agreed and endorsed at the GRC and in line with the minimum standards. MoUs on assets should be agreed upon in advance) [Please keep a copy]</p> <p><i>CCCM Cluster can provide guidance and advocacy if facing a rapid closure</i></p>			
<p>Have the intentions and preferences of the Camp Residents been assessed systematically (return to places of origin, local integration, movement to another camp, or resettlement in a third location such where the resident has extended family)? [Please keep a copy of any supporting documents]</p> <p><i>CCCM Cluster can provide guidance and support on full implementation of a household level intentions survey or on holding intentions FGDs based on the context and sensitivities of the closure. Results should be shared with relevant clusters and partners to inform advocacy and update services</i></p>			
If needed, have appropriate alternatives to return been provided?			
<p>Do you have an <b>inventory</b> of all Camp Assets? Copy required. <i>In some cases, it may make sense to submit to local authorities with plan for relocation to avoid confiscation of assets.</i></p>			
<p>Has an adequate transportation plan been agreed with authorities? [Ideally, the local authorities should help the displaced move to either their Area of Origins, a second camp, or third location based on the camp residents' intention.] Please keep a copy of this Official letter.</p>			
<p>If the local authorities have not agreed on a transportation plan, has an alternative transport provider been identified? (NGOs, Security Forces, moving allowance, private transportation links)</p>			

Preparation (General)		Yes	No
<b>General</b>	Have all stakeholders participated in the process?		
	Has coordination among all stakeholders been ensured, and are their roles and responsibilities clear?		
<b>People</b>	Is there an up-to-date resident database with accurate information on the camp population at the time of closure (including the number of people with special needs/physical disabilities)		
	Have accurate and up-to-date information on closure procedures been provided to all camp residents?		
	Are all camp residents aware of the departure modalities? (time, assembly points, mode of transport)		
	Have "Know Before You Go" materials been distributed to those IDPs opting to return to their areas of origin? Have IDPs opting to return to their areas of origin received explosive hazard risk education? Ideally 'go-and-see' visits are also offered to alternative camps.		

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	Have you explained to camp residents what de-registration implies (being counted in the transportation manifest, return of ration card...)		
	Has the host community been involved in the planning process? (if host community is in close proximity they have a preference)		
<b>(Special Needs)</b>	Have people with specific needs been identified (people with disabilities, female headed households, separated or unaccompanied minors, list of elders...)?		
	Are there any referral mechanisms in place for persons with specialized protection needs and support for them in case they need assistance during the relocation?		
	How will protection cases be transferred/referred?		
<b>Re-location</b>	If the population is being moved to a new camp, has the camp management in the new camp been informed of the number or people arriving and are adequate facilities available/prepared? In addition, have partners and clusters been informed in order to prepare/extend services for new arrivals?		
<b>Assets</b>	Has a MoU been signed with local authorities for the handover of any asset or infrastructure? <i>[If a MoU has not been signed, the assets will likely remain the property of the agency who installed it, and it will likely be removed]. Please keep a copy of MoU (signed or drafted)</i>		
	For other assets/infrastructure, has the actor who originally installed the asset been informed that the camp will be closed and they may need to re-direct or decommission the asset? They may need to allocate resources for this.		
	Have shelter materials and NFIs been returned to the camp management or [if relevant] formally handed over to the former residents?		
	Have you identified loose materials (e.g. electrical wiring) or infrastructure (portable latrines) that need to be secured?		
	Proper handling of assets/infrastructure should be considered: <ul style="list-style-type: none"> <li>- Secure transfer of any camp files and protection documents including health records</li> <li>- Shelter and plots</li> <li>- Additional infrastructure, including fixed latrines, kitchens, shops</li> <li>- Common facilities including health clinics and schools</li> <li>- Electrical, drainage, generators, pumps, etc.</li> <li>- Livelihood projects, if applicable</li> <li>- Security, fencing and arrangements for after the camp is consolidates/closed</li> </ul>		
<b>Admin</b>	Have you identified a location/agency/government ministry who will guard all relevant camp documentation over the long term?		
	If IDPs are staying in the community, have host communities/landlords been notified? Will any special services be provided?		

<b>Transportation/ Transfer</b>		Yes	No
<b>People</b>	Have all the camp residents been de-registered and been provided with a departure letter?		
	Are the camp residents aware of and assembling at the correct locations and times when departing the camps?		

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	Are members of the same Household being transported together?		
	Do all the camp residents have their own documentation with them? [Or if by their consent, are they secured with a service provider such as a legal/protection, education or health partner]		
	Have partners extended services in areas of re-location?		
<b>Special Needs</b>	Is there a separate departure area/time for those with special needs (e.g. persons with disabilities, elderly, female-headed households, etc.)?		
	Have health arrangements been coordinated for persons in need of special medical arrangements?		
	Have arrangements for unaccompanied children been taken care of?		
<b>People staying behind</b>	Is there a contingency plan in place for the assistance and protection of the population that goes to areas other than a camp or the AoO?		
<b>Assets</b>	Have all camp assets and infrastructure been distributed, packed-up, or are about to be decommissioned?		
<b>Admin</b>	Have all documentation regarding the displaced (database of the camp pop) been properly managed, secured, and transferred?		

<b>Decommissioning/Securing for later use</b> (should also be discussed during planning)		Yes	No
<b>Assets</b>	Has there been proper consultation with the municipal government on the decommissioning process and clean up procedure?		
	If handing over to local authorities, have the municipal government or relevant authorities set-aside sufficient resources?		
	Have camp buildings been handed over to the host community or national authorities?		
	Have broken shelters been removed?		
	Have sanitation facilities (e.g. latrine pits, wash basins, garbage pits) been filled, decommissioned or made safe?		
	Can any material be recycled/used by others?		
	Has waste been properly disposed of? (chemicals, batteries, health waste, left-behind belongings or damaged items, other types of waste may be incinerated)		
	Has an environmental assessment been conducted to determine any environmental rehabilitation or restoration needs? (Cost estimates and fund-raising to be carried out in advance)		
<b>Environment</b>	Has the site been cleaned? If not, who will clean it? Official letter required.		
<b>Service Provision</b>	Have contracts with service providers been stopped or handed over to local authorities		

<b>General</b>		Yes	No
<b>Security</b>	Are there procedures in place for the security of the displaced population, their belongings and staff during the camp closure/relocation process?		
	Have all stakeholders participated in the process?		

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	Has coordination among all stakeholders been ensured, and are their roles and responsibilities clear?		
<b>Livelihoods</b>	Have livelihood opportunities where possible for both the displaced and locals been provided as part of the closure and rehabilitation process		
<b>M&amp;E</b>	Is there a mechanism for documenting lessons learned and sharing with relevant partners/clusters?		
<b>Land Owners</b>	If relevant, have land owners been compensated? Official letter should be issued with the land owner/s to explain that they have received the land and they do not have any further issues.		

## Camp Closure Checklist

### Sample Workplan/Timeline

Activity	When – process should take 4 weeks	Focal Point
Informing camp management	1 day	Government authority to officially inform camp manager on the closure note. Should agree on options for relocation; e.g. another camp, area of return, or host community
Consultation with the camp residents and conducting FGDs ( <i>Go and see visits to alternative camps could be offered</i> )	1 FGD per 25 HH/suggested to complete in 3 days	Government/local authorities
Intention survey among camp residents	3 days	CCCM and protection partners
Meeting with partners/clusters to inform them about camp consolidation/closure ; intentions, expected numbers relocation plans and possible gaps	2 days	CCCM Cluster
Prepare: 1. List of the families who are willing to relocate to other camps and share with the camp management in the destination camp to assign plots as well as shelter, education food security and other relevant partners to ensure smooth transition of services; 2. Provide the number of families relocating to AoO to assist with security clearances and share numbers and any information from intentions survey with key development partners; 3. If applicable, share expected numbers with host community to facilitate access to services, as well as development partners/CRCs if present to support re-integration and peaceful co- to	2 days	Camp management team
Share relocation plan with families to prepare their belongings and arrange transportation (families and belongings)	10 days	CM and local authorities
Moving day	100 HH per day	
After families leave – decommission of WASH, health and education facilities, shelters assets, etc.	Week 4 +1 day	ALL